

# Regular Agenda

**Date:** Thursday, March 16, 2023

**Meeting:** Regular Meeting with Closed Session

**Time:** 6:00 PM

**Location:** District Office

650 Dr. John Burkey Drive

Door 2

Algonquin, IL 60102

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

**Board of Education Members:** President, Mr. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary, Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; Mrs. Dana Wiley

## 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 \_\_\_ p.m. A quorum must be met.

**Roll Call: Ayes / Absent / Motion** \_\_\_\_\_

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

### 2. Closed Session / Roll Call (A) (Mr. Quagliano)

Move to enter into closed session at \_\_\_ p.m. as indicated in the Open Meetings Act and 5ILCS120/2c for discussion of: **(1)** The appointment, employment, discipline, performance, or dismissal of specific employees or legal counsel; **(2)** Collective negotiating matters; **(9)** Student Disciplinary; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

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

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_\_\_

#### 2.1. Exit or Suspend Closed Session / Voice Call (A)

Move to exit or suspend closed session at \_\_\_ p.m. and return to open session.

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

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

Resume the Regular meeting at \_\_\_ p.m.

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

**Roll Call: Ayes / Absent / Motion** \_\_\_\_\_

#### 3.1. Action as Required / Roll Call (Mr. Quagliano)

Action will come from the Board.

**Action:** Recommendation will come from the Board.

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

**Roll Call: Ayes / Nays / Absent / Motion** \_\_\_\_\_

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

### 5. Student Recognition (Mr. Quagliano)

The BOE will recognize HHS Girls Wrestler, Janiah Slaughter.

Janiah finished 3rd in the state.

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

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints.

### 7. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Quagliano)

Move to adopt the agenda as presented (or with changes).

**Action:** Adoption of the Agenda.

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

### 8. Superintendent's Report (R) (Dr. Rowe)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

#### 8.1. Donations (R) (Dr. Rowe)

*Lowe's on Randall road in LITH donated 5,000 worth of Cedar 2x4x12*

Marliese and William Papcke donated \$400.00 to the HHS Math Team Fund.

Faithbridge donated \$50 to the RAD Committee.

8.2. **Understanding Trauma Informed Practices in Schools (R)** (Dr. Rowe)

District Behavior Specialists, Tracy Walsh and Allison Anderson, will update the board on the district's response to increased student behaviors and the shift in mindset needed when supporting students who have experienced trauma.

**Recommendation:** For information purposes only

9. **Associate Superintendent's Report (R)** (Ms. Lombard)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

10. **Chief Financial Officer/Treasurer (R)** (Mr. Altmayer)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

11. **Chief Technology Officer (R)** (Dr. Budzynski)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

12. **President's Report** (Mr. Quagliano)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

13. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren)

13.1. **Freedom of Information Act (FOIA) Requests (R)** 4

A monthly report on the FOIA requests is provided in the packet.

**Recommendation:** For informational purposes only.

14. **Legislation Committee** (Mr. Cratty- Chair, Mrs. Maiorino)

14.1. **Legislative Updates (R)** (Mr. Cratty)

Mr. Cratty will provide legislative updates.

15. **Consent Agenda (A)** (Mr. Quagliano)

**Roll Call: Ayes / Nays / Motion**     

**Recommendation:** Seeking approval and adoption of the Consent Agenda as follows:

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

15.1.1. **Policy Updates (A)** 5

The following policies were presented to the BOE on Feb. 9th for a second reading. The policy has been approved and moved forward to the 3/16/23 meeting.

**Recommendation:** Seeking approval as presented.

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

15.2.1. **Minutes (A)** 105

The following meeting minutes from **February 2nd, February 9th and October 13th** have been prepared for review and approval.

**Recommendation:** Seeking approval of the Board at their next regular meeting.

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

15.3.1. **Payables (A)** (Mr. Altmayer) 113

Mr. Altmayer will seek approval of the Purchase Orders issued at \$3,034,212.06; Accounts Payable issued at \$2,058.99; Imprest issued at \$200,880.35 and Disbursements issued at \$10,016,036.57, as presented.

**Recommendation:** Seeking approval of the Board for payables issued, as presented.

15.3.2. **Revenue Contracts (A)** (Mr. Altmayer) 114

Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities.

**Recommendation:** Seeking approval of the revenue contracts as presented.

15.3.3. **2023-2024 IESA Membership Renewal (A)** (Ms. Lombard) 117

The administration is recommending renewal of the **IESA Membership** for both Marlowe and Heineman Middle Schools for the 2023-2024 school year.

**Recommendation:** Seeking approval as presented at the next Regular School Board Meeting.

15.3.4. **IHSA 2023-2024 Renewal (A)** (Ms. Lombard) 119

The administration is recommending renewal of the **IHSA Membership** for the school year 2023-2024.

**Recommendation:** Seeking approval as presented at the next Regular Board Meeting.

15.4. <b><u>Personnel Report (A) (Dr. Zehr)</u></b>	<b><u>121</u></b>
Seeking approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.	
<b>Recommendations:</b> Seeking approval as presented.	
15.5. <b><u>Buildings and Grounds Committee</u></b> (Mr. Troy-chair, Mr. Cratty, Mr. Quagliano)	
15.5.1. <b><u>Custodial Services Contract RFP 2023-05 (A)</u></b>	<b><u>138</u></b>
Mr. Renkosik will present Contract RFP 2023-05 to the BOE.	
<b>Recommendation:</b> Seeking approval as presented.	
15.5.2. <b><u>Change Order No. 3 to the Agreement with Veregy</u></b>	<b><u>144</u></b>
<b><u>Guaranteed Energy Savings Contract project RFP 2022-32 EV Bus Electrical Initiative (A) (Mr. Renkosik)</u></b>	
Mr. Renkosik will review change order number #3 to the Agreement with Veregy.	
<b>Recommendation:</b> Seeking approval as present.	
15.5.3. <b><u>Curriculum Committee</u></b> (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)	
15.5.3.1. <b><u>Math Curriculum Review Professional Learning Contract (A)</u></b> (Dr. MacCrindle and Dr. Zwemke)	<b><u>147</u></b>
Dr. MacCrindle and Dr. Zwemke are seeking approval of the contracts with the Math Institute of Wisconsin, Building Capacity LLC, and Carnegie Learning in support of the Math Review.	
<b>Recommendation:</b> Seeking approval as presented.	
16. <b><u>Action Items / Roll/ Voice Call</u></b> (Mr. Quagliano)	
Action items require a motion and a second; discussion if needed; and roll or voice call.	
16.1. <b><u>Multi-Year Contract (2023 - 2026) (A)</u></b> (Dr. Zehr)	<b><u>160</u></b>
Dr. Zehr will seek the approval of the Multi-Year contract for Dr. Marcus Belin.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval as presented.	
16.2. <b><u>Multi-Year Contract (2023 - 2028) (A)</u></b> (Dr. Zehr)	<b><u>167</u></b>
Dr. Zehr will seek the approval of the Multi-Year contract for Mark Altmayer.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval as presented.	
16.3. <b><u>Multi-Year Contract (2023 - 2026) (A)</u></b> (Dr. Zehr)	<b><u>173</u></b>
Dr. Zehr will seek the approval of the Multi-Year contract for Deanna Gill.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval as presented.	
16.4. <b><u>Supplemental Purchase Orders and Accounts Payable (A)</u></b> (Mr. Altmayer)	<b><u>181</u></b>
Administration recommends approval of the Supplemental Purchase Orders Report at \$399,697.81 and Supplemental Accounts Payable at \$7,573.77 as presented.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval by the Board as presented.	
16.5. <b><u>Bond Issuance Opportunity - Parameters Resolution - Amended (A)</u></b> (Mr. Altmayer)	<b><u>208</u></b>
Mr. Altmayer will present a resolution amending a resolution approved by the Board of Education on September 15, 2022, providing for the issue of not to exceed \$7,500,000 General Obligation Refunding School Bonds of the District.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval by the Board as presented.	
16.6. <b><u>ISP Intergovernmental Agreement - Clear and Present Danger (A)</u></b> (Mr. Dean)	<b><u>219</u></b>
Mr. Dean will present to the Board Clear and Present Danger Reporting.	
<b>Roll Call: Ayes / Nays / Motion</b> __	
<b>Recommendation:</b> Seeking approval by the Board as presented.	
17. <b><u>Adjournment (A)</u></b> (Mr. Quagliano)	
Motion to adjourn the meeting at __ p.m.	
<b>Voice Call: Ayes / Nays / Motion</b> _____	

Huntley Community School District 158  
Board of Education Regular Meeting - March 16, 2023  
Freedom of Information Act Requests

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2023-59	2/9/23	Email	Martha Dandridge	"1. All emails and text messages between Dr Scott Rowe and Rocio del Castillo from 12/6/22 - 1/20/23. 2. All emails and text messages between Dr Scott Rowe and Sue Waughon from 12/6/22 - 1/20/23. 3. Copies of resignations letters for Rocio del Castillo, Sue Waughon and Alex LeMoine."	Completed	2/24/23	4	\$140	
2023-60	2/13/23	Email	Megan & Sean Erickson	"My first request is to view the bus tape for Chesak route 704 on 2/8/23 afternoon. We have also followed up with the school regarding this request.  Additionally, I am requesting to view any video footage obtained inside the Chesak 2nd grade hallway, and bus pickup area that same afternoon."	Completed	2/21/23	3	\$105	
2023-61	2/21/23	Email	Jim Lassamen	"We kindly request any/all information and policy as it relates to data collection and sharing policies of unvaccinated employees and/or persons who refused to disclose their vaccination status of district 158. This information includes any policy dictates/sharing of information requests or submissions of employees vaccination status since the beginning of the "Covid 19 pandemic" through current date and any future plans set. Policy and sharing dictates would include those initiated solely by the district and/or any other governmental and nongovernmental entities.  This can include any and all requests and policy dictates as it related to the monitoring of unvaccinated/refusal to share status persons by any governmental or nongovernmental entity, any and all requests by any governmental or nongovernmental entity to share this information, follow, or track said employees.  This would include any funding sources and reimbursements and information as it relates to these policies and also includes the entities used for weekly testing of these individuals."	Completed	2/28/23	1	\$35	Requester was informed that no responsive records were located during the course of our search.
2023-62	2/22/23	Email	Kenneth Trump	"all proposals you received for your review. Also, I would appreciate a copy of your evaluation/scoring of the proposals and related documents associated with your selection"	Completed	02/24/23	0.5	\$17	
2023-63	2/27/23	Email	Kevin O'Mara	"Please provide the following information for your current superintendent: <ul style="list-style-type: none"> <li>· Years of service as superintendent to your district</li> <li>· Base salary (in annual dollars)</li> <li>· BOE paid TRS contribution (if any) (in annual dollars)</li> <li>· BOE paid health or other insurance contribution (if any) (in annual dollars)</li> <li>· BOE paid other retirement benefit(s) (annuity or other) (if any) (in annual dollars)</li> <li>· Number of annual sick days</li> <li>· Number of annual vacation days</li> <li>· Other compensation benefits/payment(s) (if any) (in annual dollars)</li> <li>· Please define the category of any other benefits listed"</li> </ul>	Completed	03/03/23	1	\$35	4
2023-64	2/27/23	Email	Records Management	"For all employees of Huntley Community School District 158, could you please provide me with the following information? <ul style="list-style-type: none"> <li>- Name</li> <li>- Position/Title</li> <li>- Years of Service in the District</li> <li>- Years of Service in the State</li> <li>- Building/Location</li> <li>- District Email Address</li> <li>- Personal Phone Number</li> <li>- Personal Email Address</li> <li>- Salary"</li> </ul>	Completed	03/06/23	1	\$35	
2023-65	3/2/23	Email	Kim Neilson	"Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1, 4, et seq, I would request the following public information. Any and all communication between District 158 and other McHenry County School Districts including; but not limited to, Woodstock District 200, Crystal Lake District 47 and Algonquin District 300 regarding Kimberly Neilson (using her direct name; abbreviation for and/or in reference to her) from August 1, 2022 through present date between:  1. D158 Administrative Employees (Superintendent, HR, Special Education Director/Coordinators, Principals) and/or any other D158 employee communication with including, but not limited to Woodstock District 200, Crystal Lake District 47, Fox River Grove School District 3, Algonquin District 300, and/or the McHenry County Regional Office of Education.  2. Any correspondence and/or communication that mentions, references, refers to and/or concerns Social Work Positions held by Kimberly Neilson: District 158 Chesak Elementary Social Worker; District 200 Olson Elementary Target Social Worker and Prairiewood Elementary Life Skills Social Worker."	Completed	03/09/23	2	\$70	Requester was informed that no responsive records were located during the course of our search.
2023-66	3/3/23	Email	Kim Neilson	"Any and all FOIA requests for and regarding Kim Neilson from August 1, 2022 to the present; or in any circumstance where information regarding Kim Neilson was included in any FOIA response."	Completed	03/09/23	1.5	\$52	

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

# Policy Committee

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

TO: Board of Education and Cabinet Members

FROM: Dr. Scott Rowe, Superintendent  
Lorie Woods

DATE: March 16, 2023

RE: PRESS Policy Revision – Second Reading

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The following policies are being submitted as a second reading as requested by the Board of Education during the Regular meeting on February 9, 2023.

This is the second reading of the following policies:

- 2:20 Powers and Duties of the Board of Education; Indemnification
- 2:100 Board Member Conflict of Interest
- 2:105 Ethics and Gift Ban
- 2:210 Organizational Board of Education Meeting
- 2:265 Title IX Sexual Harassment Grievance Procedure
- 3:50 Administrative Personnel Other Than the Superintendent
- 3:60 Administrative Responsibility of the Building Principal
- 4:10 Fiscal and Business Management
- 4:120 Food Services
- 4:140 Waiver of Student Fees
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 5:20 Workplace Harassment Prohibited
- 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:280 Duties and Qualifications
- 5:290 Employment Termination and Suspension
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 6:15 School Accountability
- 6:20 School Year Calendar and Day

- 6:50 School Wellness
- 6:60 Curriculum Content
- 6:65 Student Social and Emotional Development
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 6:250 Community Resource Persons and Volunteers
- 6:255 Assemblies and Ceremonies
- 6:260 Complaints About Curriculum, Instructional Materials, and Programs
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:340 Student Testing and Assessment Program
- 7:20 Harassment of Students Prohibited
- 7:50 School Admissions and Student Transfers To and From Non-District Schools
- 7:70 Attendance and Truancy
- 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190 Student Behavior
- 7:250 Student Support Services
- 7:285 Anaphylaxis Prevention, Response, and Management Program
- 7:290 Suicide and Depression Awareness and Prevention
- 7:340 Student Records

**Recommendation**

Administration requests the Board approve the above policies as a second reading.

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

LRW  
Attachments

## **Board of Education**

### **Powers and Duties of the Board; Indemnification**

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

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

18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA’s requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers’ Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools’ activities and operations to the community and representing the needs and desires of the community in educational matters.
22. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

Indemnification

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

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

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

District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

FINAL

## Board of Education

### Board Member Conflict of Interest

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District’s main office is located by May 1.

### Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member of any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the Board member’s immediate family;
2. The Board member’s partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: 105 ILCS 5/10-9.  
5 ILCS 420/, Ill. Governmental Ethics Act.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 105/3, Public Officer Prohibited Activities Act.  
2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## **Board of Education**

### **Ethics and Gift Ban**

#### **Prohibited Political Activity**

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

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

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

#### **Limitations on Receiving Gifts**

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

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

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

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

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

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

#### Enforcement

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

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

### Definitions

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

*Political activity* means:

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

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

*Prohibited source* means any person or entity who:

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

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.: 105 ILCS 5/22-93.  
5 ILCS 430/, State Officials and Employees Ethics Act.  
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

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

ADOPTED: June 17, 2004

REVISED: March 17, 2022

## Board of Education

### Organizational Board Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 40 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election.
4. The Board shall fix a time, date, and location for its regular meetings.

LEGAL REF.: 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.  
10 ILCS 5/2A-1 et. Seq., Election Code.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:220 (Board Meeting Procedure), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: May 17, 2001

REVISED: September 21, 2017

## Board of Education

### Title IX Sexual Harassment Grievance Procedure

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

### Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

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

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

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

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

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

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

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

### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of

Title IX Sexual Harassment as follows:

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

#### Making a Report

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

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

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

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

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

#### Processing and Reviewing a Report or Complaint

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

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

7:185, *Teen Dating Violence Prohibited*; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Enforcement

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

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

#### Retaliation Prohibited

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

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

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

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

ADOPTED: October 22, 2020

## **General School Administration**

### **Administrative Personnel Other Than the Superintendent**

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

#### **Duties and Authority**

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

#### **Qualifications**

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

#### **Evaluation**

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

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

#### **Administrative Work Year**

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

#### **Compensation and Benefits**

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

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

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

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

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

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

ADOPTED: January 18, 2001

REVISED: March 17, 2022

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 Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE 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, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, and the public shall be invited to comment, question, or advise the 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 ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The 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. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. 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.
5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth In Taxation Act.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District’s budget and provide the Board with a monthly financial report that includes all 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.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 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., Truth in Taxation Law.  
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 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)

ADOPTED: May 17, 2001

REVISED: July 21, 2022

## Operational Services

### Food Services

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

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

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

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

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

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

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

REVISED:         March 17, 2022

## **Operational Services**

### **Waiver of Student Fees**

The Superintendent will recommend to the Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

Fees are not waived for student participation in extracurricular activities\* and clubs, students choosing to attend summer school courses whereby no recommendation to attend summer school has been made by the District, or other optional fees including, but not limited to: student photos, class rings, parking permits, yearbooks, travel for recreational activities, and admission to social events such as school sponsored dances, performances, IHSA athletic tournaments, etc.

\* Extracurricular activities are those officially approved and organized student activities held outside normal school hours that carry no academic credit.

### **Notification**

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

A student shall be eligible for a 50% fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal reduced meals program.

Parents/guardians may apply for a waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income to include:

- current payroll stubs;
- award letters from welfare departments;
- evidence of receipt of food stamps or Temporary Assistance for Needy Families (TANF);
- Social Security retirement benefit letter; or
- support payment decrees from court

The Superintendent or designee will give additional consideration when one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student’s eligibility for a waiver of fees and fines in accordance with State law requirements.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student’s parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Questions regarding the fee waiver request process should be addressed to the office of the Chief Financial Officer.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2.  
23 Ill. Admin. Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct)

ADOPTED: May 17, 2001

REVISED: August 15, 2019

## Operational Services

### Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

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

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

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10, 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.  
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/11-25, Criminal Code of 2012.

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

ADOPTED: March 17, 2022

## **General Personnel**

### **Workplace Harassment Prohibited**

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color religion, national origin, ancestry sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

### **Sexual Harassment Prohibited**

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

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

### **Making a Report or Complaint**

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

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

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

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

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

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

**Nondiscrimination Coordinator/Title IX Coordinator:**

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

**Complaint Managers:**

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

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

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

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

Investigation Process

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

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

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

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

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

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

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

### Enforcement

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

### Retaliation Prohibited

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

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

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

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

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

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

LEGAL REF.: 42 U.S.C. § 2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.  
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
 5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.  
 775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/25-102.2, Ill. Human Rights Act.  
 56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
 Vance v. Ball State Univ., 570 U.S. 421 (2013).  
 Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).  
 Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).  
 Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).  
 Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).  
 Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
 Harris v. Forklift Systems, 510 U.S. 17 (1993).  
 Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
 Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
 Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2004).  
 Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## **General Personnel**

### **Employee Ethics; Code of Professional Conduct; and Conflict of Interest**

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

#### **Professional and Appropriate Conduct**

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
  - c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
  - a. Violates expectations and guidelines for employee-student boundaries.
  - b. Sexually harasses a student.
  - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. §7926).
  - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
  - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    - i. A sexual or romantic invitation.
    - ii. Dating or soliciting a date.
    - iii. Engaging in sexualized or romantic dialog.
    - iv. Making sexually suggestive comments that are directed toward or with a student.
    - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
    - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

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

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

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

Guidance Counselor Gift Ban

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

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
  - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
  - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
  - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same gift or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.

- 6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
- 7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

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

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

LEGAL REF.: U.S. Constitution, First Amendment.  
2 C.F.R. §200.318(c)(1).  
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.  
5 ILCS 430/, State Officials and Employee Ethics Act.  
30 ILCS 708/, Grant Accountability and Transparency Act.  
50 ILCS 135/, Local Governmental Employees Political Rights Act.  
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
775 ILCS 5/5A-102, Ill. Human Rights Act.  
23 Ill. Admin. Code Part 22, Code of Ethics for Ill. Educators.  
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).  
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## **Professional Personnel**

### **Terms and Conditions of Employment and Dismissal**

The Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

### **School Year**

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans Day).

### **School Day**

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

### **Salary**

Teachers shall be paid according to the salaries fixed by the Board, and in accordance with District policy 5:250, *Leaves of Absence*, but in no case less than the minimum salary provided by the School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

### **Assignments and Transfers**

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

### **School Social Worker Services Outside of District Employment**

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

### **Dismissal**

The District will follow State law when dismissing a teacher.

### **Evaluation**

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.  
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).  
Cleveland Bd. Of Educ. v. Loudermill, 470 U.S. 532 (1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest).  
5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

DRAFT

## Professional Personnel

### Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

### Short-Term Substitute Teachers

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

### Emergency Situations

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

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20.(4).  
40 ILCS 5/16-118, Ill. Pension Code.  
23 Ill. Admin. Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## **Professional Personnel**

### **Leaves of Absence**

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

### **Sick and Bereavement Leave, and Personal Leave**

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

Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual advisor or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

### **Family Bereavement Leave**

State law allows a maximum of ten unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of a covered family member, which includes an employee’s child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member’s child covered family member, (3) grieving the death

of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify when specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

#### Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

#### Leave of Absence Without Pay

Leave of absence without pay may be granted to professional staff members who have rendered satisfactory service to the District, according to the following conditions:

1. A professional teacher may be granted a leave of absence not to exceed one year. Application of such leave shall be submitted in writing to the Superintendent at least thirty (30) calendar days in advance, provided the advanced application may be waived by the Board under appropriate circumstances. Such application shall be submitted to the Board at its next regular meeting.
2. No salary shall be paid during the leave nor shall the year be counted as a year taught on the salary schedule unless the teacher shall work more than 100 days full time.
3. After the leave, the teacher shall return to a position for which he/she is legally qualified.
4. A teacher granted a leave as hereunder may continue insurance benefits by paying all required premiums in advance to the month due.
5. A teacher granted leave hereunder of eight (8) months or more, as a condition thereof, shall advise the Superintendent in writing at least 180 calendar days prior to the termination of such leave that he/she intends to return to employment. Failure to advise the Superintendent of intent to return as required by this section shall be treated as an election not to return to employment and as a resignation from the District.
6. The granting of, or withholding of leave shall be at the sole discretion of the Board and such action in one instance shall not be precedential with respect to any other application.

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### Leaves For Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the teacher's child, if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (2) has a family, or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601, et seq.).

### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

### COVID-19 Paid Administrative Leave

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 5/10-20.83 (final citation pending).

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

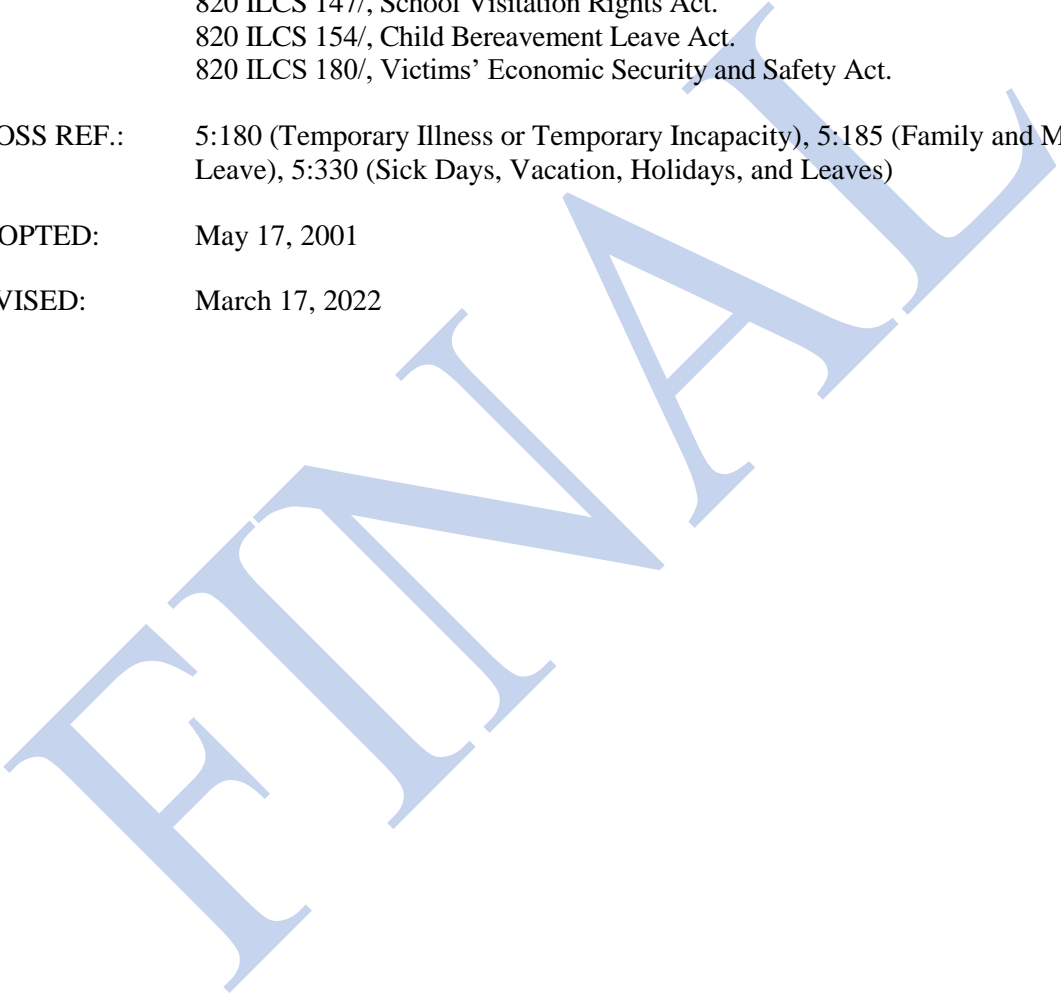
As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee’s eligibility for leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee’s regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5-246.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
 10 ILCS 5/13-2.5, Election Code.  
 330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
 820 ILCS 147/, School Visitation Rights Act.  
 820 ILCS 154/, Child Bereavement Leave Act.  
 820 ILCS 180/, Victims’ Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: May 17, 2001

REVISED: March 17, 2022



## **Educational Support Personnel**

### **Duties and Qualifications**

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Board's sole discretion.

#### **Paraprofessionals**

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teacher do not need to comply with this section, provided their service otherwise complies with ISBE rules.

#### **Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties**

Nonlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

#### **Coaches and Athletic Trainers**

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

#### **Bus Drivers**

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: 34 C.F.R. §200.58.  
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.  
625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.  
23 Ill. Admin. Code §§1.280, 1.630 and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

FINAL

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### **Resignation and Retirement**

An employee is requested to provide two weeks' written notice of a resignation. In most cases, resigning employees are permitted to work to their effective resignation date. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

#### **Seniority, Transfers, Vacancies and Lay-Offs**

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

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

#### **Reduction in Force and Recall**

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are qualified to hold such positions.

Final Paycheck

Terminating employees shall return any District property before receiving their final paycheck. A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

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

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

Except as provided below, the Superintendent is authorized to suspend an employee without pay for up to five days as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. of Children and Family Services (DCFS) 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, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 105 ILCS 5/10-22.34c and 5/10-23.5.  
5 ILCS 430 et seq. State Officials and Ethics Act.  
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.  
820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest); 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

## **Educational Support Personnel**

### **Evaluation**

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

#### **For employees not covered by this agreement:**

The Superintendent is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law and any applicable employee handbook and/or collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee’s work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable employee handbook and/or collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: May 17, 2001

REVISED: May 18, 2017

## **Educational Support Personnel**

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

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

#### **Sick and Bereavement Leave**

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

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

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

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

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

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

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

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days

unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

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

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

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

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

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

Holidays

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

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

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

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

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

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

#### Personal Leave

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

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

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

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

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

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

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

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

#### Bereavement Leave

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

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

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

#### Other Leaves

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

1. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, 5/24-6, and 5/24-6.3.  
10 ILCS 5/13-2.5, Election Code.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement Leave Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

FINAL

## Instruction

### School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning and Learning Standards*.

The Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

### Quality Assurance

The Board continuously monitors student achievement and the quality of the District’s work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school’s annual recognition application and quality assurance appraisal, whether internal or external, to assess each school’s continuous school improvement.
2. Continuously assess the District’s and each school’s overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE’s balanced accountability measure and each school’s *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with 105 ILCS 5/2-3.153, annually administer a climate survey on the instructional environment within the school to, at a minimum, students in grades 4 through 12 and teachers.

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-17a, 5/10-21.3a, and 5/27-1.  
23 Ill. Admin. Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## Instruction

### School Year Calendar and Day

#### School Calendar

The Board, upon the Superintendent’s recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2.  
10 ILCS 5/11-4.1, Election Day.  
5 ILCS 490/, State Commemorative Dates Act.  
23 Ill. Admin. Code §1.420(f).  
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1997), *aff’d* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## Instruction

### School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. That the community is informed about the progress of this policy's implementation.

### Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

### Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

#### Exempted Fundraising Day (EFD) Request

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

#### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

#### Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. *Properly* means in accordance with all federal regulations and State and local health and sanitation codes.

#### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include, without limitation, each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.  
 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.  
 42 U.S.C. §1751 et seq., National School Lunch Act.  
 42 U.S.C. §1758b, Pub L. 111-296, Healthy, Hunger-Free Kids Act of 2010.  
 42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.  
 50 ILCS 205/, Local Records Act.  
 105 ILCS 5/2-3.139, and 5/2-3.189.  
 23 Ill. Admin. Code Part 305, Food Program.  
 ISBE’s School Wellness Policy Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

ADOPTED: May 18, 2006

REVISED: March 17, 2022

## **Instruction**

### **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention, including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, age appropriate, Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must

- incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
  7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
  8. In all schools, citizenship values must be taught, including (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
  9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
  10. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
  11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
  12. In grades 9 through 12, consumer education must be taught, including (a) financial literacy, including consumer debt and installment purchasing, (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.
  13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

14. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction on media literacy.
15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, United States (U.S.) history must be taught including: (a) the principals of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics, (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.

23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J. Consolidated Appropriations Act of 2005.  
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.  
 47 C.F.R. §54.520.  
 5 ILCS 465/3 and 465/3a.  
 20 ILCS 2605/2605-480.  
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.  
 105 ILCS 110/3, Comprehensive Health Education Program.  
 105 ILCS 435/, Vocational Education Act.  
 625 ILCS 5/6-408.5, Ill. Vehicle Code.  
 23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day); 6:40 (Curriculum Development); 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## **Instruction**

### **Student Social and Emotional Development**

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the III. Learning Standards. The III. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children's Mental Health Act, 405 ILCS 49.

CROSS REF.: 1:30 (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7: 1 00 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services).

REVISED: April 17, 2014

FINAL

## Instruction

### Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

The Superintendent or designee shall establish a *Bring Your Own Technology (BYOT) Program*. The program will:

1. Promote educational excellence by facilitating resource sharing, innovation, and communication to enhance (a) technology use skills; (b) web0literacy and critical thinking skills about Internet resources and materials, including making wise choices; and (c) habits for responsible digital citizenship required in the 21st century.
2. Provide sufficient wireless infrastructure within budget parameters.
3. Provide access to the Intranet only through the District's electronic networks.
4. Identify approved BYOT devices and what District-owned technology devices may be available; e.g., laptops, tablet devices, E-readers, and/or smartphones.
5. Align with Board policies 4:140, *Waiver of Student Fees*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 5:125, *Personal Technology and Social Media*; *Usage and Conduct*; 5:170, *Copyright*; 6:120, *Education of Children with Disabilities*; 6:235, *Access to Electronic Networks*; 7:140, *Search and Seizure*, 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, 7:190, *Student Behavior*, 7:340, *Student Records*; and 7:345, *Use of Educational Technologies*; *Student Data privacy and Security*.
6. Provide relevant staff members with BYOT professional development opportunities, including the provision of:
  - a. Classroom management information about issues associated with the program, e.g., technical support, responsible use, etc.;
  - b. A copy of or access to this policy and any building-specific rules for the program;
  - c. Additional training, if necessary, about 5:170, *Copyright*; and
  - d. Information concerning appropriate behavior of staff members as required by State law and policy 5:120, *Ethics and Conduct*; *Code of Professional Conduct*; and *Conflict of Interest*.
7. Provide a method to inform parents/guardians and students about this policy.
8. Include the program in the annual report to the Board as required under policy 6:10, *Education Philosophy and Objectives*.

The District reserves the right to discontinue its BYOT program at any time. The District does not provide liability protection for BYOT devices, and it is not responsible for any damages to them.

#### Responsible Use

The District recognizes students participating in the program as responsible young adults and holds high expectations of their conduct in connection with their participation in the program. Teachers may encourage students to bring their own devices as supplemental in-class materials when: (a) using the devices will appropriately enhance, or otherwise illustrate, the subjects being taught; (b) the Building Principal has approved their use and found that their use is age-appropriate; and (c) the student's parent/guardian has signed the *Bring Your Own Technology (BYOT) Program Participation Authorization and Responsible Use Agreement Form*. A student's right to privacy in his or her device is limited; any reasonable suspicion of activities that violate law or Board policies will be treated according to policy 7:140, *Search and Seizure*.

Responsible use in the program incorporates into this policy the individual's *Acceptable Use of Electronic Networks* agreement pursuant to policy 6:235, *Access to Electronic Networks*. Responsible use also incorporates the established usage and conduct rules in policy 5:125, *Personal Technology and Social Media; Usage and Conduct*, for staff and 7:190, *Student Behavior*, for students. Failure to follow these rules and the specific BYOT program student guidelines may result in: (a) the loss of access to the District's electronic network and/or student's BYOT privileges; (b) disciplinary action pursuant to 7:190 *Student Behavior*, 7:200, *Suspension Procedures*, or 7:210, *Expulsion Procedures*; and/or (c) appropriate legal action, including referrals of suspected or alleged criminal actions to appropriate law enforcement agencies.

LEGAL REF.: 15 U.S.C. §§6501-6508, Children's Online Privacy Protection Act, 16 C.F.R. Part 312, Children's Online Privacy Protection Rule.  
20 U.S.C §6751 et seq., Enhancing Education Through Technology Act.  
47 U.S.C. §254(h) and (l), Children's Internet Protection Act.  
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.  
105 ILCS 5/10-20.28.

CROSS REF.: 1:30 (School District Philosophy), 4:140 (Waiver of Student Fees), 5:120 (Employee Ethics; *Code of Professional Conduct*; and Conflict of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:170 (Copyright), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:120 (Education of Children with Disabilities), 6:210 (Instructional Materials), 6:235 (Access to Electronic Networks), 7:140, (Search and Seizure), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: June 20, 2013

REVISED: March 17, 2022

## Instruction

### Community Resource Persons and Volunteers

The Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a licensed teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent or designee shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notification*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender* as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34A, and 5/10-22.34b.  
 720 ILCS 5/12C-50.1, Failure to Report Hazing.  
 730 ILCS 150/1 et seq., Sex Offender Registration Act.  
 730 ILCS 152/101 et seq., Sex Offender Community Notification Law.  
 730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth  
 Community Notification Law.  
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth  
 Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications),  
 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications),  
 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

## Instruction

### Assemblies and Ceremonies

Assemblies must be approved by the Building Principal and be consistent with the District's educational objectives.

- LEGAL REF.:        Lee v. Weisman, 505 U.S. 577 (1992).  
                          Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).  
                          Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).  
                          Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), remand, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).
- CROSS REF.:        6:70 (Teaching About Religions); 6:80 (Teaching About Controversial Issues)
- ADOPTED:            May 17, 2001
- REVISED:            September 16, 2021

**Instruction**

**Complaints About Curriculum, Instructional Materials, and Programs**

Parents/guardians have the right to inspect any instructional material used as part of their child’s educational curriculum pursuant to Board policy 7:15, *Student and Family Privacy Rights*.

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with other complaints about curriculum, instructional materials, ~~and~~ or programs should complete a Curriculum Objection Form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District’s decision.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

ADOPTED: May 17, 2001

REVISED: September 16, 2021

## Instruction

### High School Credit For Non-District Experiences; Course Substitutions; Re-Entering Students

#### Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course;
2. Courses in an accredited foreign exchange program;
3. Summer school or community college courses;
4. College or high school courses offering dual credit at both the college and high school level;
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education;
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program;
7. Credit earned in a Vocational Academy.

The student must seek approval from the Superintendent or designee to receive graduation credit for any non-District course or experience. The Superintendent or designee shall determine the amount of credit and whether a proficiency examination is required before the credit is awarded. As approval is not guaranteed, students should seek conditional approval of the experience before participating in a non-District course or experience. The student assumes responsibility for any fee, tuition, supply, or other expense. The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. When applicable, the Building Principal or designee shall, prior to the first day of class, inform individual high school students enrolled in a mixed enrollment dual credit course that includes students who have and have not met the community college's criteria for dual credit coursework of whether or not they are eligible to earn college credit for the course. This section does not govern the transfer of credits for students transferring into the District.

#### Substitutions for Required Courses

**Vocational or technical education; registered apprenticeship program.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program if:

1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics, in accordance with Section 27-22 of the School Code. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Substitutions for physical education.** A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

1. Enrollment in a marching band program for credit;
2. Ongoing participation in an *interscholastic* or *extracurricular athletic program* (student must be in the 11th or 12th grade);
3. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
4. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student who is eligible for special education may be excused from physical education courses pursuant to 7:260, *Exemption from Physical Education*.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

#### Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in Board policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses;
2. Non-District experiences described in this policy;
3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board;
4. Proficiency testing, correspondence courses, life experiences, and other nonformal educational endeavors;
5. Military services, provided the individual making the request has a recommendation from the American Council on Education.

The provisions in the section **Credit for Non-District Experiences**, above, apply to the receipt of credit for any non-District course.

LEGAL REF.: 105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/2-3.142, 5/2-3.175, 5/10-22.43a, 5/10-20.62, 5/27-6, 5/27-22.3, and 5/27-22.05.  
110 ILCS 27/, Dual Credit Quality Act.  
23 Ill. Admin. Code §§1.425(e), 1.440(f), and 1.470(c).

CROSS REF.: 6:180 (Extended Instructional Programs), 6:300 (Graduation Requirements), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:260 (Exemption from Physical Education)

ADOPTED: May 17, 2001

REVISED: February 20, 2020

DRAFT

## Instruction

### Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student’s parents/guardians with the results or scores of each State assessment and an evaluation of the student’s progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30<sup>th</sup> day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
 105 ILCS 10/, Illinois School Student Records Act.  
 105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153,  
 5/10-17a, 5/22-82, and 5/27-1.  
 23 Ill. Admin. Code §§1.30(b) and 375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## **Students**

### **Harassment of Students Prohibited**

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

### **Sexual Harassment Prohibited**

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

### **Making a Report or Complaint**

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

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

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

**Complaint Managers:**

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

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

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

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

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

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

**Investigation Process**

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1 and 5/27-23.7.  
 775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
 23 Ill. Admin. Code §1.240 and Part 200.  
 Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
 Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).  
 Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).  
 West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

## Students

### School Admissions and Student Transfers To and From Non-District Schools

#### Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the child's readiness, if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

#### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents / guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunization; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

### Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law.

### Student Transfers to and from Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

### Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

- LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232g, Family Educational Rights and Privacy Act.  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.  
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-20.59, 5/10-22.5a, 5/14-1.02, 5/14-1.03a,  
5/26-1, 5/26-2, 5/27-8.1.  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2, Communicable Disease Prevention Act.  
20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill. Admin. Code Part 226, Special Education.  
23 Ill. Admin. Code Part 375, Student Records.
- CROSS REF.: 4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for  
Students At Risk of Academic Failure and/or Dropping Out of School and  
Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140  
(Education of Homeless Children), 6:300 (Graduation Requirements), 6:310  
(High School Credit for Non-District Experiences; Course Substitutions; Re-  
Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100  
(Health, Eye, and Dental Examinations; Immunizations; and Exclusion of  
Students), 7:340 (Student Records)
- ADOPTED: May 17, 2001
- REVISED: March 17, 2022

## Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include, but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through 18.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill. Admin. Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

DRAFT

## Students

### Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

#### Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma-virus (HPV) and HPV-related cancer(s) and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, students who are currently enrolled or transferring from an Illinois school are required to comply with the above requirements by the student's first day of attendance. Failure to comply with the above requirements by the student's first day of attendance will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the student's first day of attendance, the student must present, by the requirement date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have required proof of immunizations within 30 days of registration may continue to attend classes only if he or she has proof that an appointment for

the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

#### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of the exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunizations on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
 105 ILCS 5/27-8.1 and 45/1-20.  
 410 ILCS 45/7.1, Lead Poisoning Prevention Act.  
 410 ILCS 315-2e, communicable Disease Prevention Act.  
 23 Ill. Admin. Code §1.530.  
 77 Ill. Admin. Code Part 664, Socio-Emotional and Developmental Screening.  
 77 Ill. Admin. Code Part 665, Child and Student Health Examination and Immunization.  
 77 Ill. Admin. Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease).

ADOPTED: May 17, 2001

REVISED: January 21, 2021

## Students

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

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

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

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

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

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

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

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail,

internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

#### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator/Title IX Coordinator:**

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act or reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

- b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
- e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic the list of characteristics in 7:20 is the same as the list in this policy).
- g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.  
 405 ILCS 49/, Children’s Mental Health Act.  
 775 ILCS 5/1-103, Ill. Human Rights Act.  
 23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

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

APPROVED: January 24, 2008

REVISED: March 17, 2022

## **Students**

### **Student Behavior**

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

#### **When and Where Conduct Rules Apply**

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

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

#### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influences of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal or teacher, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials and/or rules and regulations governing student conduct and/or any discriminatory or harassing behavior. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in

- such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
  15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
  16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
  17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
  20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
  21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) any other location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably

produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian or a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

#### Disciplinary Measures

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

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

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

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

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code §§1.280, 1.285), and the District's procedure(s).

#### Weapons

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

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

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

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

#### Re-Engagement of Returning Students

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local

law enforcement agency, Ill. State Police (ISP), and any involved student’s parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

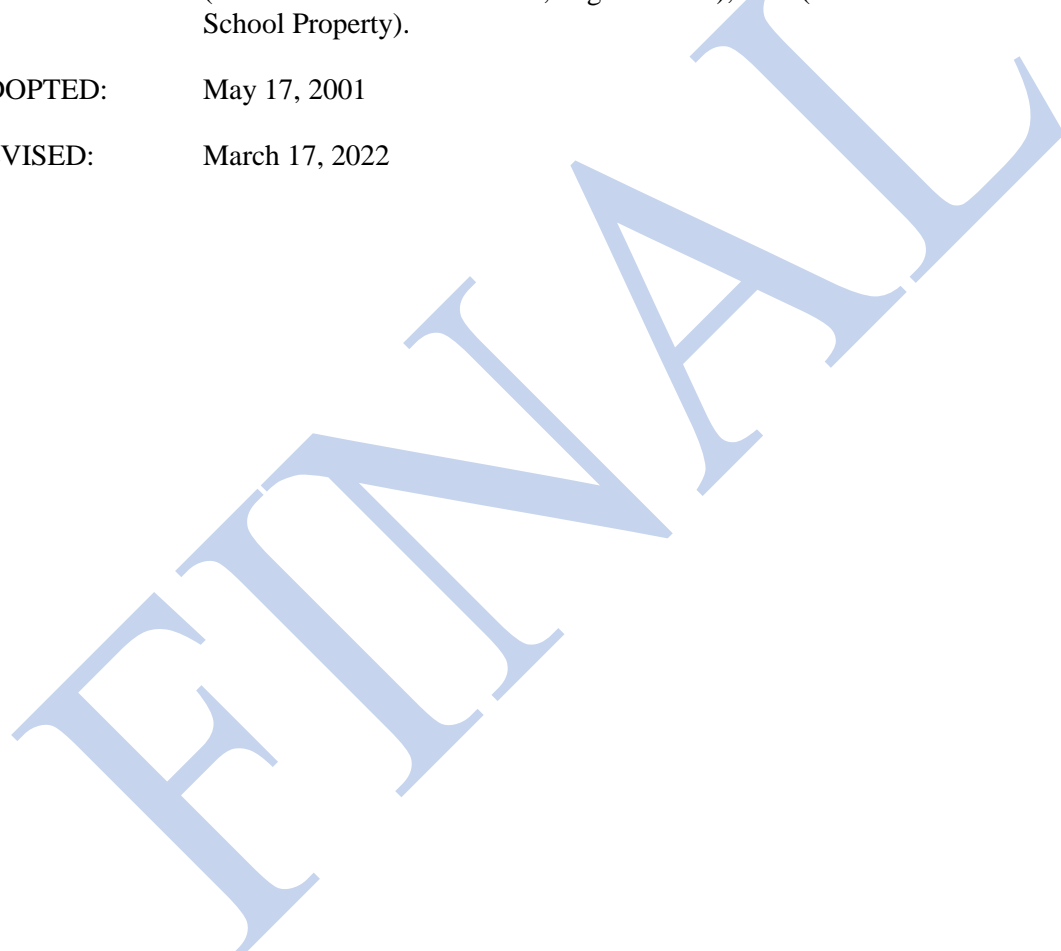
by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.  
 20 U.S.C. §7961 et seq., Gun Free Schools Act.  
 105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7,  
 5/31-3.  
 105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health  
 Education Act.  
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
 410 ILCS 647/, Powdered Caffeine Control and Education Act.  
 430 ILCS 66/, Firearm Concealed Carry Act.  
 23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment) 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on School Property).

ADOPTED: May 17, 2001

REVISED: March 17, 2022



## Students

### Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying or treating such needs.

#### Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).  
405 ILCS 49/, Children's Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

ADOPTED: December 16, 2004

REVISED: March 17, 2022

## Students

### Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student’s risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis 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.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylactic Prevention, Response, and Management Program using a cooperative effort among students’ families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylactic Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the Ill. State Board of Education (ISBE)’s model policy required by the School Code that: (a) relates to the care and response to a person having an anaphylaxis reaction, (b) addresses the use of epinephrine in a school setting, (c) provides a full food allergy and prevention of allergen exposure plan, and (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
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 members acting as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
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*.
4. Follows and references the applicable best practices specific to the District’s needs in the Centers for Disease Control 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*.
5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

### Monitoring

Pursuant to State law and policy 2:250, *Board Policy Development*, the Board reviews and makes any necessary updates to this policy at least once every three years. The Superintendent or designee shall assist the Board with its review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3.190, 5/10-22.39(e), and 5/22-30.  
23 Ill. Admin. Code §1.540.  
*Anaphylaxis Response Policy for Illinois Schools*, published by ISBE.

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), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: November 11, 2010

REVISED: July 21, 2022

DRAFT

## Students

### Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

#### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
  - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
  - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;

- c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. Implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

#### Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. §12101 et seq. Individual with Disabilities Education Act.  
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81, 5/10-22.24a, 5-10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.  
5 ILCS 860/, Student Confidential Reporting Act.  
405 ILCS 49, Children’s Mental Health Act.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 22, 2009

REVISED: March 17, 2022

## Students

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act; C.F.R. Part 99.  
 50 ILCS 205/7, Local Records Act.  
 105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.  
 105 ILCS 10/, Ill. School Student Records Act.  
 105 ILCS 85/, Student Online Personal Protection Act.  
 325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.  
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.  
 23 Ill. Admin. Code Parts 226 and 375.  
 Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).  
 Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security).

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Letter Containing Schedule for Destruction of School Student Records)

ADOPTED: May 17, 2001

REVISED: March 17, 2022

# Working Agenda

**Date:** Thursday, February 2, 2023

**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, February 2, 2023 at 6:03 p.m.

A quorum must be met.

\*\*Mr. Gentry and Mrs. Maiorino arrived late

**Roll Call: Ayes 5/ Absent 2/ Motion Carried**

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

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

The following students from ECC lead us in the Pledge: Leo Borcz, Riley Doyle, Luke Hall, Peyton Podgorny, Riley Korabik, Wyatt Korabik and Natalie Shawil

Mr. Gentry arrives @ 6:12pm – Mrs. Maiorino arrives @ 6:19pm

### 3. **Student Recognition:**

The following students were recognized by the Board of Education. David Sommer, **Band Clarinet**, Frank Scarpelli, **Compositions Track** and Grace Lehman, **Future Music Educator Seminar**.

The following students have qualified for **District IX ILMEA**

Karsin Bader, Ava Burns, Sean Cavanaugh, Taylor Dulson, Ella Felz, Ainsley Robbins, David Sommer, Olivia Zak, Gino Clark, Sofija Graba, Katie Scaletta, and Bobby Zimmerman.

### 4. **Public Comment**

As per Policy 2:230, public comment can be made during this portion of the meeting. The members of the public and district employees may comment on or ask questions of the Board, subject to reasonable constraints. - **None**

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

The Agenda was adopted with no changes.

Mr. Quagliano moved, Mr. Troy 2nd

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the agenda.

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

#### 1. **Summer Learning Programming 2023 (R)** (Dr. del Castillo, Dr. MacCrindle and Dr. Zwemke)

Updates and plans for the summer learning program for **Summer 2023** will be presented.

Dr. MacCrindle update the BOE on Summer School.

**Recommendation:** For informational purposes only.

#### 2. **Middle School Programming: AVID and AVID Excel (A)** (Dr. Zwemke)

Seeking approval as presented for AVID and AVID Excel programs at the middle school level and the approval of the AVID Contract.

Mr. Kennedy presented the AVID Programs to the BOE. The BOE asked several questions about the program and who would benefit from it. The BOE also asked about the cost of AVID. Mr. Kennedy was able to answer all questions and concerns about AVID.

**Recommendation:** Seeking approval as presented.

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

1. **Payables (A)** (Mr. Altmayer)

The Finance Committee is submitting the purchase orders at \$3,708,073.63; imprest checks at \$119,132.98; accounts payable at \$1,091.57; and disbursements issued at \$4,224,635.12; for review and seeking approval to move forward.

**Recommendation:** Seeking approval of the Board at their next Regular meeting.

2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates and the Activity Fund Balance Report.

**Recommendation:** For informational purposes only.

3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)

Monthly report for review and comment.

**Recommendation:** For informational purposes only.

4. **Revenue Contract (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the fundraising contracts as presented.

**Recommendation:** Seeking approval of the Board at their next regular meeting.

8. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)

1. **O&M Updates (R)** (Mr. Renkosik)

Mr. Renkosik reported on O&M project updates.

**Recommendation:** For informational purposes only.

2. **D158 O&M Annual Report (R)** (Mr. Renkosik)

Mr. Renkosik provided the **O&M Department Annual Report.**

**Recommendation:** For informational purposes only.

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

1. **Legislation Updates (R)**

Legislative updates were given.

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

1. **Minutes (A)**

The following minutes were prepared for the BOE's approval.

**Recommendation:** Seeking approval of the Board at the next Regular Meeting.

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

Move to enter into Closed Session at 7:48p.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.

**Mr. Quagliano moved, Mr. Dailey 2nd**

**Roll Call: Ayes 7/ Nays 0/ Absent 0/ Motion Carried**

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

There was no closed session.

# Regular Agenda

**Date:** Thursday, February 9, 2023

**Meeting:** Regular Meeting 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 Regular Meeting at 6:04p.m on February 9, 2023. A quorum was met.

**Roll Call: Ayes 7/ Absent 0/ Motion Carried**

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

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

Move to enter into closed session at 6:05 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; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

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

**Roll Call: Ayes 7/ Nays / Absent 0/ Motion Carried**

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

Move to exit closed session at 7:08 p.m. and return to open session.

**Voice Call: Ayes 7/ Nays 0/ Motion Carried**

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

Resume the Regular meeting at 7:09 p.m.

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

**Roll Call: Ayes 7/ Absent 0/ Motion Carried**

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

No Action from the Board

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

The following students from Heineman Middle School led us in the pledge.

Alexia Kennedy, Elsie Smith and Genevieve (Evie) Mason.

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

Gina Gallagher and Kari Cross

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

Move to adopt the agenda as presented (or with changes).

**Action:** Adoption of the Agenda.

Mr. Quagliano moved, Mr. Gentry 2nd

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

7. **Superintendent Update (R)** (Dr. Rowe)

Updates will be provided at this time.

**Recommendation:** For informational purposes only.

1. **Strategic Plan Mid-year Report (R)** (Dr. Rowe)

Dr. Rowe gave a the mid-year report on the District's Strategic Plan Indicators for the 2023-2024 school year. More information can be found on the District You Tube page.

**Recommendation:** For informational purposes only.

8. **Assistant Superintendent for Secondary Learning and Innovation (R)** (Dr. Zwemeke)

Updates were provided at this time.

**Recommendation:** For informational purposes only.

9. **Assistant Superintendent for Elementary Learning and Innovation (R)** (Dr. MacCrimble)

Updates were provided at this time.

**Recommendation:** For informational purposes only.

10. **Assistant Superintendent of Special Services (R)** (Dr. del Castillo)

Updates were provided at this time.

**Recommendation:** For informational purposes only.

1. **Dual Language Programming 2023(R)** (Dr. del Castillo)

Mrs. Poncio- Jordan will provide an update on the Huntley 158 Dual Language Program for the next school year.

**Recommendation:** For informational purposes only.

11. **President's Report** - None

12. **Community Relations & Student Outreach** (Mrs. Maiorino-Chair, Mr. Geheren)

1. **Freedom of Information Act (FOIA) Requests (R)**

A monthly report on the FOIA requests was provided in the Agenda.

**Recommendation:** For informational purposes only.

13. **Legislation Committee - None.**

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

Mr. Cratty will provide legislative updates.

14. **Consent Agenda (A)** (Mr. Quagliano)

All items on the Consent Agenda have go through the Community of the Whole Meeting.

Mr. Quagliano moved, Mr. Gentry 2<sup>nd</sup>.

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

1. **Minutes (A)**

The following minutes from January 19<sup>th</sup>, 2023, were presented for approval

**Recommendation:** Seeking approval of the Board as presented.

2. **Human Resources Committee** (Mr. Gentry-chair, Mr. Quagliano)

1. **HR Personnel (A)** (Mr. Zehr)

Sought approval of the personnel reports provided and reviewed by the Board, which include explanation for resignations, retirements, terminations, employment, contract revisions, and leave requests, as presented.

**Recommendation:** Seeking approval as presented.

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

1. **Revenue Contracts (A)** (Mr. Altmayer)

Mr. Altmayer sought approval of the revenue contracts for various fundraising activities.

**Recommendation:** Seeking approval of the revenue contracts as presented.

2. **Payables (A)** (Mr. Altmayer)

The Finance Committee is submitting the purchase orders at \$3,708,073.63; imprest checks at \$119,132.98; accounts payable at \$1,091.57; and disbursements issued at \$4,224,635.12; for review and seeking approval to move forward.

**Recommendation:** Seeking approval of the Board at their next Regular meeting.

4. **Curriculum Committee** (Mr. Geheren-chair, Mr. Gentry, Mr. Troy)

1. **Middle School Programming: AVID and AVID Excel (A)** (Dr. Zwemke)

The Administration recommends that the Board of Education approve the three-year AVID contract at the February 9, 2023 Board of Education meeting.

**Recommendation:** Seeking approval as presented.

15. **Action Items / Roll/ Voice Call** (Mr. Quagliano)

Action items require a motion and a second; discussion if needed; and roll call.

1. **Supplemental Purchase Orders (A)** (Mr. Altmayer)

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,685,223.78 and



**Huntley Community School District 158 – Board of Education**  
**Working**  
**October 13, 2022 Minutes – draft**

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

**Time:** 6:00 PM

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

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

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

## Minutes

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

Call to Order the Committee of the Whole meeting for Thursday October 13, 2022 at 6:05p.m.

A quorum must be met.

**Roll Call: Ayes 6/ Absent 1 / Motion Carried**

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

2. **Pledge of Allegiance** (Mr. Quagliano) The students from Martin Elementary School will be leading us in the Pledge. Mihai Camenschii, Anthony Serpe, Reem Dajani, Matthew Erickson, Brandon Coyne, Brynlee Szymczak, Rylin Rudnick, Carter Dobbertin, Zoya Aleem

3. **Public Comment -NONE**

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

**Mr. Quagliano arrived @ 6:08pm**

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

Agenda was adopted with removal of item #10.

**Mr. Quagliano moved, Mrs. Melendy 2<sup>nd</sup>.**

**Roll Call: Ayes 7 / Nays 0/ Motion Carried**

**Recommendation:** Seeking approval of the agenda.

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

1. **McHenry County Cooperative for Employment Education (MCCEE) (A)** (Dr. Zwemke)

Dr. Zwemke presented the Contract with MCCEE.

**Recommendation:** Seeking approval as presented at the next Regular Meeting.

2. **E-Learning Day Plan (A)** (Dr. MacCrindle)

Dr. MacCrindle presented the E-Learning Plan Resolution which allows Huntley Community District 158 to utilize e-Learning days in lieu of emergency days in compliance of Section 10-20.56 of the School Code.

**Recommendation:** Administration requests that the Curriculum Committee move the E-Learning Plan Resolution forward for a public hearing and approval at the next regular Board of Education meeting.

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

1. **Payables (A)** (Mr. Altmayer)

The Finance Committee submitted the purchase orders at \$2,632,265.34; imprest checks at \$69,546.62; accounts payable at \$17,098.41; and disbursements issued at \$3,733,196.71; for review and seeking approval to move forward.

**Recommendation:** Seeking approval of the Board at their next Regular meeting.

2. **Monthly Fiscal Updates (R)** (Mr. Altmayer)

Mr. Altmayer provided the monthly fiscal updates.

**Recommendation:** For informational purposes only.

3. **Revenue & Expenditures Report (R)** (Mr. Altmayer)  
 Monthly report for review and comment.  
**Recommendation:** For informational purposes only.
4. **Revenue Contracts (A)** (Mr. Altmayer)  
 Mr. Altmayer sought approval of the fundraising contracts as presented.  
**Recommendation:** Seeking approval of the Board of Education at their next regular meeting.
7. **Human Resources (HR) Committee** (Mr. Gentry-chair, Mrs. Melendy, Mr. Quagliano)
  1. **Health Insurance Rate Recommendations 2023 (A)** (Dr. Zehr)  
 Dr. Zehr presented the Health Insurance Committee's recommendation for the 2023 rates.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
  2. **Job Descriptions (A)** (Dr. Zehr)  
 Dr. Zehr presented the Job Descriptions for Director of Fiscal Services and District Registrar.  
**Recommendation:** Seeking approval of the Board at their next Regular Meeting.
8. **Building and Grounds (B&G) Committee** (Mr. Troy-chair, Mr. Quagliano, Mr. Cratty)
  1. **O&M Updates (R)** (Mr. Renkosik)  
 Mr. Renkosik gave the on O&M project updates.  
**Recommendation:** For informational purposes only.
  2. **Extension of the Cash Farm Rental Contract with Fruin Farms (A)** (Mr. Renkosik)  
 Mr. Renkosik presented the Extension with Fruin Farms.  
**Recommendation:** Seeking approval as presented at the next Regular Board Meeting.
  3. **HR Green Professional Services Agreement (A)** (Mr. Renkosik)  
 Mr. Renkosik presented the Professional Services Agreement with HR Green for summer 2023 Pavement Improvements.  
**Recommendation:** Seeking approval as presented at the next Regular Meeting.
  4. **Change Order No. 2 to Contract with Veregy for EV Bus Charging Initiative (A)** (Mr. Renkosik)  
 Mr. Renkosik presented Change Order #2 to the Veregy for EV Bus Initiative.  
**Recommendation:** Seeking approval as presented.
  5. **ISBE FY23 Round 1 School Maintenance Grant Application (A)** (Mr. Renkosik)  
 The Administration recommends that the Board of Education approve the Application for Illinois State Board of Education's FY 2023 Round 1 School Maintenance Project Grant assistance for the Huntley High School Phase 4 Roof Replacement project as a "Permanent Improvement Project" at the October 20, 2022, Board of Education Meeting.  
**Recommendation:** Seeking approval as presented at the next Regular Meeting.
  6. **Change Order No. 2 to Contract with Champion Paving for Pavement Improvements Bid 2022-19 (A)** (Mr. Renkosik)  
 Mr. Renkosik presented Change order #2 to the contract with Champion Paving.  
**Recommendation:** Seeking approval a presented at the next Regular Meeting.
9. **Policy Committee (R)** (Mrs. Maiorino-chair, Mr. Geheren, Mr. Troy)
  1. **Policy Updates (R)** (Dr. Rowe)  
 First reading for review by the BOE. The proposed new Policy 4:172 Body-Worn Cameras.  
**Recommendation:** Seeking approval at the next Regular Meeting.
10. **Legislation Committee** (Mr. Cratty-chair, Mrs. Melendy, Mrs. Maiorino)
  1. **Legislation Updates (R)**  
 Legislative updates will be given.
  11. **Board of Education** (Mr. Quagliano)
    1. **Minutes (A)**  
 The following meeting minutes have been prepared for review and approval.
    12. **Closed Session / Roll Call (A)** (Mr. Quagliano)  
 Move to enter into Closed Session at 7:04p.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 7 / Nays 0/ Absent 0/ Motion Carried**
1. **Exit Closed Session / Voice Call (A)** (Mr. Quagliano)





# Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 16, 2023

Subject: **Payables Reports**  
Board of Education Meeting, March 16, 2023  
Finance Committee

---

The Administration is seeking to move the following reports forward for action at the next Board Meeting. All of the reports below were presented at the March 9, 2023 Committee of the Whole Meeting.

**Purchase Orders** - Purchase orders issued from February 7, 2023 to March 6, 2023 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. Purchase orders total \$3,034,212.06.

**Accounts Payable** - Open accounts payable for which the Board has not approved purchase orders (i.e. employee reimbursements, refunds for fees, etc.). Accounts payable total \$2,058.99.

**Imprest Checks Issued** - Payments made through March 6, 2023 for which the Board had not previously approved purchase orders. Imprest checks total \$200,880.35.

**Disbursements Issued** - Disbursements issued from January 27, 2023 to March 6, 2023. Disbursements issued total \$10,016,036.57.

## **RECOMMENDATION**

The Finance Committee, which met on March 9, 2023, recommends the Board of Education approve the above referenced Payables at the March 16, 2023 Regular Board meeting.



# Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 16, 2023

Subject: **Revenue Contract Approval**  
Board of Education Meeting – March 16, 2023  
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>
HHS Raiders Dance Team	World's Finest Chocolate	\$5,000

## RECOMMENDATION

The Finance Committee recommends the Board of Education approve the contracts and agreements form at the March 16, 2023 Regular Board Meeting.

### Fund Raising Authorization Form Fiscal Services

All fund raising activities for school organizations require pre-approval. Please complete this form **in its entirety** and submit the form to your building principal a minimum of 45 days prior to the desired starting date of the event. The Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 1/13/23 School: Huntley HS

Name of School Organization: Raiders Dance Team

Sponsor / Coach's Name: Alexandria Reyes-Smith Phone: (224)558-9887

Starting Date of Event: 2/27/23 Ending Date of Event: \_\_\_\_\_

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 5,000

Type of Sale / Event: Chocolate sales

Will a Vendor Be Used:  Yes\*  No \* *Attach all contracts and agreements to this form.*

Name of Vendor (if applicable): Worlds Finest Chocolates

Type of Product or Service Provided by Vendor: Chocolate bars

How will compensation be used/distributed? To bring down cost of dance ie: costumes, team wear, etc

Name of Activity Account: HHS Dance Activity Account #: 512

**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).**

Alexandria Reyes-Smith  
Sponsor Signature

1/13/23  
Date

[Signature]  
Principal Signature *I certify that it is a minimum of 45 days prior to the desired starting date of the event.*

1/15/23  
Date

2/6/23  
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: \_\_\_\_\_



# PHOENIX • WORLD'S FINEST CHOCOLATE

## QUOTE INFORMATION

Quote ID # 00330042  
 Quote Date 02/01/2023, 10:31 AM  
 Store isrportal

## ACCOUNT INFORMATION

Organization Huntley High School Dance Team  
 SAP Account ID 670523  
 Customer Name Aleandria Reyes-Smith  
 Email areyessmith@district158.org  
 ISR [8110] - Mendiola, Celine  
 Account Created On: 11/18/2017, 12:50 PM  
 Last Modified On: 02/01/2023, 10:33 AM

## BILLING ADDRESS

Huntley High School Dance Team  
 Alexandria Reyes-Smith  
 13719 Harmony Rd  
 Huntley, Illinois, 60142-9792  
 United States  
 (224) 558-9887

## SHIPPING ADDRESS

Huntley High School Dance Team  
 Alexandria Reyes-Smith  
 13719 Harmony Rd  
 Huntley, Illinois, 60142-9792  
 United States  
 (224) 558-9887

## PAYMENT INFORMATION

Credit Card

## SHIPPING & HANDLING INFORMATION

Method	Standard Fund \$120.00
Preferred Delivery Time Range	No/Any
Call Ahead for an Appointment	No
Check-in at front desk upon arrival	No
Inside Delivery	Yes
Lift Gate Required	No
Special Delivery Location	No

## ITEMS

Product	Original Price	Price	Qty	Personalization	Row Total
\$1 Stock Bar Variety Pack - 60 count	\$0.00	\$0.00	2	none	\$0.00
\$1 Stock Bar Variety Pack - 60 count	\$36.00	\$35.00	93	none	\$3,255.00

## QUOTE SUMMARY

Subtotal	\$3,255.00
Shipping & Handling	\$120.00
Tax	\$345.94
Grand Total	\$3,720.94



# Huntley Community School District 158

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

Date: March 16, 2023  
 To: Board of Education  
 CC: Dr. Scott Rowe, Superintendent  
 From: Jessica Lombard, Associate Superintendent  
 Subject: IESA Membership

At the March 9, 2023 Committee of the Whole meeting, the Finance Committee recommended moving the 2023-24 IESA membership request to the March 16, 2023 regular Board of Education meeting for approval.

## Executive Summary

Administration is seeking approval to register with IESA for the following activities and continue membership in the Illinois Elementary School Association for the 2023-24 school year. Enclosed is the IESA Activities/Athletic Fee information detail.

Heineman and Marlowe Middle Schools seek approval for registering for the following:

2023-2024 IESA DUES			2023-2024 IESA DUES		
HEINEMAN			MARLOWE		
Sport/Activity	Cost	Postmarked by	Sport /Activity	Cost	Postmarked by
IESA Annual Membership	\$300		IESA Annual Membership	\$300	
2023 Boys Cross Country	\$100	6/5/2023	2023 Boys Cross Country	\$100	6/5/2023
2023 Girls Cross Country	\$100	6/5/2023	2023 Girls Cross Country	\$100	6/5/2023
2024 Boys Basketball 7th Grade	\$65	6/5/2023	2024 Boys Basketball 7th Grade	\$65	6/5/2023
2024 Boys Basketball 8th Grade	\$65	6/5/2023	2024 Boys Basketball 8th Grade	\$65	6/5/2023
2023 Wrestling	\$65	10/2/2023	2023 Wrestling	\$65	10/2/2023
2024 Boys 7th Grade T-F	\$70	10/2/2023	2024 Boys 7th Grade T-F	\$70	10/2/2023
2024 Boys 8th Grade T-F	\$70	10/2/2023	2024 Boys 8th Grade T-F	\$70	10/2/2023
2024 Girls 7th Grade T-F	\$70	10/2/2023	2024 Girls 7th Grade T-F	\$70	10/2/2023
2024 Girls 8th Grade T-F	\$70	10/2/2023	2024 Girls 8th Grade T-F	\$70	10/2/2023
2024 Boys Golf (possible) per individual	\$40	6/5/2023	2024 Boys Golf (possible) per individual	\$40	6/5/2023
2024 Girls Golf (possible) per individual	\$40	6/5/2023	2024 Girls Golf (possible) per individual	\$40	6/5/2023
2024 Cheerleading	\$75	11/15/2023	2024 Cheerleading	\$75	11/15/2024
2024 Scholastic Bowl	\$65	10/2/2023	2023 Scholastic Bowl	\$65	10/2/2023
2024 Chess per individual	\$15	1/24/2024	2024 Chess per individual	\$15	1/24/2024



# Huntley Community School District 158

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2024 Boys Bowling (per individual up to 6)	\$20	1/24/2024	2024 Boys Bowling (per individual up to 6)	\$20	1/24/2024
2024 Girls Bowling (per individual up to 6)	\$20	1/24/2024	2024 Girls Bowling (per individual up to 6)	\$20	1/24/2024

By completing these renewals, District 158 is confirming that Heineman Middle School and Marlowe Middle School continue to be recognized by the Illinois State Board of Education and certifies that the Board of Education agrees to abide by the Constitution, By-laws, Terms/Conditions, Procedures, Guidelines and Policies of the Association for the 2023-24 School year.

**Recommendation**

Seeking approval as presented



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# Huntley Community School District 158

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

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Date: March 16, 2023  
To: Board of Education  
CC: Dr. Scott Rowe, Superintendent  
From: Jessica Lombard, Associate Superintendent  
Subject: IHSA Membership Renewal

---

At the March 9, 2023 Committee of the Whole meeting, the Finance Committee recommended moving the 2023-24 IHSA membership request to the March 16, 2023 regular Board of Education meeting for approval.

## **Executive Summary**

Attached is the renewal form for District 158 to continue its membership in the Illinois High School Association (IHSA) for the 2023-24 school year.

By completing this renewal, District 158 is confirming that Huntley High School continues to be recognized by the Illinois State Board of Education and certifies that the Board of Education agrees to abide by the Constitution, By-laws, Terms/Conditions, Procedures, Guidelines and Policies of the Association for the 2023-24 school year.

## **Recommendation**

Seeking approval as presented

Attachment included



March 2023

To the Principal/IHSA Official Representative Addressed:

It is time again for your school to renew its membership in the Illinois High School Association. For the 2023-2024 school term, IHSA membership will not require payment for membership dues or state series entry fees per action of the IHSA Board of Directors.

Your school may renew membership in the Illinois High School Association by confirming that your school continues to be Recognized by the Illinois State Board of Education and by certifying that your Board of Education/Governing Board has voted to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines, and Policies of the Association for the 2023-24 school term.

Your 2023-24 membership renewal is due by June 30, 2023. Please do not delay. Obtain your Board of Education's action on the membership resolution and email it to [general@ihsa.org](mailto:general@ihsa.org) or fax (309) 663-7479.

Sincerely,

Craig Anderson  
Executive Director

**THIS FORM MUST BE SIGNED BELOW, ON THE APPROPRIATE LINE, BY THE PRINCIPAL OR OFFICIAL REPRESENTATIVE AND THE BOARD PRESIDENT OR SECRETARY.  
DO NOT DETACH**

To: IHSA Executive Director

We certify that Huntley High School is recognized by the Illinois State Board of Education. It is understood that failure to be recognized by the Illinois State Board of Education will disqualify our school for membership in the IHSA and that if this were to occur; it is our responsibility to immediately notify the Association of this change in status.

We further certify our Board of Education/Governing Board, at its meeting held on \_\_\_\_\_, 2023, voted to renew membership in the Illinois High School Association, and to adopt and abide by the Constitution, By-laws, Terms and Conditions, and Administrative Procedures, Guidelines and Policies of the Illinois High School Association for the year of July 1, 2023, through June 30, 2024.

Principal/Official Representative Signature

Board President or Board Secretary Signature

Dr. Marcus Belin / Glen Wilson / 847.659.6600

Print Name and Phone Number

Print Name and Phone Number

Huntley High School Huntley, Illinois

2023-24 Membership Renewal

**PLAY SMART. PLAY HARD!**

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

**2022-2023 Staff Retirements**

Marlo Madonia Scott

- Bus Driver/Transportation
- 7 Years of Service

John Robinson, Sr.

- Bus Driver/Transportation
- 12 Years of Service

Gwendolyn Taylor

- Paraprofessional/Marlowe
- 11 Years of Service

Jennifer Silka

- Paraprofessional/Heineman
- 4 Years of Service

**Administration**

Replacements	Location	Name	Salary	Effective Date
Assistant Principal	Chesak	Monique Belin (N)	\$74,500.00	July 1, 2023

**Certified**

New Position	Location	Name	Salary	Effective Date
Teacher/Special Education	Marlowe	Kayla Forsythe (T)	M0 \$53,763.00	August 14, 2023
Teacher/Dual Language	Marlowe	Lineth Prada Martinez (T)	B0 \$41,515.18	August 14, 2023
Teacher/Dual Language	Marlowe	Carmen Cruz (T)	B36 \$48,846.72	August 14, 2023

Replacements	Location	Name	Salary	Effective Date
Teacher/Fifth Grade	Conley	Kristine Castro (N)	M0 \$18,837.06 (prorated to 66 days)	February 15, 2023
Instructional Coach	High School	Melinda Chamberlain (N)	B0 \$56,582.02	August 14, 2023
Instructional Coach	Marlowe	Cassandra Veitch (N)	M36 \$69,793.83	August 14, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Special Education	Conley	Briana Maxwell	Not returning from a one-year personal leave of absence	May 25, 2023
Teacher/Special Education	Conley	Carlye Hay	\$61,694.00/Voluntary	May 25, 2023

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Teacher/Special Education	High School	Anthony Pietrini	\$61,694.00/Voluntary	May 25, 2023
Teacher/Special Education	High School	Daniel Mitchell	\$21,038.70/Voluntary	May 25, 2023
Teacher/Math	High School	Rebecca Godes	\$40,306.00/Voluntary	May 25, 2023

**HEA Retirement Incentive**

Resignations	Location	Name	Effective Date: Last Day of School
Teacher/Art	Marlowe	Bruce Buchweitz	2023-2024 School Year
Teacher/Third Grade	Martin	Denise Soling	2026-2027 School Year
Teacher/Science	Marlowe	Jennifer Gawronski	2026-2027 School Year

**Educational Support**

New Position	Location	Name	Salary	Effective Date
Van Driver	Transportation	Krzysztof Kowalski (N)	\$18.00 per hour	February 13, 2023

Replacements	Location	Name	Salary	Effective Date
Paraprofessional	Martin	Brooke Schlotman (N)	\$16.00 per hour	March 8, 2023
Elementary Supervisor	Mackeben	Rachel Quicho (N)	\$15.00 per hour	February 8, 2023
Elementary Supervisor	Mackeben	Aaron Gronewold (N)	\$15.00 per hour	February 22, 2023
Bus Driver	Transportation	Maria Portocarrero (N)	\$20.00 per hour	March 6, 2023
Administrative Assistant/ Technology	District Office	Gwendolyn Fehrman (N)	\$17.32 per hour	March 20, 2023
Administrative Assistant/ Special Services	District Office	Penelope Slovak (N)	\$17.32 per hour	TBD

Resignations	Location	Name	Salary/Reason	Effective Date
Bus Driver	Transportation	Marlo Madonia Scott	\$27.01 per hour/Retirement	February 14, 2023
Bus Driver	Transportation	John Robinson, Sr.	\$24.01 per hour/Retirement	March 16, 2023
Bus Driver	Transportation	Thomas Thara	\$20.00 per hour/Voluntary	March 6, 2023
Paraprofessional	Marlowe	Gwendolyn Taylor	\$20.93 per hour/Retirement	March 1, 2023
Paraprofessional	Heineman	Jennifer Silka	\$16.00 per hour/Retirement	May 25, 2023
Elementary Supervisor/Lead	Mackeben	Adriana Caldera	\$15.00 per hour/Voluntary	February 24, 2023

**Huntley Community School District 158 – Board of Education  
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Elementary Supervisor	Mackeben	Rhonda Garcia	\$15.00 per hour/Voluntary	March 3, 2023
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**Extra Days**

**The following employees, should they be recommended for contract renewal, are having their contracts reduced to the base number of days as identified by the negotiated contract salary schedule.**

<b>Name</b>	<b>Job Title</b>	<b>Location</b>	<b>Extra Days 2022-2023</b>
Jen Farr	Nurse-HESPA	Marlowe	5
Maggie Rodriguez	Nurse-HEA	Mackeben	5
Donna Kunz	Nurse-HEA	HHS	2
Jenni Browne	MTSS Facilitator	Conley	2
Christina Bidinger	MTSS Facilitator	Leggee	2
Shilo DeYoung	MTSS Facilitator	Heineman	2
Juianne Ossler	Nurse-HESPA	Leggee	7.5
Sandra Smith	Assistive Technology Facilitator	Martin	3
Debbie Ryan	SLP/AT	Martin	3
Amy Knight	Guidance Counselor	Marlowe	5
Katie Wuich	Guidance Counselor	Marlowe	5
Paul Nordan	Guidance Counselor	Heineman	5
Shannon Mansfield	Guidance Counselor	Heineman	5
Tamra Schuring	Guidance Counselor	Marlowe	5
Amy Butler	Nurse-HESPA	Leggee	2.5
Heidi Fish	Nurse-HESPA	Martin	5
Janet Roskopf	Nurse-HESPA	Marlowe	5
Caryn Hursey	Nurse-HESPA	Heineman	6
Deb Simboli	Nurse-HESPA	Chesak	5
Ellen Anderson Ronzia	Nurse-HESPA	HHS	6
Lindsie Teson	Nurse-HESPA	HHS	6
Robin Maxwell	Instructional Technology TOSA	DO	25
Carolyn Frasor	Guidance Counselor	HHS	3
Julie Atchley	Guidance Counselor	HHS	7
Laura Martens	Guidance Counselor	HHS	3
Maureen Chambers	Guidance Counselor	HHS	3
Patricia Zacharias	Guidance Counselor	HHS	3
James Messina	Guidance Counselor	HHS	3
Samantha Skubak	Guidance Counselor	HHS	3
Toni Klein	Guidance Counselor	HHS	7
Karen Miller	Guidance Counselor	HHS	7

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Danielle Rewiako	Guidance Counselor	HHS	7
Noelle Greene	Guidance Counselor	HHS	7
Jennifer Raines	MTSS Facilitator	Martin	2
Christine Laird	MTSS Facilitator	Chesak	2
Kerry Miller	MTSS Facilitator	Marlowe	2
Samantha Rosenthal	MTSS Facilitator	Mackeben	2
Page Schaschwary	Teacher/Business	HHS	20
Stephen Styers	Teacher/Math	HHS	10.11
Craig Jahnke	MTSS Facilitator	HHS	2
Greg Kuhn	MTSS Facilitator	HHS	2

**Extra-Curricular**

<b>Sport/Activity</b>	<b>Home School</b>	<b>Name</b>	<b>Amount</b>	<b>Effective</b>
Athletic Asst Director Spring	High School	Brad Aney	\$8,155.00	2022-23 School Year
Baseball (Asst.)	Out of District	Harry Russman	\$5,446.00	2022-23 School Year
Baseball (Asst.)	High School	Cliff Pawlak	\$6,594.00	2022-23 School Year
Baseball (Asst.)	High School	Derek Morehart	\$6,594.00	2022-23 School Year
Baseball (Asst.)	High School	Matt Landvick	\$5,446.00	2022-23 School Year
Baseball (Asst.)	High School	Chris Klein	\$5,446.00	2022-23 School Year
Baseball (Head)	High School	Andy Jakubowski	\$8,715.00	2022-23 School Year
Boys Volleyball (Asst.)	High School	Brandy Swanson	\$4,493.00	2022-23 School Year
Boys Volleyball (Asst.)	Martin	Jeffrey Rollins	\$4,493.00	2022-23 School Year
Boys Volleyball (Head)	High School	Gerard Marchand	\$7,262.00	2022-23 School Year
Lacrosse Boys (Asst.)	Out of District	Jared Marek	\$4,493.00	2022-23 School Year
Lacrosse Boys (Head)	Out of District	Dominick Saccammano	\$8,331.00	2022-23 School Year
Lacrosse Girls (Asst.)	Out of District	Abigail Ryan	\$4,109.00	2022-23 School Year
Lacrosse Girls (Asst.)	Conley	Josh Homuth	\$4,109.00	2022-23 School Year
Lacrosse Girls (Head)	High School	Joe Domka	\$7,262.00	2022-23 School Year
Soccer Girls (Asst.)	Heineman	Dan Regan	\$5,446.00	2022-23 School Year
Soccer Girls (Asst.)	High School	Marta Sobey	\$5,446.00	2022-23 School Year
Soccer Girls (Asst.)	High School	Hunter Labas	\$4,493.00	2022-23 School Year

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Soccer Girls (Head)	High School	Matt Lewandowski	\$8,715.00	2022-23 School Year
Softball (Asst.)	High School	Jared Bussone	\$5,446.00	2022-23 School Year
Softball (Asst.)	High School	Rebecca Feld	\$5,446.00	2022-23 School Year
Softball (Asst.)	High School	Samantha Ulrich	\$4,493.00	2022-23 School Year
Softball (Head)	Marlowe	Mark Petryniec	\$8,715.00	2022-23 School Year
Tennis Boys (Asst.)	High School	Craig Jahnke	\$4,602.00	2022-23 School Year
Tennis Boys (Head)	Marlowe	Barry Wells	\$7,412.00	2022-23 School Year
Track Boys (Asst.) INDOOR	High School	Elliot Velez	\$2,301.00	2022-23 School Year
Track Boys (Asst.) OUTDOOR	High School	Elliot Velez	\$4,602.00	2022-23 School Year
Track Boys (Asst.) OUTDOOR	High School	Andrew Ernst	\$5,683.00	2022-23 School Year
Track Boys (Asst.) OUTDOOR	High School	Matt Kaplan	\$5,683.00	2022-23 School Year
Track Boys (Asst.) OUTDOOR	High School	Mike Naymola	\$5,402.00	2022-23 School Year
Track Boys (Asst.) OUTDOOR	High School	Jack Towne	\$5,683.00	2022-23 School Year
Track Boys (Head) OUTDOOR	High School	Chris Maxedon	\$7,412.00	2022-23 School Year
Track Girls (Asst.) OUTDOOR	Out of District	Tim Essig	\$5,683.00	2022-23 School Year
Track Girls (Asst.) OUTDOOR	Heineman	Brad Gallagher	\$5,683.00	2022-23 School Year
Track Girls (Asst.) OUTDOOR	Marlowe	Jennifer Garza	\$5,683.00	2022-23 School Year
Track Girls (Asst.) OUTDOOR	Heineman	Zack Borring	\$4,602.00	2022-23 School Year
Track Girls (Head) OUTDOOR	High School	Jason Monson	\$7,412.00	2022-23 School Year
Wrestling Girls (Asst.)	High School	Daniel Kush	\$4,109.00	2022-23 School Year
Health Occupation Students of America (HOSA)	High School	Colline Wise	\$1,511.00	2022-23 School Year
Conley Disc Golf	Conley	Steven Byrne	\$1,143.00	2022-23 School Year
Conley Disc Golf	Conley	Alexandra Garcia	\$1,088.00	2022-23 School Year
Mackeben Young Authors Coordinator	Mackeben	Laura Brummer	\$992.00	2022-23 School Year
Martin Disc Golf	Martin	Ryan Edwards	\$1,088.00	2022-23 School Year
PE/Health Team Leader	Heineman	Zach Borring	\$1,524.00	2022-23 School Year
Track (Asst.) Heineman	Heineman	Chris Kang	\$2,844.00	2022-23 School Year
Track (Asst.) Heineman	Martin	Jeremy Finstein	\$2,140.00	2022-23 School Year

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Track (Asst.) Marlowe	Marlowe	Amy Alessi	\$1,906.00	2022-23 School Year
Wrestling (Asst.) Marlowe	Out of District	Tyler Cerny	\$1,906.00	2022-23 School Year

**Extra-Curricular**

**Huntley Community School District 158 does not recognize automatic renewals. The following employees' extracurricular assignments, academic and non-academic, will end effective the last day of school or the last day of the season.**

<b>Sport/Activity</b>	<b>Name</b>	<b>School</b>
Track (Asst)	Alessi, Amy	Marlowe
Golf Girls (Asst.)	Allen, Lindsey	High School
9th Grade Class Sponsor	Alvarez, Barbara	High School
7th Grade Team Leader 7-1 - .5	Amaya, Saul	Marlowe
Basketball-Girls (Asst.)	Andrea, Nick	High School
Athletic Asst Director Spring	Aney, Brad	High School
Football (Asst.)	Aney, Brad	High School
8th Grade Team Leader (8-1) - .5	Ary, Todd	Heineman
Disc Golf - Trial Year 2	Ary, Todd	Heineman
Baking Club	Avner, Jaclynn	High School
6th Grade Team Leader 6-2	Baltzersen, Tricia	Marlowe
7th Grade Volleyball (Asst)	Baltzersen, Tricia	Marlowe
8th Grade Girls Basketball (Asst)	Baltzersen, Tricia	Marlowe
7th Grade Girls Basketball (Head)	Banas, Matthew	Heineman
Chorus Director	Barnecc, Olivia	Marlowe
Honors Choir	Barnecc, Olivia	Marlowe
Musical Director	Barnecc, Olivia	Marlowe
Exploratory Team Leader	Baser, Rob	Heineman
Yearbook	Baser, Rob	Heineman
Football (Asst.)	Beam, Jeffrey	High School
Martin Yearbook Co Coordinator .5 FTE	Bejna, Kiley	Martin
Basketball-Boys (Head)	Benson, William	High School
Wrestling (Head)	Bertelsman, Benjamin	High School
Leggee - Fifth Grade Team Lead	Bessey, Christina	Leggee
After School Choir	Bieber, Alexandria	High School
Choral Director	Bieber, Alexandria	High School
Musical Director (Head)	Bieber, Alexandria	High School
Leggee After School Band Activity	Bierma, Christian	Leggee
Leggee Band	Bierma, Christian	Leggee

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Martin After School Band Activity	Bierma, Christian	Martin
Cheerleading/Fall - Asst Coach Varsity	Bilinski, Abigail	High School
Cheerleading/Winter Competition - Asst Coach Varsity	Bilinski, Abigail	High School
Student Council Assistant	Blake, Paula	Marlowe
Mackeben Yearbook Coordinator	Blumer, Elizabeth	Mackeben
Track (Asst)	Bolt, Amanda	Marlowe
P.E./Health Team Leader	Borring, Zach	Heineman
Football (Asst.)	Borring, Zack	High School
Track-Girls (Asst.) - INDOOR	Borring, Zack	High School
Track-Girls (Asst.) - OUTDOOR	Borring, Zack	High School
7th Grade Boys Basketball (Asst)	Bosman, Joel	Marlowe
Bowling-Girls	Boudreau, Asheley	High School
Newspaper	Brown, Dennis	High School
Mackeben Young Authors Coordinator	Brummer, Laura	Mackeben
6th Grade Team Leader (6-1)	Busam, Nicole	Heineman
Football (Asst.)	Bussone, Jared	High School
Softball (Asst.)	Bussone, Jared	High School
Conley Disc Golf	Byrne, Steven	Conley
Conley - Third Grade Team Lead	Byrne, Steven	Conley
Martin Yearbook Co Coordinator .5 FTE	Calder, Emily	Martin
Student Council Asst	Caldrone, Peggy	Heineman
Band Director	Camarda, Anthony	Marlowe
7th Grade Girls Basketball (Asst)	Cannon, John	Marlowe
Gay Straight Alliance (GSA)	Cantagallo, Silvana	Heineman
Newspaper Club Sponsor	Cantagallo, Silvana	Heineman
Cheerleading - Head Varsity Coach	Cariato, Payton	High School
Cheerleading/Winter Competition - Head Varsity Coach	Cariato, Payton	High School
Conley 5th Grade Choir Sponsor	Carpenter, Allison	Conley
Martin Choir sponsor 5th Grade	Carpenter, Allison	Martin
6-8 Young Authors Coordinator	Carpenter, Tammy	Heineman
7th Grade Team Leader (7-2)	Carpenter, Tammy	Heineman
Wrestling (Asst)	Cerny, Tyler	Marlowe
Cross Country (Head)	Choklad, Shannon	Marlowe
Golf Girls (Head)	Christiansen, Ann	High School
6th Grade Team Leader (6-2)	Conlon, Denise	Heineman
Track (Asst)	Considine, Elizabeth	Marlowe
Social Workers Team Leader	Contreras, Cara	Leggee

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Snow Stangs Ski Club Sponsor	Corapi, Daniel	Marlowe
Snow Stangs Ski Club Sponsor	Corapi, Jillian	Marlowe
Musical Director (Asst.)	Cross, Jill	Marlowe
Music Team Lead - District Wide Elementary	Crowe, Britt	District Wide/Elementary
Foods Club Sponsor	Curran, Sandy	Heineman
Basketball-Boys (Asst.)	Danekas, Gibson	High School
Football (Asst.)	Danekas, Gibson	High School
6th Grade Team Leader 6-3	Danner, Chris	Marlowe
7th Grade Girls Basketball (Head)	Danner, Chris	Marlowe
Leggee - Kindergarten Team Lead	Davey, Kylie	Leggee
10th Grade Class Sponsor	Davison, Rebecca	High School
Contest Theatre	DeFrancesco, Christine	High School
Frosh/Soph One Acts Director	DeFrancesco, Christine	High School
Thespian Troupe Club	DeFrancesco, Christine	High School
Thespian Society	DeFrancesco, Christine	High School
Play Director (Head)	DeFrancesco, Christine	High School
Cross Country (Asst)	Disabato, Amy	Marlowe
Track (Asst)	Disabato, Amy	Marlowe
Lacrosse Girls (Head)	Domka, Joe	High School
Football (Asst.)	Dowling, Brendan	High School
Volleyball (Asst.)	Dwyer, Lisa	High School
Martin Disc Golf	Edwards, Ryan	Martin
Cross Country (Asst)	Ehmen, Amy	Marlowe
Track Girls (Head)	Ehmen, Amy	Marlowe
8th Grade Girls Basketball (Head)	Elder, Matt	Marlowe
Track-Boys (Asst.) - INDOOR	Ernst, Andrew	High School
Track-Boys (Asst.) - OUTDOOR	Ernst, Andrew	High School
Track-Girls (Asst.) - INDOOR	Essig, Tim	High School
Track-Girls (Asst.) - OUTDOOR	Essig, Tim	High School
Softball (Asst.)	Feld, Rebecca	High School
8th Grade Boys Basketball (Head)	Finstein, Jeremy	Heineman
8th Grade Girls Basketball (Asst.)	Finstein, Jeremy	Heineman
Track (Asst)	Finstein, Jeremy	Heineman
Snow Hawks-Ski Club	Fish, Chris	Heineman
7th Grade Team Leader 7-2 - .5	Fishman, Elizabeth	Marlowe
Academic Team(Head)	Fishman, Elizabeth	Marlowe
Poms (Asst)	Fishman, Elizabeth	Marlowe
Buddies Club	Fitzgerald, Cindy	High School

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Swimming-Boys (Asst.)	Fitzgerald, Cynthia	High School
Swimming-Girls (Asst.)	Fitzgerald, Cynthia	High School
Gay-Straight Alliance (GSA)	Flight, Amanda	High School
Ecology Club - .5FTE	Franklin, Lisa	Heineman
Service Club (Head)	Franklin, Lisa	Heineman
7th Grade Boys Basketball (Head)	Frederick, Ryan	Marlowe
P.E. Team Leader - .5FTE	Frederick, Ryan	Marlowe
Cross Country (Asst)	Freund, Christina	Heineman
8th Grade Team Leader (8-2)	Fuesz, Karen	Heineman
Mock Trial Sponsor	Fuhrer, Cindy	High School
Conley Orchestra	Fulcher, Cara	Conley
Leggee Orchestra	Fulcher, Cara	Leggee
12 <sup>th</sup> Grade Class Sponsor	Fulton, Courtney	High School
Track-Girls (Asst.) - INDOOR	Gallaughier, Brad	High School
Track-Girls (Asst.) - OUTDOOR	Gallaughier, Brad	High School
Chamber Orchestra	Galloway, Emily	Marlowe
Orchestra Director	Galloway, Emily	Marlowe
Conley Disc Golf	Garcia, Alexandra	Conley
Conley - Fourth Grade Team Lead	Garcia, Alexandra	Conley
Football (Asst.)	Garifo, Kyle	High School
Track-Girls (Asst.) - INDOOR	Garza, Jennifer	High School
Track-Girls (Asst.) - OUTDOOR	Garza, Jennifer	High School
Swimming-Boys (Head)	Gaudio, Jenna	High School
Swimming-Girls (Head)	Gaudio, Jenna	High School
K-2 Young Authors Coordinator-Chesak	Gibbs, Christy	Chesak
Track Boys (Head)	Ginczycki, Mike	Heineman
Wrestling (Head)	Ginczycki, Mike	Heineman
Football (Asst.)	Ginczycki, Mike	High School
Chess Club	Glowaty, Nicholas	High School
Mackeben - First Grade Team Lead	Goldstein, Amy	Mackeben
Conley Broadcast Club	Golyshko, Christine	Conley
Conley Yearbook Coordinator - .5	Golyshko, Christine	Conley
7th Grade Volleyball (Head)	Gosser, Jeralynn	Heineman
8th Grade Team Leader 8-3 - .5	Gosser, Jeralynn	Marlowe
Spelling Bee Coordinator	Gosser, Jeralynn	Marlowe
Leggee - Third Grade Team Lead	Graunke, Jeri Lynn	Leggee
Speech (Head)	Green, Max	High School
Basketball-Girls (Asst.)	Green, Samantha	High School

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Vision & Hearing Team Lead	Gullifor, Kateri	High School
Marching Band Asst. Director	Guthrie, Tyler	High School
Color Guard	Hacker, Amanda	High School
Track (Asst)	Halvorson, Jacob	Marlowe
7th Grade Team Leader 7-3 - .5	Haney, Sarah	Marlowe
8th Grade Team Leader 8-1	Hanfland, John	Marlowe
Police Explorers	Hanfland, John	Marlowe
Cheerleading/Winter - Asst Coach -( Head JV)	Hansen, Miranda	High School
Cheerleading - Asst Coach - (Head JV)	Hansen, Miranda	High School
Volleyball (Asst.)	Hedman, Holly	High School
Red Raider Robotics/Engineering Club - Head Coach	Henk, Amanda	High School
Zoology Club	Henn, Kathy	High School
Cheerleading/Fall - Asst Coach Asst JV	Henn, Savannah	High School
Cheerleading/Winter - Asst Coach -Asst JV	Henn, Savannah	High School
Track (Asst)	Henn, Savannah	Heineman
Basketball-Girls (Asst.)	Henricksen, Clay	High School
Basketball-Boys (Asst.)	Heward, Chris	High School
8th Grade Volleyball (Head)	Heward, Chris	Marlowe
P.E. Team Leader - .5FTE	Heward, Chris	Marlowe
Conley Yearbook Coordinator - .5	Hollabaugh, Jenny	Conley
Conley - Fifth Grade Team Lead	Hollabaugh, Jenny	Conley
Leggee - Second Grade Team Lead	Hollingsworth, Nicole	Leggee
Lacrosse Girls (Asst)	Homuth, Josh	High School
Tennis-Boys (Asst.)	Jahnke, Craig	High School
Tennis-Girls (Asst.)	Jahnke, Craig	High School
Baseball (Head)	Jakubowski, Andy	High School
Basketball-Boys (Asst.)	Jenkins, Kyle	High School
Math Team Head	Jenkins, Laura	High School
Cross Country Asst - Boys & Girls	Jestus, James	High School
Band Director	Jorgensen, Pam	Heineman
Ecology Club - .5FTE	Jorgensen, Pam	Heineman
Musical Director/Co-Director	Jorgensen, Pam	Heineman
Play Director (Head)	Jorgensen, Pam	Heineman
Wrestling (Head)	Joslyn, David	Marlowe
Chesak - First Grade Team Lead	Juergensen, Melissa	Chesak
Golf Boys (Head)	Kalamatas, Collin	High School
7th Grade Boys Basketball (Head)	Kang, Chris	Heineman
8th Grade Girls Basketball (Head)	Kang, Chris	Heineman

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8th Grade Volleyball (Head)	Kang, Chris	Heineman
Track (Asst)	Kang, Chris	Heineman
Cross Country-Boys & Girls (Head)	Kaplan, Matt	High School
Track-Boys (Asst.) - INDOOR	Kaplan, Matt	High School
Track-Boys (Asst.) - OUTDOOR	Kaplan, Matt	High School
Soccer-Boys (Asst.)	Kappel, Noah	High School
Soccer-Girls (Asst.)	Kappel, Noah	High School
Football (Asst.)	Kastning, Craig	High School
Speech Pathologists Team Leader	Keech, Sandra	Leggee
Chesak - Second Grade Team Lead	Kill, Kimberly	Chesak
Baseball (Asst.)	Klein, Chris	High School
Marching Band Asst Woodwinds/ Brass	Klipstein, Katie	High School
Mackeben - Second Grade Team Lead	Kmieciak, Jessica	Mackeben
Robotics Co-Sponsor - Trial year 2	Knasiak, Lori	Marlowe
Gay Straight Alliance (GSA)	Knight, Amy	Marlowe
Cheerleading (Asst)	Kourtev, Carrie	Marlowe
Band (Pep)	Krivosik, Kevin	High School
Band Director	Krivosik, Kevin	High School
Marching Band Director	Krivosik, Kevin	High School
Musical Director (Asst.) Pit	Krivosik, Kevin	High School
Martin - Fourth Grade Team Lead	Kunde, Brenda	Martin
Nurse Team Leader	Kunz, Donna	High School
Wrestling (Asst.) - Girls	Kush, Daniel	High School
Soccer-Boys (Asst.)	Labas, Hunter	High School
Soccer-Girls (Asst.)	Labas, Hunter	High School
Wrestling (Asst.)	Lachel, Erik	High School
Fishing Club Head	Lachel, Erik	High School
7th Grade Team Leader (7-1)	Lamb, Jill	Heineman
7th Grade Volleyball (Asst)	Lamb, Jill	Heineman
Poms (Asst. Coach)	Lamb, Jill	Heineman
Spelling Bee Coordinator	Lamb, Jill	Heineman
Athletic Asst Director Fall	Landvick, Matt	High School
Athletic Asst Director Winter	Landvick, Matt	High School
Baseball (Asst.)	Landvick, Matt	High School
PE Team Lead - District Wide	Lebar, Jason	District Wide
Cross Country (Asst)	Lebar, Jason	Heineman
Track (Asst)	Lebar, Jason	Heineman
Newspaper Club	Legis-Portincaso, Marisol	Marlowe

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Spanish Club	Legis-Portincaso, Marisol	Marlowe
Special Ed Team Leader	Lemke, Amanda	Heineman
Soccer-Boys (Head)	Lewandowski, Matt	High School
Soccer-Girls (Head)	Lewandowski, Matt	High School
Exploratory Team Leader .5FTE	Lorinczi, Elaine	Marlowe
Yearbook	Lorinczi, Elaine	Marlowe
Conley After School Band Activity	Lowe, Nick	Conley
Conley Band	Lowe, Nick	Conley
Martin After School Band Activity	Lowe, Nick	Martin
NHS Advisor	Lyons, Melanie	High School
Boys Volleyball Coach (Head)	Marchand, Gerard	High School
Leggee - Fourth Grade Team Lead	Marchand, Trisha	Leggee
Lacrosse Boys (Asst.)	Marek, Jared	High School
7th Grade Boys Basketball (Asst)	Margiotta, Nick	Heineman
Track (Asst)	Margiotta, Nick	Heineman
Student Council Advisor	Martin, Jennifer	Marlowe
Leggee Yearbook Sponsor - .5 FTE	Martin, Lisa	Leggee
Psychologists Team Leader	Mason, Abigail	Martin
Football (Asst.)	Maxedon, Chris	High School
Track-Boys (Head) - INDOOR	Maxedon, Chris	High School
Track-Boys (Head) - OUTDOOR	Maxedon, Chris	High School
8th Grade Team Leader (8-1) - .5	McCrystal, Katy	Heineman
Cross Country (Head)	McCrystal, Katy	Heineman
Track Girls (Head)	McCrystal, Katy	Heineman
Play Director (Asst.)	McNeill, Alicia	Marlowe
Red Raider Robotics - Assistant Coach	Messina, Megan	High School
Cheerleading 8th Grade	Miguel, Madison	Heineman
Service Club (Head)	Miller, Kerry	Marlowe
Coding Club - Trial Year 2	Moersfelder, Anne	Marlowe
Musical Director (Asst.)	Moersfelder, Anne	Marlowe
Cross Country Asst - Boys & Girls	Monson, Jason	High School
Track-Girls (Head) - INDOOR	Monson, Jason	High School
Track-Girls (Head) - OUTDOOR	Monson, Jason	High School
Ecology Club	Montognese, Lisa	Marlowe
Chorus Director	Moore, Emily	Heineman
Honors Choir	Moore, Emily	Heineman
Musical Director/Co-Director	Moore, Emily	Heineman
Wrestling (Asst.)	Moore, Kenneth	High School

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

Poms (Head)	Moran, Sarah	Marlowe
Baseball (Asst.)	Morehart, Derek	High School
7th Grade Team Leader 7-3 - .5	Mowers, Ann	Marlowe
7th Grade Volleyball (Head)	Mowers, Ann	Marlowe
OT/PT Team Leader	Murphy, Kathy	Mackeben
8th Grade Volleyball (Asst)	Natale, Natalie	Heineman
7th Grade Team Leader 7-2 - .5	Nawrocki, Angela	Marlowe
Volleyball (Head)	Naymola, Karen	High School
Football (Head)	Naymola, Michael	High School
Track-Boys (Asst.) - INDOOR	Naymola, Mike	High School
Track-Boys (Asst.) - OUTDOOR	Naymola, Mike	High School
Musical Director (Assoc.) Choreog	Niccum, Cadence	High School
Orchesis (Dance) Head	Niccum, Cadence	High School
Guidance Team Leader	Nordan, Paul	Heineman
Softball (Asst.)	Odarczenko, Patrick	High School
Martin - Fifth Grade Team Lead	Oltman, Amanda	Martin
Golf Boys (Asst.)	O'Neill, Brian	High School
7th Grade Girls Basketball (Asst)	Ortner, Abby	Heineman
Band Director	Paul, Casey	Marlowe
Jazz Band	Paul, Casey	Marlowe
Special Ed Team Leader	Pawelko, Erin	Marlowe
Baseball (Asst.)	Pawlak, Cliff	High School
Football (Asst.)	Pawlak, Cliff	High School
Dance/Poms Asst	Penuela, Giana	High School
Spanish Club	Petryniec, Lynn	Heineman
Softball (Head)	Petryniec, Mark	High School
Cheerleading 7th Grade	Pollacci, Mckenzi	Heineman
Snow Hawks-Ski Club	Pollacci, Mckenzi	Heineman
Math Team (Asst.)	Price, Anne	High School
Basketball-Girls (Head)	Raethz, Steve	High School
Brush & Quill (Literary) Club	Ramza, Merrick	High School
Wrestling (Asst.)	Rasine, Jake	High School
6th Grade Team Leader 6-1	Ratkowski, Melissa	Marlowe
8th Grade Boys Basketball (Head)	Ream, Andrew	Marlowe
8th Grade Boys Basketball (Asst)	Reed, Adam	Marlowe
Art Club	Regan, Bridget	High School
Ski Club Sponsor	Regan, Bridget	High School
Basketball-Boys (Asst.)	Regan, Dan	High School

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

Soccer-Boys (Asst.)	Regan, Dan	High School
Soccer-Girls (Asst.)	Regan, Dan	High School
Football (Asst.)	Reinke, Paul	High School
8th Grade Volleyball (Asst)	Renfro, Kelli	Marlowe
Leggee - Art Team Lead	Rick, Cynthia	Leggee
Leggee Yearbook Sponsor - .5 FTE	Ricker, Krysta	Leggee
Robotics Co-Sponsor - Trial year 2	Rodriguez, Jennifer	Marlowe
Band (Jazz)	Rohde, Rick	High School
Band Director	Rohde, Rick	Heineman
Jazz Band Director	Rohde, Rick	Heineman
Musical Director (Asst.)	Rohde, Rick	Heineman
Snow Hawks-Ski Club	Rohde, Rick	Heineman
Orchestra Director	Rollins, Jeff	High School
Martin After School Orchestra Activity	Rollins, Jeff	Martin
Boys Volleyball Coach (Assistant)	Rollins, Jeffrey	High School
Chesak Yearbook	Roser, Jennifer	Chesak
8th Grade Team Leader 8-2	Ross, Sara	Marlowe
Service Club (Asst.)	Ross, Sara	Marlowe
Basketball-Girls (Asst.)	Russell, Michelle	High School
Baseball (Asst.)	Russman, Harry	High School
Lacrosse Girls (Asst)	Ryan, Abigail	High School
Track (Asst)	Sabie, Haley	Marlowe
Lacrosse Boys (Head)	Saccammano, Dominick	High School
Leggee Broadcast Club	Sample, Gina	Leggee
Community Service Club	Sara, Lindsay	High School
Martin - Third Grade Team Lead	Sargent, Stephanie	Martin
Student Council Advisor	Saucedo, Jen	Heineman
Wrestling (Asst)	Schendl, Nathan	Heineman
Poms (Head)	Schlueter, Jennifer	Heineman
Exploratory Team Leader .5FTE	Schmuhl, Jessica	Marlowe
Foods Club Sponsor	Schmuhl, Jessica	Marlowe
Service Club (Asst.)	Schneider, Margaret	Heineman
Guidance Team Leader	Schuring, Tamra	Marlowe
Football (Asst.)	Sebestyen, Mike	High School
Lacrosse Girls (Asst)	SeLander, DeAnna	High School
Chesak - Kindergarten Team Lead	Serpe, Christa	Chesak
Scholastic Bowl (Head)	Sharkey, Anne	High School
Play Director	Simmons, Noah	Marlowe

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

Academic Team (Head)	Sisler, Becky	Heineman
Football (Asst. )	Slattery, Mike	High School
Track Boys (Head)	Smith, Carly	Marlowe
7th Grade Team Leader 7-1 - .5	Smith, Lauren	Marlowe
8th Grade Team Leader 8-3 - .5	Smith, Shari	Marlowe
Art Club	Smith, Tammy	Marlowe
8th Grade Boys Basketball (Asst)	Sneed, Jason	Heineman
Soccer-Boys (Asst.)	Sobey, Marta	High School
Soccer-Girls (Asst.)	Sobey, Marta	High School
Volleyball (Asst.)	Soltesz, Henry	High School
Homeless Liaison Team Lead	Speciale, Nicole	Mackeben
Cheerleading (Head)	Stedman, Jamie	Marlowe
Track (Asst)	Steiner, Dawn	Heineman
Wrestling (Asst)	Steiner, Dawn	Heineman
NHS Advisor	Stone, Pam	High School
Leggee Coding Club Facilitator	Sul, Kelly	Leggee
Child Find Team Leader	Sunderlage, Jean	ECC
Boys Volleyball Coach (Assistant)	Swanson, Brandy	High School
Cross Country Asst - Boys & Girls	Swanson, Brandy	High School
Model United Nations	Swartzloff, Todd	High School
TV Production Sponser	Teeter, Lauren	High School
Yearbook	Teeter, Lauren	High School
Track-Boys (Asst.) - INDOOR	Towne, Jack	High School
Track-Boys (Asst.) - OUTDOOR	Towne, Jack	High School
Drone Club	Towne, Jack	High School
Scholastic Bowl (Assistant)	Tuleo, Allison	High School
Softball (Asst.)	Ulrich, Samantha	High School
11 <sup>th</sup> Grade Class Sponsor	Ulrich, Samantha	High School
Buddies Club	Vanek, Shannon	High School
Track-Boys (Asst.) - INDOOR	Velez, Elliot	High School
Track-Boys (Asst.) - OUTDOOR	Velez, Elliot	High School
Marching Band Asst Percussion	Vezina, Josh	High School
Wrestling (Asst)	Vitucci, Frank	Marlowe
Art Club	Vitucci, Sandra	Heineman
Bowling-Boys	Wagner, Jacob	High School
Wrestling (Asst.)	Walker, John	High School
Explore Team Lead - District Wide	Wargo, Brandi	District Wide
Leggee - First Grade Team Lead	Weglarz, Jessica	Leggee

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

Fishing Club Asst	Weigand, Andrew	High School
Tennis-Boys (Head)	Wells, Barry	High School
Tennis-Girls (Head)	Wells, Barry	High School
Chamber Orchestra	Whitaker, Laura	Heineman
Gay Straight Alliance (GSA)	Whitaker, Laura	Heineman
Orchestra Director	Whitaker, Laura	Heineman
Performance Reading Sponsor	Whitaker, Laura	Heineman
Play Director (Asst.)	Whitaker, Laura	Heineman
Mackeben - Kindergarten Team Lead	Wilkinson, Jennifer	Mackeben
Musical Director (Asst.) Sets	Wilson, Stuart	High School
Technical Theater Club	Wilson, Stuart	High School
Thespian Show Asst. (Sets)	Wilson, Stuart	High School
Play Director Asst (Sets)	Wilson, Stuart	High School
Musical Asst. (Sets)	Wilson, Stuart	Heineman
Play Director (Asst.) Sets	Wilson, Stuart	Heineman
Musical Asst (Sets)	Wilson, Stuart	Marlowe
Play Asst. (Sets)	Wilson, Stuart	Marlowe
Health Occupation Students of America (HOSA)	Wise, Colline	High School
Football (Asst. )	Wright, Jason	High School
Ski Club Sponsor	Zaleski, Angela	High School
Red Raider Robotics - Assistant Coach	Zietlow, Michelle	High School

**Mandated Leaves**

Type	Location	Number of Staff
FMLA	ECC	1
FMLA	Chesak	2
FMLA	Conley	1
FMLA	Leggee	1
FMLA	Martin	1
FMLA	Marlowe	2
FMLA	High School	4
FMLA	O&M	1
FMLA	Transportation	1
FMLA/Intermittent	Chesak	1
FMLA/Intermittent	Leggee	1
FMLA/Intermittent	Marlowe	1

**Huntley Community School District 158 – Board of Education  
Personnel Report  
March 16, 2023**

**Non-Mandated Leaves**

<b>Type</b>	<b>Location</b>	<b>Number of Staff</b>
Medical	Conley	1
Medical	Leggee	1
Medical	Transportation	1
One Year Personal Unpaid Leave	Heineman	1



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102

(847) 659-6158 • www.huntley158.org

DATE: March 16, 2023  
 TO: Board of Education and Administration  
 FROM: Doug Renkosik, Director of Operations and Maintenance  
 RE: Custodial Services RFP 2023-05 (A)  
 Board of Education, March 16, 2023  
 Consent Agenda Item

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## Background:

Huntley 158's Custodial Services Contract with ABM Education expires on 5-31-23 as outlined in Amendment 7.

Custodial Services RFP # 2023-05 was released on 12-17-22.

Changes to the contract structure with this RFP include:

- Weekly disinfecting and an annual deep cleaning of all school buses at no additional cost
- Thorough cleaning of stadium bleachers after every home football game at no additional cost

A mandatory pre-proposal meeting was conducted on 12-28-22.

Proposals were received and opened on 1-27-23.

A tally of the proposals and a listing of all the details of each provider's cost breakdown is attached.

It is the Administration's recommendation that a contract for Custodial Services starting June 1, 2023, be awarded to GSF.

This recommendation is being made for the following reasons:

- The District is looking for a partner that can provide a full staff for the duration of the contract period. *The District's present provider has rarely delivered the contract hours and requested additional work hours requested.*
- The District is looking for a partner who can consistently meet the performance standards of the contract. *The District's present provider has a record of many housekeeping service complaints. In addition, the District's present provider has a record of not responding to radio calls for assistance during working hours. GSF's long list of references has offered up an experience of improved consistent services with many other School Districts in northern Illinois. (See the list of some of the testimonials received from other Districts in the attachments)*
- The District is looking for a partner who invests in higher quality supplies and equipment to support their staff to consistently deliver quality service. *GSF plans to deploy:*
  - *on-site generation of ionized cleaning chemical systems for a very effective, safe and sustainable cleaning process*
  - *New equipment with a 2 to 3-year capital replacement plan and a factory-trained out-source maintenance program*

- The District is looking for a partner who can raise the District’s sustainability standards. *GSF is a Green Seal Certified Housekeeping service provider.*
- The District is looking for a partner who invests in their staff at a higher level. *GSF has the following:*
  - *Vacation PTO – 5 days after one year with increase to 10 days after three years*
  - *A 401K match program*
  - *An off-site training center for staff development opportunities for growth opportunities*
  - *A merit pay structure to reward performance.*
- GSF is offering to lower the annual contract cost increase cap to 3% from the RFP’s stated 5% cap to assist with bridging the watershed effect of the contract start-up cost offered with their proposal.

**Recommendation:**

The Building Committee met on March 9, 2023, and recommends the Board of Education approve the award of the Custodial Services contract to GSF at the costs listed in their proposal tallied in the attachment with an annual cost increase cap of 3% at their March 16, 2023, Board of Education meeting.

**ATTACHMENTS**

- A. Detailed tally of costs in the proposals.
- B. Listing of reference check testimonials from around the suburbs.

DR/jk

**Huntley Community School District 158****Custodial Services RFP # 2023-05****Bid Opening: January 27, 2023 @ 2:30 pm**

<b>Company</b>	<b>Total Proposal Price For First Year</b>	<b>Alternate Proposal # 1 3,000 Addtl Hours</b>	<b>Alternate Proposal # 2 Optional Performance and Payment Bond</b>
ABM	\$2,115,052.49	\$75,150.00	\$6,405.00
GSF	\$2,301,385.17	\$73,470.00	\$57,534.63
H.E.S.	\$2,559,294.49	\$105,000.00	\$38,389.00
RNA Facilities Management	\$2,782,590.37	\$67,800.00	
Smith Maintenance Company	\$2,996,902.09	\$67,725.63	\$37,461.00
SSC Services	No Bid		
Alpha Building M	No Bid		
Bravo Services	No Bid		
Multisystem Mana	No Bid		
RJB Properties	No Bid		

<b>Huntley Community School District 158</b>														
<b>Custodial Services RFP # 2023-05</b>														
<b>Company</b>	<b>LABOR COST</b>		<b>Annual cost of Supplies &amp; Equipment</b>				<b>S &amp; E Subtotal</b>	<b>Annual Miscellaneous Expense</b>						<b>Misc. Subtotal</b>
	<b>Total FTE Employees Minimum</b>	<b>Total Labor Cost</b>	<b>Cleaning Supplies</b>	<b>Equipment</b>	<b>Equipment Maintenance &amp; Repair</b>	<b>Vehicle Expense</b>		<b>Payroll taxes, Workers Comp., General Liability, State &amp; Federal Unemployment</b>	<b>Cell Phones, Software support &amp; other Technology</b>	<b>Training Costs</b>	<b>Employee Health Insurance for all staff</b>	<b>Other Benefits</b>	<b>OHP</b>	
ABM	47.76	\$1,534,060.40	\$97,897.00	\$43,482.73	\$19,698.33	\$5,200.00	\$166,278.06	\$217,936.60	\$4,460.00	\$10,604.00	\$12,600.00	\$68,389.75	\$100,717.68	\$414,708.03
GSF	49.60	\$1,613,950.00	\$159,629.99	\$71,810.24	\$14,362.05	\$12,000.00	\$257,802.28	\$224,339.05	\$27,045.00	\$7,893.75	\$54,730.00	\$34,927.49	\$80,697.60	\$429,632.89
H.E.S.	62.94	\$1,798,786.90	\$58,583.86	\$78,486.73	\$12,480.00	\$47,850.00	\$197,400.59	\$273,955.24	\$3,600.00	\$5,834.81	\$23,787.50	\$0.00	\$255,929.45	\$563,107.00
RNA Facilities Management	51.00	\$1,652,816.00	\$90,797.98	\$104,720.99	\$35,000.00	\$24,960.00	\$255,478.97	\$280,978.72	\$15,000.00	\$25,000.00	\$214,200.00	\$40,800.00	\$298,134.68	\$874,113.40
Smith Maintenance Company	56.50	\$1,989,910.00	\$136,237.31	\$21,875.00	included	\$6,250.00	\$164,362.31	\$280,711.86	\$26,884.00	\$1,500.00	\$372,900.00	\$26,102.50	\$134,531.42	\$842,629.78

**Huntley Community School District 158  
Custodial Services RFP # 2023-05**

<b>Additional Building Coverage Hourly rates</b>											
<b>Company</b>	<b>Day/Night Supervisor</b>		<b>Day Custodian</b>		<b>Lead Night Custodian</b>		<b>Night Custodian</b>		<b>Swing Custodian</b>		<b>Emergency Call Minimum hours</b>
	<b>Straight Time</b>	<b>Overtime</b>	<b>Straight Time</b>	<b>Overtime</b>	<b>Straight Time</b>	<b>Overtime</b>	<b>Straight Time</b>	<b>Overtime</b>	<b>Straight Time</b>	<b>Overtime</b>	
	ABM	\$27.52	\$41.28	\$19.45	\$29.15	\$20.73	\$31.10	\$19.45	\$29.15	\$19.45	
GSF	\$30.14	\$45.21	\$25.62	\$38.43	\$24.49	\$36.74	\$22.61	\$33.92	\$22.61	\$33.92	2
H.E.S.	\$28.00	\$35.00	\$23.00	\$34.00	\$28.00	\$35.00	\$24.00	\$34.00	\$23.00	\$34.00	Hours not listed Rate for pay varies between \$40 & \$35
RNA Facilities Managemen	\$20.00	\$30.00	\$17.00	\$25.50	\$18.00	\$27.00	\$16.00	\$24.00	\$17.00	\$25.50	Hours not listed Rate for pay equals \$30
Smith Maintenanc	\$25.05	\$37.58	\$21.34	\$32.01	\$22.58	\$33.86	\$21.34	\$32.01	\$21.34	\$32.01	2

# GSF experience survey

From: LeeAnn Taylor from Hawthorn District 73 Date: Tue, Feb 28, 2023 at 3:48 PM S We are happy. No major concerns

From: David Bein from Barrington District 220 Date: Tue, Feb 28, 2023 at 3:54 PM Doug, They've been very up front and responsive in working with us. We've been happy with the work they're doing. db

From: Kevin Weisenberger at CUSD200 Wheaton Warrenville Date: Tue, Feb 28, 2023 at 4:00 PM

I had GSF at Lake Villa 41 during the height of covid-19.

They did more than an excellent job!

Why do I like GSF?

I feel they do a GREAT job with their bid package spelling out everything they will be doing for the district.

They have a GREAT administration team! Scott works hard and shoots straight. Others on the team are great too!

Work hard hiring, training, and keep their staff employed.

Have and maintain good equipment for the district.

These were just some of my experiences with GSF. Good luck with what you're working on. Let me know if you need anything further from me.

From: Maureen Jones at CCSD89 Glen Ellyn Date: Tue, Feb 28, 2023 at 4:12 PM

CCSD89 has been with GSF for six years. Prior to that, we were with GCA (now ABM) and had quite an issue retaining staff as well as some internal staff issues.

GSF has provided us with really good service. Our management team is great and very professional and productive. The upper-level management and I meet about 2-3 times per year for a service review. He keeps me apprised of any issues and I do the same. It's very collaborative.

I would recommend them without hesitation.

*Maureen A. Jones, Assistant Superintendent for Finance & Operations/CSBO*

From: Adam Halperin from Grayslake HS District Date: Tue, Feb 28, 2023 at 4:53 PM

Doug, I am in year 2 of my 4 year contract with them and truthfully they are great. Most of the time I feel like they are more in house than contracted. Maybe it's all about who's in charge but they really do hold a high standard. When I started in Grayslake it was July of 2020 ugh (COVID). We had RJB truthfully the schools were disgusting and there hadn't been anyone in them for 3 - 4 months. As time went on I started really paying attention to the detail from them and noticed that they never had more than 6 people and were contracted for 15. Keep in mind that we have 9 buildings 7 of which are schools and 2 houses that are offices for a total of 900000 Sq Ft. I ended up going out for a custodial bid and GSF won the contract. RJB ended up getting kicked out with 3 months left and GSF came in over night with 23 people and from that point has been history. I would highly recommend them. If you ever want to talk about them let me know.

From: Tim Meister at Carmel High School Date: Thu, Mar 2, 2023 at 9:45 AM

Doug, We've been using GSF since right before the covid shut down, before that our night time custodial team were school employees. The reason I initially chose GSF was because we didn't know if any of night crew would stay and work for GSF and GSF had the best "benefits" package for their employees. After using them for years now I can say that I am very happy with the services they provide. I've gotten compliments from faculty and staff on the school never looking so clean. During covid we didn't have any issues as far as people getting sick because of something they caught here. If there was something that I felt wasn't getting cleaned properly or something I wanted done different the manager is quick to respond and adjust as I requested. they have also been great with their flexibility in their cleaning routine. If I need a space cleaned sooner than it normally would be the crew does it without any pushback. They are also very accommodating as far as cleaning needed outside of the contracted work, I let the account manager know what in need cleaned, how many people and when and GSF bills me separately and our contracted hourly rate for the workers.

It was a real easy transition going to in house to contracted out. In reality it does cost me more to have out sourced, but my CFO agrees that the headaches that were alleviated by doing so are worth the extra cost. For the most part they are always fully staffed and the nice thing is that GSF also cleans, Mundelein D-75 and 120 and the Hawthorn school district and other in the area that I'm not aware of so they have a large pool of "local" employees to draw from if needed.

From: Daniel Mortensen at Lake Forest Schools Date: Fri, Mar 3, 2023 at 8:53 AM

I had GSF in my prior district for 4 years. I came from a high school district where I had in house facilities staff and was nervous to now have an outsourced from handling this work.

It did not take long for me to be blown away by GSF. From the office staff to their night custodians, their team never let me down. The quality of clean they delivered was amazing. and attention to detail a second to none. The staff from GSF was part of our school team. Other than the name on their shirts, you could not tell that they worked for an outsourced firm.

The way that the front office there treats their staff is awesome. The professional development that they offer to the custodians is something that I know most firms in this industry do not take to the level that GSF does. They invest in their people, and that takes time and costs money. The end results are incredible customer service, delivered at all levels.

Good luck on your search and I hope you land in a place that is the best for you staff, students and community. I know that GSf would not let you down.



# Huntley Community School District 158

650 Dr. John Burkey Drive  
Algonquin, Illinois 60102

(847) 659-6158 • [www.huntley158.org](http://www.huntley158.org)

DATE: March 16, 2023  
TO: Board of Education and Administration  
FROM: Doug Renkosik, Director of Operations and Maintenance  
RE: Change Order No. 3 to the Agreement with Veregy  
Guaranteed Energy Savings Contract project RFP 2022-32 EV Bus Electrical Initiative (A)  
Board of Education, March 16, 2023  
Consent Agenda Item

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## Background:

On January 19, 2022, Governor Pritzker announced the approval of grant funding for EV school buses which included 4 buses and 4 chargers for Huntley School District 158.

At their June 16, 2022, Board Meeting, the Board of Education approved an agreement with Veregy to install the electrical infrastructure to charge four buses now with the electrical distribution infrastructure extended to the bus lot for expansion to 12 buses by only adding charging equipment in the near future.

At their July 21, 2022, Committee of the Whole Meeting, the Board of Education received a presentation by Veregy that expanded on the value of the installation of a 195kW solar array to generate the power to support the future 12 buses' electricity consumption.

At their August 18, 2022, Board meeting, the Board of Education approved Veregy's proposed Change Order No. 1 (aka Amendment No. 1) to include the installation of a 194.4 kW-dc/180.0kWac ground mount solar array that would produce power to offset the predicted consumption of twelve 150 kW school buses.

At their August 18, 2022, Board meeting, the Board of Education approved Veregy's proposed Change Order No. 2 to include the cost of installation of charging stations in their temporary location to be utilized upon delivery of the buses until the parking lot infrastructure could be developed for the EV buses permanent location in the summer of 2023.

Attached is a summary of minor adjustments to the cost of the project as work in the field progressed on the installation.

## Recommendation:

The Building Committee met on March 9, 2023, and recommends the Board of Education approve Change Order No. 3 to the agreement with Veregy in the net total amount of \$3,989.83 for changes to the scope of work as enumerated in the attached draft Change Order No.3 at their March 16, 2023, Board of Education meeting.

**CHANGE  
ORDER**

**Owner** ( )

**Contractor** ( )

**PROJECT:** Guaranteed Energy Savings Contract project RFP 2022-32  
EV Bus Electrical Infrastructure Installation Initiative  
District 158 Administration Transportation Center

**CHANGE ORDER NUMBER:** 3

**DATE:** 3-16-23

**CONTRACT DATE:** 6-16-22

**TO:** Control Technology & Solutions dba Veregy, LLC  
16647 Chesterfield Grove Rd. Suite 200  
Chesterfield, MO 63005

The Contract is changed as follows:

See breakdown on page 2

Total Net Change Order

Add \$3,989.83

Not valid until signed by the Owner and Contractor.

The original Contract Sum was .....	\$ 441,368.00
Net change by previously authorized Change Orders .....	\$ <u>886,810.00</u>
The Contract Sum prior to this Change Order was.....	\$1,328,178.00
The Contract Sum will be increased by this Change Order in the amount of .....	\$ <u>3,989.83</u>
The new Contract Sum including this Change Order will be .....	\$1,332,167.83

Control Technology & Solutions dba Veregy, LLC

Huntley Community School District 158

**CONTRACTOR**

**OWNER**

16647 Chesterfield Grove Rd. Suite 200

650 Dr. John Burkey Drive

Arlington Heights, IL 60005

Algonquin, IL 60102

**ADDRESS**

**ADDRESS**

BY \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

## RFP 2022-32 Summary of Credits & Scope Additions

Item #	Task Description	subtotal
1	Add 1 18" Quazite Box at the end of the spare 1-1/2" for future charging station.	\$ 2,008.32
2	Add 20' of 3/4"C with Cat6 between 2 level III chargers	\$ 1,102.71
3	Add Directional Boring Done on premium time, repair asphalt at existing quazite box in handicap space(split costs with district)	\$ 1,213.90
4	Move existing asphalt grindings	\$ 2,286.03
5	Add 3" C between Level 2 Charger Bases for Ethernet Cable	\$ 1,717.40
6	Credit for building entrance conduits. Intercept Existing 4"C in basement for EV Charger Feeds	\$ (11,438.53)
7	Add for Fencing (7') in lieu of approved contract fencing of (6')	\$ 100.00
8	Add for planting Native Pollinators	\$ 7,000.00
9	Yearly Maintenance Add for Native Pollinators	TBD
10	Yearly Maintenance For Solar Array	TBD

**Net Add to Contract District \$ 3,989.83**



# Huntley Community School District 158

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

**Date:** March 16, 2023  
**To:** Board of Education  
**From:** Dr. Amy MacCrindle and Dr. Bryan Zwemke  
**Cc:** Dr. Scott Rowe, Superintendent  
**Subject:** **Math Review Professional Learning Contract Approval**

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## Executive Summary

In alignment with the District 158 curriculum review cycle, the K-12 mathematics programming was evaluated during the 2021-22 school year. As Huntley 158 continues to move forward with implementation of the [Huntley 158 Math Vision Statement](#).

Administration is recommending entering into an agreement that would extend services through the 2023-24 school year to support continued growth throughout the implementation of the K-12 Math Review. Specific details were shared at the March 9, 2023 Committee of the Whole meeting. These funds have been allocated from existing local funds and grant allocations.

## Recommendation

Administration recommends that the Board of Education approve the contracts with Math Institute of Wisconsin (116,500), Building Capacity LLC (44,000), and Carnegie Math (45,900).

# Huntley 2023-24 Coaching - Consulting Agreement

**Huntley Community School District 158**

Algonquin, IL 60102

**Amy MacCrimble**

Assistant Superintendent for Elementary Learning & Innovation

amaccrindle@district158.org

+18476596135

Contract due: March 17, 2023

**Mathematics Institute of Wisconsin**

W233 N2080 Ridgeview Parkway

Suite 100

Waukesha, WI 53188

United States

**Prepared by: Alyssa Holly**

Project Manager - Programs & Marketing

alyssa.holly@mathinstitutewi.org

+12629539364

SERVICES	QUANTITY	RATE	TOTAL
Coaching Services (Full Day)	16	\$3,000.00	\$48,000.00
Expenses (TBD)	16	\$0.00	\$0.00

<b>Total (not including expenses)</b>	<b>\$48,000.00</b>
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**Huntley Community School District 158 agrees to pay for professional development provided by the Mathematics Institute of Wisconsin as described below.**

**Section 1. Duties and Responsibilities**

The Mathematics Institute of Wisconsin agrees to the following:

1. The Mathematics Institute of Wisconsin will provide coaching services for the Huntley Community School District 158 on the following date(s):
  - a. September 25, 2023
  - b. September 26, 2023
  - c. September 27, 2023
  - d. September 28, 2023
  - e. October 2, 2023
  - f. October 3, 2023
  - g. October 4, 2023
  - h. October 5, 2023
  - i. January 29, 2024
  - j. January 30, 2024
  - k. January 31, 2024
  - l. February 1, 2024
  - m. February 5, 2024
  - n. February 6, 2024
  - o. February 7, 2024
  - p. February 8, 2024

\*Dates will be held for 1 week following the delivery of this contract.\*
2. The Mathematics Institute of Wisconsin will work closely with Amy MacCrindle to identify the appropriate focus for the scheduled coaching services.

Huntley Community School District 158 agrees to the following:

1. Huntley Community School District 158 will confirm the desired focus 30 days prior to the scheduled coaching services.
2. Huntley Community School District 158 will provide the location and room setup for the scheduled classroom coaching.
3. Huntley Community School District 158 will provide an expected participant count by grade taught and coaching schedule 30 days prior to the scheduled coaching services.
4. Huntley Community School District 158 will work cooperatively and collaboratively with the Mathematics Institute of Wisconsin in an effort to promote a quality professional development experience for all participants.
5. Huntley Community School District 158 agrees to distribute the Mathematics Institute of Wisconsin follow-up survey to all participants.

**Section 2. Planning**

The Mathematics Institute of Wisconsin will provide 2 planning calls, for a total of up to 90 minutes, for each non-consecutive coaching day scheduled. Huntley Community School District 158 may request additional planning calls at a rate of \$200 per hour.

**Section 3. Duration**

The Mathematics Institute of Wisconsin defines a full day as 6 hours of coaching services. Huntley Community School District 158 agrees to follow this format unless other arrangements have been agreed upon.

**Section 4. Capacity**

Mathematics Specialists can visit up to 5 classrooms per full day of coaching services.

**Section 5. Compensation**

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$3,000/day per facilitator for a total of \$48,000 + expenses including mileage, hotel, and meals.

Huntley Community School District 158 agrees to pay a deposit of 50% of the total compensation amount listed above within ten (10) days of the signing of this agreement.

An invoice for the final balance plus expenses will be sent to Huntley Community School District 158 for reimbursement at the conclusion of all scheduled professional development days.

The Mathematics Institute of Wisconsin reserves the right to delay commencement or continuation of any scheduled professional development days until Huntley Community School District 158 has remitted the required deposit or final payment for all open contracts.

**Section 6. Cancellation**

Huntley Community School District 158 may choose to cancel the scheduled professional development for any reason. There will be a \$500 cancellation fee for cancellations occurring more than 30 days in advance of the event. Cancellations occurring within 30 days of the scheduled event will have a cancellation fee that is equal to the full cost of the scheduled professional development.

In the event of school closings due to inclement weather Huntley Community School District 158 may reschedule the professional development at no charge.

In the event of a pandemic or other health crisis the Mathematics Institute of Wisconsin reserves the right to postpone or cancel in-person professional development if it is deemed necessary to protect the health and safety of Mathematics Institute of Wisconsin staff. If this occurs, the Huntley Community School District 158 may reschedule or cancel the professional development at no charge.

**Section 7. Schedule Changes**

Huntley Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 6 of this contract.

**Section 8. Terms**

The terms of this agreement will be in place until the scheduled classroom coaching is completed and compensation is received.

**Signature**

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Amy MacCrimble**

amaccrindle@district158.org

[ sig|req|signer1 ]

**Alyssa Holly**

alyssa.holly@mathinstitutewi.org

[ sig|req|signer2 ]

# Huntley 2023-24 IM Professional Learning - Consulting Agreement

**Huntley Community School District 158**

Algonquin, IL 60102

**Amy MacCrimble**

Assistant Superintendent for Elementary Learning & Innovation

amaccrindle@district158.org

+18476596135

Contract due: March 17, 2023

**Mathematics Institute of Wisconsin**

W233 N2080 Ridgeview Parkway

Suite 100

Waukesha, WI 53188

United States

**Prepared by: Alyssa Holly**

Project Manager - Programs & Marketing

alyssa.holly@mathinstitutewi.org

+12629539364

SERVICES	QUANTITY	RATE	TOTAL
IM Professional Learning (full day onsite)	9	\$5,000.00	\$45,000.00
IM Professional Learning (half day onsite)	7	\$2,500.00	\$17,500.00

<b>Total</b>	<b>\$62,500.00</b>
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**Huntely Community School District 158 agrees to pay for IM Certified™ Professional Learning services provided by the Mathematics Institute of Wisconsin as described below.**

**Section 1. Duties and Responsibilities**

The Mathematics Institute of Wisconsin agrees to the following:

1. The Mathematics Institute of Wisconsin will provide professional learning for the Huntely Community School District 158 on the following date(s):
  - a. August 15, 2023 (half day - 2 facilitators) IM K-5 Math - Leveraging the Problem Based Lesson Structure
  - b. October 6, 2023 (half day - 2 facilitators)
  - c. February 15, 2024 (full day - 3 facilitators) IM 3-5 Math: Teach & Learn Day 1
  - d. April 9, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2
  - e. April 10, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2
  - f. April 11, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2
  - g. April 18, 2024 (half day - 3 facilitators) IM K-2 Math - Adapting a Lesson Using Learning Goals
  - h. April 23, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2
  - i. April 24, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2
  - j. April 25, 2024 (full day) IM 3-5 Math: Teach & Learn Day 2

\*Dates will be held for 1 week following the delivery of this contract.\*
2. The Mathematics Institute of Wisconsin will provide the presentation materials needed for the scheduled professional learning.
3. The Mathematics Institute of Wisconsin will work closely with Huntely Community School District 158 to identify the appropriate topics for the scheduled professional learning.

Huntely Community School District 158 agrees to the following:

1. Huntely Community School District 158 will confirm the desired professional learning topic 30 days prior to the scheduled professional development.
2. Huntely Community School District 158 will provide the location and room setup for the scheduled professional development.
3. Huntely Community School District 158 will provide an expected participant count by grade taught 30 days prior to the scheduled professional development.
4. Huntely Community School District 158 will provide a whiteboard and/or chart paper, markers, and post-it notes for the scheduled professional development.
5. Huntely Community School District 158 will work cooperatively and collaboratively with the Mathematics Institute of Wisconsin in an effort to promote a quality professional development experience for all participants.

**Section 2. Duration**

IM Certified™ Professional Learning full days are 6 hours of professional development content and half days are 3 hours of professional development content.

**Section 3. Capacity**

The Mathematics Institute of Wisconsin will provide IM Professional Learning for up to 25 people per session.

\*\*Teach & Learn Day 1 - Maximum 50 teachers (25 per grade band).\*\*

**Section 4. Compensation**

Huntely Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$5,000/day per facilitator for full day professional learning and \$2,500/half-day per facilitator for half day professional learning for a total of \$62,500.

Huntely Community School District 158 agrees to pay a deposit of 50% of the total compensation amount listed above within ten (10) days of the signing of this agreement.

An invoice for the final balance will be sent to Huntely Community School District 158 for reimbursement at the conclusion of all scheduled professional development days.

The Mathematics Institute of Wisconsin reserves the right to delay commencement or continuation of any scheduled professional development days until Huntely Community School District 158 has remitted the required deposit or final payment for all open contracts.

**Section 5. Cancellation**

Huntely Community School District 158 may choose to cancel the scheduled professional development for any reason. There will be a \$500 cancellation fee for cancellations occurring more than 30 days in advance of the event. Cancellations

occurring within 30 days of the scheduled event will have a cancellation fee that is equal to the full cost of the scheduled professional development.

In the event of school closings due to inclement weather Huntely Community School District 158 may reschedule the professional development at no charge.

In the event of a pandemic or other health crisis the Mathematics Institute of Wisconsin reserves the right to postpone or cancel in-person professional development if it is deemed necessary to protect the health and safety of Mathematics Institute of Wisconsin staff. If this occurs, the Huntely Community School District 158 may reschedule or cancel the professional development at no charge.

**Section 6. Schedule Changes**

Huntely Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 5 of this contract.

**Section 7. Terms**

The terms of this agreement will be in place until the scheduled professional development is completed and compensation is received.

**Signature**

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Amy MacCrimble**

amaccrindle@district158.org

[ sig|req|signer1 ]

**Alyssa Holly**

alyssa.holly@mathinstitutewi.org

[ sig|req|signer2 ]

# Huntley - May 2024 Math Professional Development - Consulting Agreement

**Huntley Community School District 158**

Algonquin, IL 60102

**Amy MacCrimble**

Assistant Superintendent for Elementary Learning & Innovation

amaccrindle@district158.org

+18476596135

Contract due: March 17, 2023

**Mathematics Institute of Wisconsin**

W233 N2080 Ridgeview Parkway

Suite 100

Waukesha, WI 53188

United States

**Prepared by: Alyssa Holly**

Project Manager - Programs & Marketing

alyssa.holly@mathinstitutewi.org

+12629539364

SERVICES	QUANTITY	RATE	TOTAL
Professional Development Services (Full Day)	2	\$3,000.00	\$6,000.00
Expenses (TBD)	2	\$0.00	\$0.00

<b>Total (not including expenses)</b>	<b>\$6,000.00</b>
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## **Huntley Community School District 158 agrees to pay for professional development services provided by the Mathematics Institute of Wisconsin as described below.**

### **Section 1. Duties and Responsibilities**

The Mathematics Institute of Wisconsin agrees to the following:

1. The Mathematics Institute of Wisconsin will provide professional development for the Huntley Community School District 158 on the following date(s):
  - a. May 29, 2024
  - b. May 30, 2024

\*Dates will be held for 1 week following the delivery of this contract.\*
2. The Mathematics Institute of Wisconsin will provide the presentation materials needed for the scheduled professional development.
3. The Mathematics Institute of Wisconsin will work closely with Huntley Community School District 158 staff to identify the appropriate topics for the scheduled professional development.

Huntley Community School District 158 agrees to the following:

1. Huntley Community School District 158 will confirm the desired professional development topic 30 days prior to the scheduled professional development.
2. Huntley Community School District 158 will provide the location and room setup for the scheduled professional development.
3. Huntley Community School District 158 will provide an expected participant count by grade taught 30 days prior to the scheduled professional development.
4. Huntley Community School District 158 will provide a whiteboard and/or chart paper, markers, and post-it notes for the scheduled professional development.
5. Huntley Community School District 158 will work cooperatively and collaboratively with the Mathematics Institute of Wisconsin in an effort to promote a quality professional development experience for all participants.
6. Huntley Community School District 158 agrees to distribute the Mathematics Institute of Wisconsin follow-up survey to all participants.

### **Section 2. Planning**

The Mathematics Institute of Wisconsin will provide 2 planning calls, for a total of up to 90 minutes, for each non-consecutive professional development day scheduled. Huntley Community School District 158 may request additional planning calls at a rate of \$200 per hour.

### **Section 3. Duration**

The Mathematics Institute of Wisconsin defines a full day as 6 hours of professional development content. Huntley Community School District 158 agrees to follow this format unless other arrangements have been agreed upon.

### **Section 4. Capacity**

The Mathematics Institute of Wisconsin will provide professional development for up to 40 people. Each group of people (1-40) beyond the first 40 people is considered a "large group addition". agrees to pay a large group materials fee of \$250 for each large group addition beyond the first 40 people.

### **Section 5. Remote Participation**

The Mathematics Institute of Wisconsin will provide in-person professional development. In the event that there are participants that need to join the professional learning virtually the Huntley Community School District 158 agrees to arrange all technology needed to support remote learning and provide a moderator to support remote participants during the professional development sessions.

### **Section 6. Compensation**

Huntley Community School District 158 agrees to pay the Mathematics Institute of Wisconsin \$3,000/day per facilitator for a total of \$6,000 + expenses including mileage, hotel, and meals.

Huntley Community School District 158 agrees to pay a **d**eposit of 50% of the total compensation amount listed above within ten (10) days of the signing of this agreement.

An invoice for the final balance plus expenses will be sent to Huntley Community School District 158 for reimbursement at the conclusion of all scheduled professional development days.

The Mathematics Institute of Wisconsin reserves the right to delay commencement or continuation of any scheduled professional development days until Huntley Community School District 158 has remitted the required deposit or final payment for all open contracts.

**Section 7. Cancellation**

Huntley Community School District 158 may choose to cancel the scheduled professional development for any reason. There will be a \$500 cancellation fee for cancellations occurring more than 30 days in advance of the event. Cancellations occurring within 30 days of the scheduled event will have a cancellation fee that is equal to the full cost of the scheduled professional development.

In the event of school closings due to inclement weather Huntley Community School District 158 may reschedule the professional development at no charge.

In the event of a pandemic or other health crisis the Mathematics Institute of Wisconsin reserves the right to postpone or cancel in-person professional development if it is deemed necessary to protect the health and safety of Mathematics Institute of Wisconsin staff. If this occurs, the Huntley Community School District 158 may reschedule or cancel the professional development at no charge.

**Section 8. Schedule Changes**

Huntley Community School District 158 may request to change their scheduled professional development dates for any reason. Schedule changes made within 30 days of the original date will result in a \$500 rescheduling fee. Schedule changes made more than 30 days before the original date will be made at no cost. All rescheduled dates must take place within the same academic year in which this contract is scheduled to occur.

All requested schedule changes are subject to Mathematics Institute of Wisconsin availability. Any postponed dates that are not rescheduled in the academic year in which this contract is scheduled to occur will be considered a cancellation and will be subject to the cancellation fees outlined in section 7 of this contract.

**Section 9. Terms**

The terms of this agreement will be in place until the scheduled professional development is completed and compensation is received.

**Signature**

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Amy MacCrimble**

amaccrindle@district158.org

[ sig|req|signer1 ]

**Alyssa Holly**

alyssa.holly@mathinstitutewi.org

[ sig|req|signer2 ]

**Proposal for Huntley Community School District 158 with Build Capacity Consulting LLC**

Date of Proposal: 1/16/23

**Description**

Customized professional development for coaches and leaders to support effectiveness in roles. Content TBD through collaboration with Amy MacCrimdle, and/or Paula Moan, and/or Meghan Bagby, and/or Bryan Zwemke.

**Dates/Times**

2023-2024 School Year

September 20

October 25

November 20

December 6

January 24

February 28

March 20

May 8

8 Dates TBD

**Costs**

Full Day Professional Development Cost (6 hours): \$2750 + expenses including mileage, hotel, and meals

Total Cost

16 x \$2750 = \$44,000 + expenses including mileage, hotel, and meals

Planning calls: free

**Build Capacity Consulting LLC**

Paige Richards

~~414-698-7935~~ [paigerichards@buildcapacity@gmail.com](mailto:paigerichards@buildcapacity@gmail.com)



501 Grant St, STE 1075  
 Pittsburgh, PA, 15219  
 (888) 851-7094  
 Send Payment to: PO Box 6001, Hermitage, PA 16148-1001

QUOTE NO: Q-38175

DATE: 1/3/2023  
 EXPIRES ON: 7/21/2023

CONTACT INFORMATION		
Huntley Cons School Dist 158 650 Academic Dr Algonquin, IL, 60102	Meghan Bagby District Administrator 8476596141 mbagby@district158.org	John Rocco (412) 676-6624 jrocco@carnegielearning.com

ITEM	DESCRIPTION	TERM	UNITS	NET TOTAL
PL Onsite Consulting, Coaching, & Support Math (PL)	Onsite, Job-Embedded In-Classroom Support, Coaching, Consulting, or Partnership Meeting per day		18	\$45,900.00

<b>SUBTOTAL:</b>	\$45,900.00
<b>SHIPPING AND HANDLING:</b>	\$0.00
<b>STATE SALES TAX:</b>	\$0.00
<b>TOTAL:</b>	\$45,900.00

## TERMS AND CONDITIONS

- The attached quotation is confidential and proprietary information not to be distributed or shared by the Customer.
- By accepting this quote, Customer accepts Carnegie Learning, Inc.'s Terms of Use policy available at: <http://www.carnegielearning.com/terms-of-use>
- Prices are subject to change without notice.
- Quote is valid for 30 days.
- Please include your tax exempt certificate with your purchase order. The Carnegie Learning Federal Tax ID# is 25-1805640.
- Payment Terms: Net 30 Days. Payment of entire invoice amount is required within 30 days from invoice date.
- All media sold by Carnegie Learning, Inc. are sold on a non-returnable basis. The only exceptions to this policy are:
  - Media received that was not ordered (wrong title, wrong quantity). Materials must be in original shrink wrap, if applicable, and not used.
  - Media received in a damaged condition that would render it unsuitable for use.
  - Customer is responsible to inspect textbook shipments and report any textbook quantity, title or damage issues within 45 days of receipt. Failure to report issues within the 45 days could result in additional return fees.
- Carnegie Learning, Inc. is under no obligation to accept return requests after 45 days of customer receipt of order.
- Customer is responsible for expedited shipping costs that fall outside of our standard delivery process. All textbooks carry a standard shipping time frame of 4-6 weeks. Shipments will occur earlier if stock is available.
- Multi-year licenses run consecutively from license activation date.
- The school district is responsible for providing all hardware necessary to run the software, as specified in CLI's Systems Requirements (available at <http://carnegielearning.com/support>). Prices do not include hardware.
- All Professional Development services purchased expire at the term of this agreement. Standalone Professional Development purchases will expire one year from the purchase date.
- An additional credit card fee of 2.5% of total before sales tax will be applied if customer decides to pay by credit card.
- All credit memos and credit balances that exceed 120 days old will first be applied to any existing balances. After application, any remaining credit balance will be refunded via a check. Carnegie Learning will mail the check to the address on file.

EMC SCHOOL AND MONDO EDUCATION ARE PART OF CARNEGIE LEARNING  
501 GRANT STREET, SUITE 1075, PITTSBURGH, PA 15219  
Phone 888.851.7094 + Fax 412.690.2444 + [www.carnegielearning.com](http://www.carnegielearning.com)

**HUNTLEY HIGH SCHOOL PRINCIPAL**  
**PERFORMANCE-BASED EMPLOYMENT CONTRACT**

**THIS AGREEMENT** is made this 16th day of March, 2023, by and between the BOARD OF EDUCATION OF HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158, MCHENRY AND KANE COUNTIES, ILLINOIS (the "BOARD"), and **Dr. Marcus Belin** ("HUNTLEY HIGH SCHOOL PRINCIPAL").

**IT IS AGREED:**

1. **EMPLOYMENT** - The HUNTLEY HIGH SCHOOL PRINCIPAL is hereby hired and retained from July 1, 2023, through and including June 30, 2026, and, as it may be later agreed to by the parties, thereafter, as HUNTLEY HIGH SCHOOL PRINCIPAL of the School District.
2. **DUTIES** - The duties and responsibilities of the HUNTLEY HIGH SCHOOL PRINCIPAL shall be those incidental to the office of the HUNTLEY HIGH SCHOOL PRINCIPAL, those set forth in the job description (or, those duties contained in Board Policy, as adopted, and which may be amended from time to time), the attainment of the student performance and academic improvement goals set forth in this Agreement, those obligations imposed by the laws of the State of Illinois upon the HUNTLEY HIGH SCHOOL PRINCIPAL, and to perform other professional duties customarily performed by a HUNTLEY HIGH SCHOOL PRINCIPAL as from time to time may be assigned by the SUPERINTENDENT or the BOARD. The SUPERINTENDENT and BOARD reserve the right to reassign the HUNTLEY HIGH SCHOOL PRINCIPAL to different duties from time to time during the term of this Agreement, without a loss of pay.
3. **STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT** - This Agreement is a performance-based contract as required by Public Act 90-548. At minimum, the HUNTLEY HIGH SCHOOL PRINCIPAL shall, with the assistance of his administrative team, annually: (a) evaluate student performance, which shall include but not be limited to student performance on standardized tests, completion of the curriculum, attendance and dropout rates; (b) review the curriculum and instructional services of the District; and (c) report to the superintendent on his findings as to (i) student performance and (ii) recommendations, if any, for curriculum or instructional changes as a result of his evaluation of student performance.

In addition, the HUNTLEY HIGH SCHOOL PRINCIPAL shall meet, address and fulfill goals and indicators of student performance and academic improvement which shall be developed by the *SUPERINTENDENT in cooperation* with the HUNTLEY HIGH SCHOOL PRINCIPAL annually. These goals and indicators shall be mutually determined by the *SUPERINTENDENT and HUNTLEY HIGH SCHOOL PRINCIPAL* and appended to this Agreement and made a part hereof. The foregoing goals and indicators shall be used by the *SUPERINTENDENT to measure* the performance and effectiveness of the HUNTLEY HIGH SCHOOL PRINCIPAL, along with such other information as the *SUPERINTENDENT may determine*. The HUNTLEY HIGH SCHOOL PRINCIPAL's attainment of the goals shall be determined annually as part of the evaluation process provided in Paragraph 5, or as otherwise mutually agreed by the parties.

4. **COMPENSATION** - In consideration of a salary of *not less than One Hundred Sixty-Six Thousand One Hundred Seventy-Two Dollars and Sixty-Nine Cents (\$166,172.69)* for 2023-2024 school year. The base annual salary shall be increased by the percentage equal to that of the Board approved administrator raises per annum for successive years of the Contract.

The HUNTLEY HIGH SCHOOL PRINCIPAL agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of HUNTLEY HIGH SCHOOL PRINCIPAL. Compensation shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD retains the right to adjust the annual compensation, salary, and/or fringe benefits of the HUNTLEY HIGH SCHOOL PRINCIPAL during the term of this Agreement, and thereafter, provided that any compensation, salary, and/or fringe benefits adjustment(s) shall not be lower than the latest annual compensation, salary, and fringe benefits paid by the BOARD as stated in this Agreement. Any re-adjustment in salary and fringe benefits made during the life of this Agreement shall be in the form of an amendment and shall become a part of this Agreement; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the HUNTLEY HIGH SCHOOL PRINCIPAL nor that the termination date of this Agreement has been in any way extended. The BOARD and the HUNTLEY HIGH SCHOOL PRINCIPAL, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if all of the student performance and academic improvement goals set forth in this Agreement have been met, both parties should agree, and said agreement is reduced to writing.

5. **EVALUATION** - At least annually of each school year, the *SUPERINTENDENT or designee shall*, during the term of this Agreement, review with the HUNTLEY HIGH SCHOOL PRINCIPAL, the HUNTLEY HIGH SCHOOL PRINCIPAL'S progress toward established goals, and working relationships among the HUNTLEY HIGH SCHOOL PRINCIPAL, the faculty, the staff and the community.

6. **LICENSE** - The HUNTLEY HIGH SCHOOL PRINCIPAL shall furnish to the BOARD, during the term of this Agreement, a valid, appropriate, and properly registered license to act as HUNTLEY HIGH SCHOOL PRINCIPAL, in accordance with the laws of the State of Illinois and as directed by the BOARD.

1. **TERMINATION OF AGREEMENT** - This Agreement may be terminated by:
  - A. Mutual agreement of the parties.
  - B. Retirement.
  - C. Death of the HUNTLEY HIGH SCHOOL PRINCIPAL.
  - D. Disability. The BOARD may terminate this Agreement at any time after the HUNTLEY HIGH SCHOOL PRINCIPAL has exhausted accumulated sick and vacation leave and has been absent from her employment for whatever cause for an additional continuous period of three (3) months by

written notice to her. All obligations of the BOARD shall cease upon such termination. The BOARD reserves the right to require the HUNTLEY HIGH SCHOOL PRINCIPAL to submit to a medical examination, either physical or mental, when the BOARD deems the HUNTLEY HIGH SCHOOL PRINCIPAL disabled. Such examination shall be performed by a doctor licensed to practice medicine. The doctor shall be chosen by the BOARD and the cost of such examination shall be borne by the BOARD.

- E. Resignation, provided, however, the HUNTLEY HIGH SCHOOL PRINCIPAL gives the BOARD at least 120 calendar days written notice of the proposed resignation.
- F. Discharge for cause. "For cause" shall mean any conduct, act, or failure to act by the HUNTLEY HIGH SCHOOL PRINCIPAL which is damaging to the operations of the School District. Reasons for discharge for cause shall be given in writing to the HUNTLEY HIGH SCHOOL PRINCIPAL who shall be entitled to notice and a hearing before the BOARD to discuss those causes. If the HUNTLEY HIGH SCHOOL PRINCIPAL chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The BOARD hearing shall be conducted in closed session.
- G. Failure by the HUNTLEY HIGH SCHOOL PRINCIPAL to comply with the terms and conditions of this Agreement.
- H. Unilateral Termination By the Board. In the event of unilateral termination of the Board without cause, the HUNTLEY HIGH SCHOOL PRINCIPAL shall be entitled to the remaining salary due under this Contract.

After notice and pending an opportunity to respond, the BOARD may suspend the HUNTLEY HIGH SCHOOL PRINCIPAL without pay pending completion of the requirements of this section. After the effective date of dismissal the HUNTLEY HIGH SCHOOL PRINCIPAL shall not be entitled to further payments of compensation of any kind under this Agreement, except that the HUNTLEY HIGH SCHOOL PRINCIPAL shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

7. **VACATION** - The HUNTLEY HIGH SCHOOL PRINCIPAL shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent in the agreement year. Up to ten (10) vacation days may carry over to a subsequent contract year if the principal is re-employed.

8. **BENEFITS** - The HUNTLEY HIGH SCHOOL PRINCIPAL shall be allowed such other privileges, leaves and fringe benefits as the BOARD may decide and as are commonly extended to all other certified and/or administrative personnel. Dues for professional organizations shall be paid as approved by the Board.

- a) The HUNTLEY HIGH SCHOOL PRINCIPAL shall be granted sick leave, as defined in Section 24-6 of the School Code, of fourteen (14) working days per year which may

be accumulated up to 340 days. Unused sick leave or unreported sick leave to TRS will be reimbursed at \$15.00 per day upon retirement, up to 40 days.

b) The HUNTLEY HIGH SCHOOL PRINCIPAL shall be entitled to personal days of two (2) working days per year, exclusive of legal holidays, which if not used, will accumulate up to 4 days per year. Any unused personal days over four (4) will transfer to sick balance on July 1st of each year.

c) The HUNTLEY HIGH SCHOOL PRINCIPAL shall be entitled to two (2) bereavement leave days per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the HUNTLEY HIGH SCHOOL PRINCIPAL'S accumulated sick leave.

9. **HEALTH/DENTAL INSURANCE** – The BOARD shall pay the full cost of hospitalization/major medical and dental insurance (“*Insurance Coverage*”) for the HUNTLEY HIGH SCHOOL PRINCIPAL and the members of the HUNTLEY HIGH SCHOOL PRINCIPAL'S immediate family during the term of this Agreement in accordance with the basic insurance coverage provided by the School District. In the event that any health reform legislation or other law shall prohibit or otherwise restrict the Board from providing the insurance benefit herein described, the Board retains the right to limit participation of the HUNTLEY HIGH SCHOOL PRINCIPAL and her beneficiaries in the district Health Plans to the same terms and conditions provide to other certified employees. In such event, the monetary equivalent of the difference in premium cost for the HUNTLEY HIGH SCHOOL PRINCIPAL'S elected coverage shall be paid to the HUNTLEY HIGH SCHOOL PRINCIPAL as salary to the extent that any such additional payment does not result in a penalty or other cost to the Board from TRS.

10. **TERM LIFE INSURANCE** - The BOARD shall provide and pay the premiums for a term life insurance policy for the HUNTLEY HIGH SCHOOL PRINCIPAL during the term of this Agreement in the amount of \$100,000.00.

11. **WAIVER OF TENURE** - By accepting the terms of this Agreement, the HUNTLEY HIGH SCHOOL PRINCIPAL waives all rights of tenure granted under the *Illinois School Code* during the term of this Agreement.

12. **NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

If to the BOARD, to:

Board of Education  
c/o President of the Board  
HUNTLEY COMMUNITY SCHOOL  
DISTRICT No. 158  
650 Academic Drive  
Algonquin, Illinois 60102

If to the HUNTLEY HIGH SCHOOL PRINCIPAL, to: Dr. Marcus Belin

(or at the last address of the HUNTLEY HIGH SCHOOL PRINCIPAL on file with the District Human Resources Department).

13. **EXPENSE REIMBURSEMENT** – The BOARD shall reimburse the HUNTLEY HIGH SCHOOL PRINCIPAL for reasonable expenses *incurred in the performance of his duties for the official business of the BOARD*, subject to the HUNTLEY HIGH SCHOOL PRINCIPAL’S substantiation via the appropriate reimbursement documentation and the BOARD’S approval of such expenses.

14. **TEACHERS' RETIREMENT SYSTEM CONTRIBUTION** - In addition to the gross compensation paid to the HUNTLEY HIGH SCHOOL PRINCIPAL by the BOARD as expressed in Section 4, the BOARD shall pick up and pay on the HUNTLEY HIGH SCHOOL PRINCIPAL’S behalf, the HUNTLEY HIGH SCHOOL PRINCIPAL’S entire contribution to the Illinois Teachers' Retirement System pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the HUNTLEY HIGH SCHOOL PRINCIPAL’S behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The HUNTLEY HIGH SCHOOL PRINCIPAL shall have no right or claim to the funds so remitted, except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The HUNTLEY HIGH SCHOOL PRINCIPAL does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the BOARD to the Illinois Teachers' Retirement System. These contributions are made as a condition of the HUNTLEY HIGH SCHOOL PRINCIPAL’S employment for his future service, knowledge and experience.

15. **TEACHER’S HEALTH INSURANCE SECURITY FUND CONTRIBUTION.** The Board will pick up and pay on behalf of the HUNTLEY HIGH SCHOOL PRINCIPAL his entire contribution to the Teachers’ Health Insurance Security (“THIS”) fund. The Board will remit this contribution to the TRS as the fund’s collection agent. Payments made by the Board to TRS under this section will not be reportable to TRS as creditable earnings. The parties further agree that the payments will be excluded from the HUNTLEY HIGH SCHOOL PRINCIPAL’S taxable income.

The Board and the HUNTLEY HIGH SCHOOL PRINCIPAL make no commitment or guarantee that the Board’s payment of the contribution limit will continue to be excludable from the HUNTLEY HIGH SCHOOL PRINCIPAL’S gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each party will be responsible for any miscalculations for which it is legally responsible *without* indemnification or any other recourse from the other party. That is, if it is subsequently determined that the HUNTLEY HIGH SCHOOL PRINCIPAL should have paid taxes in any portion of the contribution limit for which he did not pay taxes, the interest and penalties are the HUNTLEY HIGH SCHOOL PRINCIPAL’S responsibility alone. If the Board is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment

of the contribution limit, those penalties are the Board's responsibility alone. Both the Board and the HUNTLEY HIGH SCHOOL PRINCIPAL expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the HUNTLEY HIGH SCHOOL PRINCIPAL owes more taxes, he has no right to see additional sums from the Board.

## 16. MISCELLANEOUS

- A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.
- C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.
- D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- E. This Agreement shall be binding upon and inure to the benefit of the HUNTLEY HIGH SCHOOL PRINCIPAL, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.
- F. Both parties have had the opportunity to seek the advice of counsel.
- G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.
- H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed here from, and the remainder of this Agreement shall continue to have its intended full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Contract as of the date written above.

BOARD OF EDUCATION,  
HUNTLEY COMMUNITY SCHOOL DISTRICT NO.  
158  
MCHENRY AND KANE COUNTIES, ILLINOIS

\_\_\_\_\_  
Dr. Marcus Belin, Principal

By: \_\_\_\_\_  
Anthony Quagliano, President

ATTEST:

\_\_\_\_\_  
Paul Troy, Secretary

**CHIEF FINANCIAL OFFICER  
EMPLOYMENT CONTRACT  
2023-2028**

**THIS CONTRACT** is made this 16<sup>th</sup> day of March, 2023, between the BOARD OF EDUCATION OF HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158, MCHENRY AND KANE COUNTIES, ILLINOIS, hereinafter referred to as the "Board," and **Mark Altmayer**, hereinafter referred to as the "Officer".

**A. EMPLOYMENT AND COMPENSATION**

1. The Board hereby employs the Officer for the term, commencing on July 1, 2023 and terminating on June 30, 2028, at an annual salary of not less than *Two Hundred Eleven Thousand and One Hundred and Forty Dollars (\$211,140.00)* for the 2023-2024 school year. The base annual salary shall be increased by the percentage equal to that of the Board approved administrator raises per annum for successive years of the Contract.

The salary shall be payable in accordance with the rules of the Board governing payments of certified members for the professional staff in the District. The Officer hereby accepts employment upon the terms and conditions hereinafter set forth.

2. The annual salary stated in paragraph A.1 of this Contract does not include the payment by the Board on behalf of the Officer of his/her required contributions to the State of Illinois Municipal Retirement Fund. The Officer shall not have any right or claim to said amounts contributed by the Board on his/her behalf, except as they may become available at the time of retirement or resignation from the State of Illinois Municipal Retirement Fund. Both parties acknowledge that the Officer did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Illinois Municipal Retirement Fund, and further acknowledge that such contributions are made as a condition of employment to secure the Officer's future services, knowledge and experience.

The Board and the Officer make no commitment or guarantee that the Board's payment of the contribution limits under this Section 2 will continue to be excludable from the Officer's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each party will be responsible for any miscalculations for which it is legally responsible without indemnification or any other recourse from the other party. That is, if it is subsequently determined that the Officer should have paid taxes in any portion of the contribution limit for which he/she did not pay taxes, the interest and penalties are the Officer's responsibility alone. If the

Board is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution limit, those penalties are the Board's responsibility alone. Both the Board and the Officer expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the Officer owes more taxes, he/she has no right to seek additional sums from the Board.

3. Any salary or other adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Officer, nor as an extension of the termination date of this Contract.
4. The Officer represents that he/she is not under Contract with any other school district for any portion of the term covered by this Contract. The Officer further represents that all information provided to the District in the process of application for employment was true and complete.
5. The Officer represents that he/she is properly certified and holds all required certifications, endorsements and necessary qualifications to hold the position for which he/she has been hired. Further, the Officer represents that he/she will hold such certifications, endorsements and necessary qualifications throughout his/her employment.

**B. BENEFITS**

1. The Board will provide the Officer with the following benefits:
  - a. Full family hospitalization and medical insurance and group dental insurance, as provided under any program effective in the District ("HMD Insurance Coverage"). Where the contract is not renewed, full family hospitalization and medical insurance and group dental insurance will be terminated on *June 30, 2028*. In the event the Officer's Contract is renewed there will be no break in insurance coverage between the end of the current Contract and the start of the subsequent Contract. However, in the event that the Board's contribution towards the Officer's participation in the health insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Officer's participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, the Board shall convert the amount of the reduction to an alternative form of compensation or combination of

compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action.

- b. Term life insurance, the Board shall provide and pay the premiums for term life insurance in the amount of \$250,000 and the Officer has the right to designate the beneficiary or beneficiaries. Additional life insurance may be purchased at the expense of the Officer on a pre-tax basis through the District's cafeteria plan.
  - c. Long Term Disability (LTD), the Board shall provide and pay the premiums for LTD as provided to certified members of the professional staff.
2. The Board shall reimburse the Officer for reasonable monthly expenses incurred in the performance of his/her duties. Substantiation of all expenses incurred pursuant to this provision shall be made by the Officer in accordance with the regulations of the Internal Revenue Code, as amended.
  3. The Officer shall be entitled to a paid vacation of *twenty (20)* working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent. Up to ten (10) vacation days may carry over to a subsequent contract year if the director is re-employed.
  4. The Officer shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of fourteen (14) working days per year, exclusive of legal holidays, and which may be accumulated up to 340 days.
  5. The Officer shall be granted personal days of two (2) working days per year, exclusive of legal holidays, which if not used, will accumulate up to 4 days per year. Any unused personal days over 4 will transfer to sick balance on July 1st of each year.
  6. The Board shall pay the reasonable professional dues for the Officer upon their submission to the Board for consideration.
  7. The Officer is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred and approved by the Superintendent or his designee shall be paid by the Board.
  8. From the annual salary stated in paragraph A.1 of this Contract, the Officer may authorize a salary reduction in order that the Board may purchase an annuity policy for the Officer as described in Section 403 (b) and Section 457 of the Internal Revenue Code.
  9. The Officer shall be allowed such other privileges, leaves, and fringe benefits as are commonly provided to certified members of the professional staff.

10. The Board of Education feels that the successful implementation of the District Strategic Plan is vital. If all elements of the Strategic Plan are addressed appropriately, then the Board feels there should be a performance bonus. This Strategic Plan performance pay will be calculated using the same methodology as that used for the HESPA employees.

**C. POWERS AND DUTIES**

1. The Officer, as directed in his/her job description and by the Superintendent or his/her designee shall assist in the management of the School District. The Officer shall also assume any additional responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent or his/her designee and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, which have been, or may hereafter be adopted, for the planning, operation and evaluation of the educational program of the District. Additionally, the Officer shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.
2. The Officer shall devote his/her time, attention, and energy to the business of the School District and related professional activities. The Officer, with the permission of the Superintendent or his/her designee, may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Officer may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
3. The Officer shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.

**D. RE-APPOINTMENT**

1. The Board and Officer may mutually agree to extend the employment of the Officer for a one-year period. In such event, the Board shall take specific action to discontinue this Contract and enter into a new Contract of employment.
2. In the event the Board determines not to extend the employment of the Officer, this Contract shall expire on *June 30, 2028*. The Officer shall receive notice of intent not to renew his/her employment in accordance with the requirements of the *School Code*.

**E. TERMINATION**

This Agreement may be terminated by:

1. Mutual agreement.

2. Retirement.
3. Resignation, provided, however the Officer gives the Board at least ninety (90) days written notice of the proposed resignation, unless otherwise agreed upon between the parties.
4. Disability of the Officer. The Officer shall be considered permanently disabled if (a) the Officer has exhausted his/her accumulated paid and unpaid leave, or is otherwise unable to perform the essential job functions with or without accommodation, or (b) he/she presents to the Board a physician's statement certifying that he/she is permanently disabled or incapacitated. All obligations of the Board shall cease upon written notice of termination for permanent disability, provided the Officer shall be entitled to a hearing before the Board if he/she so requests. The Board reserves the right to require the Officer to submit to a medical examination, either physical or mental, whenever, the Board deems the Officer disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is mutually agreed upon by the Officer and Board and paid by the Board. In case of such disability, the Board will take all necessary action to assist the Officer in obtaining disability benefits through the Illinois Teachers' Retirement System.
5. Discharge for Just Cause. The Board may discharge the Officer for just cause, provided the Board does not call for the Officer's dismissal arbitrarily or capriciously. Notice of discharge for just cause shall be given in writing and the Officer shall be entitled to appear before the Board to discuss such just causes. If the Officer chooses to be accompanied by legal counsel at such meeting, he/she shall bear any costs therein involved. Such meeting shall be conducted in closed, executive session.

**F. NOTICE**

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Officer or the President of the Board.

**G. COMPLETE UNDERSTANDING**

This Contract contains the complete understanding between the parties with respect to the subject matter hereof and supersedes any prior contracts or understandings between them with respect to the term referenced herein.

**H. DISSOLUTION OF PRIOR CONTRACTS**

By entering into this Contract, the parties hereto agree that all predecessor contracts shall be null and void and shall be superseded by the terms of this Contract as of the commencement date in this Contract.

**I. SEVERABILITY CLAUSE**

If any provision of this Contract is held to be invalid, void or unenforceable, in whole or in part, the remaining provisions of the Contract shall not be affected thereby and shall continue in full force and effect.

**J. CONTRACTUAL CAPACITY**

The Parties agree that each has entered into this Contract voluntarily and knowingly and with the full and complete authority and contractual capacity to do so.

**K. APPLICABLE LAW**

This Contract shall be governed by the laws of the State of Illinois.

**L. EXECUTION**

This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of each party hereto shall constitute the Contract as if the Parties had signed a single document.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date written above.

**BOARD OF EDUCATION OF  
HUNTLEY COMMUNITY SCHOOL  
DISTRICT No. 158, MCHENRY AND  
KANE COUNTIES, ILLINOIS**

\_\_\_\_\_  
**Mark Altmayer, CFO**

By: \_\_\_\_\_  
**Anthony Quagliano, President**

**ATTEST:**

\_\_\_\_\_  
**Paul Troy, Secretary**

**ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES  
2023-2026**

**THIS CONTRACT** is made this 16<sup>th</sup> day of March, 2023 between the BOARD OF EDUCATION OF HUNTLEY COMMUNITY SCHOOL DISTRICT NO. 158, MCHENRY AND KANE COUNTIES, ILLINOIS, hereinafter referred to as the "Board" and **Deanna Gill**, hereinafter referred to as the "Assistant Superintendent for Special Services".

**A. EMPLOYMENT AND COMPENSATION**

1. The Board hereby employs the Assistant Superintendent for Special Services for the term commencing on July 1, 2023, and terminating on June 30, 2026. The base annual salary of the Assistant Superintendent for Special Services shall be **\$140,000.00** for the 2023-2024 school year. The base annual salary shall be increased by the percentage equal to that of the Board approved administrator raises per annum for successive years of the Contract.

The salary shall be payable in equal installments, in accordance with the rules of the Board governing payments of other certified staff members for the professional staff in the District; and the Assistant Superintendent for Special Services hereby accepts employment upon the terms and conditions hereinafter set forth.

2. In addition to the salary paid by the Board as expressed in Section A,1., the Board shall pick up and pay, on the Assistant Superintendent for Special Services's behalf, the Assistant Superintendent for Special Services's entire nine percent (9%) contribution to the Illinois Teachers' Retirement System pension fund ("TRS") during the term of this Agreement. It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Assistant Superintendent for Special Services's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Assistant Superintendent for Special Services shall have no right or claim to the funds so remitted, except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. Both parties acknowledge that the Assistant Superintendent for Special Services did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Illinois Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Assistant Superintendent for Special Services's future services, knowledge and experience.

The Board will pick up and pay on behalf of the Assistant Superintendent for Special Services his/her entire contribution to the Teachers' Health Insurance Security ("THIS") fund. The Board will remit THIS contribution to the TRS as the funds' collection agent. The THIS payments made by the Board to TRS under this paragraph will not be reportable to TRS as creditable earnings. The parties further agree that the payments will be excluded from the Assistant Superintendent for Special Services's taxable income.

The Board and the Assistant Superintendent for Special Services make no commitment or guarantee that the Board's payment of the contribution limits under this Section 2 will continue to be excludable from the Assistant Superintendent for Special Services's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply.

Because neither party can represent what position the IRS, or any other government entity, will take with respect to these payments and withholdings, it is mutually agreed that each party will be responsible for any miscalculations for which it is legally responsible without indemnification or any other recourse from the other party. That is, if it is subsequently determined that the Assistant Superintendent for Special Services should have paid taxes in any portion of the contribution limit for which he/she did not pay taxes, the interest and penalties are the Assistant Superintendent for Special Services's responsibility alone. If the Board is penalized for failing to withhold enough taxes based on the payroll information in its possession at the time of payment of the contribution limit, those penalties are the Board's responsibility alone. Both the Board and the Assistant Superintendent for Special Services expressly waive the right to seek indemnification or reimbursement from the other as the result of any government decision on the taxability of these amounts. In the event the IRS, or any other government entity, determines that the Assistant Superintendent for Special Services owes more taxes, he/she has no right to seek additional sums from the Board.

3. This Agreement is a performance-based contract as required by Section 5/10-23.8a of the Illinois School Code. At least annually of each school year, the Superintendent shall, during the term of this Agreement, review with the Assistant Superintendent for Special Services, the Assistant Superintendent for Special Services' progress toward established goals, and working relationships among the Assistant Superintendent for Special Services, the faculty, the staff and the community.

In addition, the Assistant Superintendent for Special Services shall meet, address and fulfill additional goals and indicators of which shall be developed and approved by the Superintendent in cooperation with the Assistant Superintendent for Special Services by March 1, annually ("Performance Goals"). The Assistant Superintendent for Special Services's attainment of the Performance Goals shall be determined annually as part of the evaluation.

4. Any salary or other adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new Contract with the Assistant Superintendent for Special Services, nor as an extension of the termination date of this Contract.
5. During the term of this Contract, the Assistant Superintendent for Special Services shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him/her to act as Assistant Superintendent for Special Services in the School District.
6. The Assistant Superintendent for Special Services represents that he/she is not under Contract with any other school district for any portion of the term covered by this Contract. The Assistant Superintendent for Special Services further represents that all information provided to the District in the process of application for employment was true and complete.
7. As a required condition of initial employment for new employees, and prior to commencing duties under this Contract, the Assistant Superintendent for Special Services shall submit to a physical examination by a physician licensed in Illinois to practice

medicine and surgery in all its branches, and shall provide the Board with the physician's report of such examination, pursuant to Section 24-5 of the *School Code*. The Assistant Superintendent for Special Services shall further submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Assistant Superintendent for Special Services also agrees to comply with all health requirements established by law.

8. As a required condition of initial employment for new employees, the Assistant Superintendent for Special Services shall authorize a criminal background investigation by the Board, pursuant to the *School Code* and a DCFS Child Abuse Registry background investigation.

**B. BENEFITS**

1. The Board will provide the Assistant Superintendent for Special Services with the following benefits:
  - a. Full family hospitalization and medical insurance, and group dental insurance, as provided under any program effective in the District. Where the Contract is not renewed, full family hospitalization and medical insurance and group dental insurance will be terminated on June 30, 2026. In the event the Assistant Superintendent for Special Services's Contract is renewed there will be no break in insurance coverage between the end of the current Contract and the start of the subsequent Contract. In the event that any health reform legislation or other law shall prohibit, otherwise restrict, or result in a penalty or other cost to the Board from providing the insurance benefit herein described, the Board retains the right to limit participation of the Associate Superintendent and her beneficiaries in the district Health Plans to the same terms and conditions provided to other certified employees. In such event, the monetary equivalent of the difference in premium cost for the Associated Superintendent's elected coverage shall be paid to the Associate Superintendent as salary to the extent that any such additional payment does not result in a penalty or other cost to the Board from TRS.
  - b. Term life insurance in the amount of \$50,000.00. Additional life insurance may be purchased at the expense of the individual.
  - c. Long Term Disability (LTD), the Board shall provide and pay the premiums for LTD as provided to certified members of the professional staff.
2. The Board shall reimburse the Assistant Superintendent for Special Services for reasonable monthly expenses incurred in the performance of his/her duties. Substantiation of all expenses incurred pursuant to this provision shall be made by the Assistant Superintendent for Special Services in accordance with the regulations of the *Internal Revenue Code*, as amended. Approved mileage shall be reimbursed at the recognized IRS rate.
3. The Assistant Superintendent for Special Services shall be entitled to all legal school holidays specified on the Board-approved school calendar.
4. The Assistant Superintendent for Special Services shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken,

subject to the approval of the Superintendent. Up to ten (10) vacation days may carry over to a subsequent contract year if the Assistant Superintendent for Special Services is re-employed.

5. Unused carryover vacation days shall be transferred to sick leave days on July 1st of the following school year.
6. The Assistant Superintendent for Special Services shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of fourteen (14) working days per year which may be accumulated up to 340 days. Unused sick leave or unreported sick leave to TRS will be reimbursed at \$15.00 per day upon retirement, up to 40 days.
7. The Assistant Superintendent for Special Services shall be entitled to personal days of two (2) working days per year, exclusive of legal holidays, which if not used, will accumulate up to 4 days per year. Any unused personal days over 4 will transfer to sick balance on July 1st of each year.
8. The Assistant Superintendent for Special Services shall be entitled to two (2) bereavement leave days per school term without loss of pay. If more than two (2) days of bereavement leave are necessary, such days will be deducted from the Assistant Superintendent for Special Services's accumulated sick leave.
9. The District complies with the Illinois School Code of Illinois Section 10-20.7 and provides further that there shall be no loss in salary or benefits due to jury duty.
10. The Assistant Superintendent for Special Services shall be entitled to membership in one professional organization of his/her choice at District expense.
11. The Assistant Superintendent for Special Services is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
12. The Board offers incentives to administrators to continue their education by earning their doctoral degree. Assistant Superintendent for Special Services enrolled in doctoral program from an accredited college/university are eligible for tuition reimbursement up to \$160 per credit hour. The maximum reimbursement will be twelve (12) credit hours per contract year.
  - a) The doctoral degree must directly apply to their assigned administrative responsibilities and be approved by the Superintendent or designee.
  - b) Successful completion of the course, a grade of "B" or better, is required.
  - c) The Assistant Superintendent for Special Services must remain in the district for one year following doctoral course completion and reimbursement, or the district shall be due to the entire reimbursement.
  - d) Deadlines for application for reimbursement:
    - First semester course: August 30

- Second semester course: January 21
- Summer course: May 1<sup>st</sup>

e) Administrators who earn their doctorate; degree through an approved and accredited university will receive a 10% increase on their base salary once the degree is conferred. In the event that the doctorate is earned within four (4) years of retirement, the amount of the increase will be calculated at the time the doctorate is earned and will be divided into an increase in base salary in two or more contract years. Beginning in the contract year in which the degree is earned, the salary annual shall be increased such that the Administrator's creditable earnings does not exceed 106% of the prior year's creditable earnings. The portion of the increase applied to any contract year shall be determined by subtracting the administrator's salary after his or her annual increase from 106% of the prior year's creditable earnings but not exceeding the remaining amount of the 10% increase left to be credited to the Administrator. The remainder of the increase shall be paid in successive contract years under the same limitations. If the administrator separates from employment for any reason prior to realizing the entire amount of the 10% increase in his or her annual salary, the remainder of the increase shall be paid in a lump sum after the last regular paycheck as non-creditable earnings under TRS regulations. Notwithstanding the above, the District shall retain the right to accelerate the application of the increase in any contract year where the District determines that TRS employer payments or penalties will likely not be imposed.

13. From the annual salary stated in paragraph A.1 of this Contract, the Assistant Superintendent for Special Services may authorize a salary reduction in order that the Board may purchase an annuity policy for the Assistant Superintendent for Special Services as described in Section 403 (b) or Section 457 of the *Internal Revenue Code*.
14. The Assistant Superintendent for Special Services is encouraged to participate in local civic and fraternal organizations in the interest of promoting a better understanding of the District and its concerns. Subject to its prior approval, the Board shall pay the dues incurred through membership of one (1) such organization.
15. The Assistant Superintendent for Special Services shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other District certified professional personnel.
16. The Board of Education feels that the successful implementation of the District Strategic Plan is vital. If all elements of the Strategic Plan are addressed appropriately, then the Board feels there should be a performance bonus. This Strategic Plan performance pay will be calculated using the same methodology as that used for the HESPA employees.

**C. POWERS AND DUTIES**

1. The Assistant Superintendent for Special Services shall supervise the operation of attendance centers as the Board or Superintendent shall determine necessary and shall as his/her primary responsibility the improvement of instruction. The Assistant Superintendent for Special Services shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of

the Board for the planning, operation and evaluation of the education program of his/her assigned attendance area.

2. The Assistant Superintendent for Special Services shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to his/her attendance centers and shall keep such other registers, records and other reports as may be directed by the Superintendent and the Board or required by law.
3. The Assistant Superintendent for Special Services shall devote his/her time, attention, and energy to the business of the School District and related professional activities. The Assistant Superintendent for Special Services, with the permission of the Board, may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Superintendent for Special Services may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.

D. **RE-APPOINTMENT**

1. The Board and Assistant Superintendent for Special Services may mutually agree to extend the employment of the Assistant Superintendent for Special Services. In such event, the Board shall take specific action to discontinue this Contract and enter into a new contract of employment.
2. In the event the Board determines not to extend the employment of the Assistant Superintendent for Special Services, this Contract shall expire on June 30, 2026. The Assistant Superintendent for Special Services shall receive notice of intent not to renew his/her employment in accordance with the requirements of the *School Code*.

E. **TERMINATION**

1. This employment Contract may be terminated during its term by:
  - a. Mutual agreement;
  - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - c. Discharge for cause; or
  - d. Death.
2. Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Assistant Superintendent for Special Services which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Assistant Superintendent for Special Services, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Assistant Superintendent for Special Services chooses to be accompanied by legal counsel, he/she shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

3. The termination and/or reclassification at the end of the term of this Contract shall be as provided by law.
4. This Contract is only for the period stated and the Assistant Superintendent for Special Services agrees that the execution of this Contract does not create any expectancy of continued employment as Assistant Superintendent for Special Services for the School District beyond the date of employment specified in this Contract, that any continuation of employment beyond the expiration date of this Contract is vested solely in the Board and that no tenure rights to any continued employment as Assistant Superintendent for Special Services accrue to the Assistant Superintendent for Special Services by the nature of this Contract for any period beyond the expiration date specified in this Contract.

F. **NOTICE**

Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Assistant Superintendent for Special Services or the President of the Board.

G. **COMPLETE UNDERSTANDING**

This Contract contains the complete understanding between the parties with respect to the subject matter hereof and supersedes any prior Contracts or understandings between them as of the effective date of this Agreement.

H. **DISSOLUTION OF PRIOR CONTRACTS**

By entering into this Contract, the parties hereto agree that all predecessor contracts shall be null and void and shall be superseded by the terms of this Contract as of the date of the execution of this Contract.

I. **SEVERABILITY CLAUSE**

If any provision of this Contract is held to be invalid, void or unenforceable, in whole or in part, the remaining provisions of the Contract shall not be affected thereby and shall continue in full force and effect.

J. **CONTRACTUAL CAPACITY**

The Parties agree that each has entered into this Contract voluntarily and knowingly and with the full and complete authority and contractual capacity to do so.

K. **APPLICABLE LAW**

This Contract shall be governed by the laws of the State of Illinois.

L. **EXECUTION**

This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of each party hereto shall constitute the Contract as if the Parties had signed a single document.

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above.

**BOARD OF EDUCATION OF  
HUNTLEY COMMUNITY SCHOOL  
DISTRICT 158, MCHENRY AND KANE  
COUNTIES, ILLINOIS**

\_\_\_\_\_  
**Deanna Gill,  
Assistant Superintendent For  
Special Services**

**By: \_\_\_\_\_  
Anthony Quagliano, President**

ATTEST:

**By: \_\_\_\_\_  
Paul Troy, Secretary**



# 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: March 16, 2023

Subject: **Supplemental Purchase Order Summary**  
Board of Education Meeting, March 16, 2023  
Action Items

The following is an updated executive summary of the attached report titled "Purchase Orders" which is a listing of purchase orders issued from March 6, 2023 to March 13, 2023, 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	\$	264,338.57
Operations & Maintenance Fund		62,543.51
Debt Service Fund		0.00
Transportation Fund		72,815.73
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>399,697.81</u>

**RECOMMENDATION**

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the March 16, 2022 Regular Board meeting.



# Huntley Community School District 158

## P.O. Summary by Vendor (Custom)

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>3P Learning Inc</b>					
20232420	10-1100-410-56-79-605-25	Rtl Materials PK-5	03/06/2023	480.00	10-1100-410-56-79-605-25
20232420	10-1100-410-56-79-605-25	Rtl Materials PK-5	03/06/2023	840.00	10-1100-410-56-79-605-25
20232420			03/06/2023	0.00	
20232420	10-1100-410-56-79-605-25	Rtl Materials PK-5	03/06/2023	780.00	10-1100-410-56-79-605-25
			<b>Total</b>	<b>\$2,100.00</b>	
<b>Acutrans</b>					
20232389	10-1200-310-92-79-600-14	IDEA General Purchased Service	03/06/2023	590.00	10-1200-310-92-79-600-14
20232389	10-1200-310-92-79-600-14	IDEA General Purchased Service	03/06/2023	0.00	10-1200-310-92-79-600-14
			<b>Total</b>	<b>\$590.00</b>	
<b>Advantage Mechanical Inc</b>					
20232390			03/06/2023	0.00	
20232390	20-2542-323-00-79	Repairs & Maint Buildings	03/06/2023	1,218.50	20-2542-323-00-79
			<b>Total</b>	<b>\$1,218.50</b>	
<b>Airgas USA LLC</b>					
20232391	40-2554-410-00-79	Fleet Supplies	03/06/2023	207.70	40-2554-410-00-79
			<b>Total</b>	<b>\$207.70</b>	
<b>Annies Frozen Yogurt Inc</b>					
20232497	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	84.00	10-2560-415-00-72-220-13
20232497	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	40.00	10-2560-415-00-72-220-13
			<b>Total</b>	<b>\$124.00</b>	
<b>AnthroMed LLC</b>					
20232392	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,496.23	10-1101-310-00-79-605-14
20232392	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	0.00	10-1101-310-00-79-605-14
			<b>Total</b>	<b>\$2,496.23</b>	
<b>Auto Tech Centers Inc</b>					

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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
20232393	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	03/06/2023	150.89	10-1700-323-21-71-300-13
				<b>Total</b>	\$150.89
<b>Aya Healthcare Inc</b>					
20232394	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,669.40	10-1101-310-00-79-605-14
20232394	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	1,305.00	10-1101-310-00-79-605-14
20232394	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	0.00	10-1101-310-00-79-605-14
				<b>Total</b>	\$3,974.40
<b>Bernard Food Industries</b>					
20232492	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	597.55	10-2560-415-00-72-220-13
20232492	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	597.55	10-2560-415-00-72-220-13
				<b>Total</b>	\$1,195.10
<b>Blazerworks</b>					
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	1,562.50	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	3,260.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	3,398.44	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	1,875.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,718.75	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,400.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	3,398.44	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	3,260.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	1,875.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,600.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	2,400.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	3,000.00	10-1101-310-00-79-605-14
20232395	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	0.00	10-1101-310-00-79-605-14
				<b>Total</b>	\$31,748.13
<b>Blick Art Materials</b>					
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	28.95	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	4.23	10-1130-410-02-71-300-13



# Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	1.77	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	19.30	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	47.16	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	28.95	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	19.30	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	28.95	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	47.16	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	21.50	10-1130-410-02-71-300-13
20232421	10-1130-410-02-71-300-13	Art Supplies HS	03/06/2023	28.95	10-1130-410-02-71-300-13
<b>Total</b>				<b>\$276.22</b>	

### BMO Mastercard

20232443	10-2114-410-00-74-500-14	Supplies Registration	03/06/2023	10.79	10-2114-410-00-74-500-14	184
20232455	10-1130-410-00-71-300-13	Inst Supplies HS	03/06/2023	161.94	10-1130-410-00-71-300-13	
20232455	10-1130-410-15-71-300-13	Social Studies Supplies HS	03/06/2023	317.92	10-1130-410-15-71-300-13	
20232453	10-158	Activity Funds	03/06/2023	168.04	10-120	
20232453	10-2220-490-00-74-150-13	Media Center Tech Conley	03/06/2023	(109.00)	10-2220-490-00-74-150-13	
20232453	10-1110-410-00-74-150-13	Inst Supplies Conley	03/06/2023	155.76	10-1110-410-00-74-150-13	
20232454	10-158	Activity Funds	03/06/2023	660.00	10-120	
20232455	10-2220-430-00-71-300-13	Media Center HS	03/06/2023	72.60	10-2220-430-00-71-300-13	
20232455	10-2220-430-00-71-300-13	Media Center HS	03/06/2023	32.50	10-2220-430-00-71-300-13	
20232455	10-2220-430-00-71-300-13	Media Center HS	03/06/2023	302.90	10-2220-430-00-71-300-13	
20232453	10-1110-410-00-74-150-13	Inst Supplies Conley	03/06/2023	43.98	10-1110-410-00-74-150-13	
20232455	10-1130-410-13-71-300-13	Science Supplies HS	03/06/2023	87.30	10-1130-410-13-71-300-13	
20232453	10-1110-410-50-74-150-13	Conley PE Supplies	03/06/2023	115.96	10-1110-410-50-74-150-13	
20232455	10-1130-490-02-71-300-13	High School Fine Arts/PAC Supplies	03/06/2023	23.09	10-1130-490-02-71-300-13	
20232455	10-2223-410-00-79-600-14	Supplies PAC	03/06/2023	153.36	10-2223-410-00-79-600-14	
20232455	10-2120-410-00-71-300-13	Supplies Counseling HS	03/06/2023	53.42	10-2120-410-00-71-300-13	
20232455	10-1130-410-67-71-300-13	PLTW Supplies 6-12	03/06/2023	240.50	10-1130-410-67-71-300-13	
20232455	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	03/06/2023	400.00	10-2213-415-00-71-300-13	
20232455	10-1130-410-67-71-300-13	PLTW Supplies 6-12	03/06/2023	44.83	10-1130-410-67-71-300-13	
20232455	10-1130-410-13-71-300-13	Science Supplies HS	03/06/2023	2.92	10-1130-410-13-71-300-13	
20232461	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/06/2023	49.08	10-1110-410-00-74-140-13	
20232455	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	03/06/2023	15.99	10-1130-410-50-71-300-13	



# Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	21.70	10-2660-410-00-79-600-14
20232461	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/06/2023	321.66	10-1110-410-00-74-140-13
20232460	10-1200-410-66-71-300-13	STEP Supplies	03/06/2023	286.43	10-1200-410-66-71-300-13
20232460	10-1200-410-66-71-300-13	STEP Supplies	03/06/2023	239.40	10-1200-410-66-71-300-13
20232450	10-2633-360-00-74-500-14	Communications Purch Services	03/06/2023	80.68	10-2633-360-00-74-500-14
20232459	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	03/06/2023	15.00	10-2213-415-00-74-210-13
20232459	10-158	Activity Funds	03/06/2023	2,023.50	10-120
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232453	10-1110-410-35-74-150-13	Conley Band Supplies	03/06/2023	17.96	10-1110-410-35-74-150-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232455	10-2410-410-00-71-300-13	Office Supplies HS	03/06/2023	20.92	10-2410-410-00-71-300-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232452	10-1110-410-00-72-110-13	Inst Supplies Chesak	03/06/2023	33.98	10-1110-410-00-72-110-13
20232452	10-2410-410-00-72-110-13	Office Supplies Chesak	03/06/2023	31.89	10-2410-410-00-72-110-13
20232452	10-2410-410-00-72-110-13	Office Supplies Chesak	03/06/2023	39.85	10-2410-410-00-72-110-13
20232452	10-158	Activity Funds	03/06/2023	38.97	10-120
20232452	10-158	Activity Funds	03/06/2023	13.99	10-120
20232452	10-1110-410-00-72-110-13	Inst Supplies Chesak	03/06/2023	36.24	10-1110-410-00-72-110-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232458	10-158	Activity Funds	03/06/2023	238.92	10-120
20232455	10-1130-410-13-71-300-13	Science Supplies HS	03/06/2023	36.45	10-1130-410-13-71-300-13
20232458	10-158	Activity Funds	03/06/2023	18.80	10-120
20232458	10-158	Activity Funds	03/06/2023	318.89	10-120
20232458	10-158	Activity Funds	03/06/2023	108.16	10-120
20232458	10-158	Activity Funds	03/06/2023	104.95	10-120
20232458	10-158	Activity Funds	03/06/2023	21.35	10-120
20232458	10-158	Activity Funds	03/06/2023	135.54	10-120
20232458	10-158	Activity Funds	03/06/2023	77.97	10-120
20232458	10-158	Activity Funds	03/06/2023	275.64	10-120
20232458	10-158	Activity Funds	03/06/2023	56.99	10-120
20232458	10-158	Activity Funds	03/06/2023	339.98	10-120
20232458	10-158	Activity Funds	03/06/2023	42.29	10-120

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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
20232458	10-158	Activity Funds	03/06/2023	42.29	10-120
20232458	10-158	Activity Funds	03/06/2023	37.99	10-120
20232458	10-158	Activity Funds	03/06/2023	219.12	10-120
20232458	10-158	Activity Funds	03/06/2023	69.99	10-120
20232458	10-158	Activity Funds	03/06/2023	61.52	10-120
20232458	10-158	Activity Funds	03/06/2023	1,255.00	10-120
20232458	40-2554-410-00-79	Fleet Supplies	03/06/2023	55.44	40-2554-410-00-79
20232458	10-158	Activity Funds	03/06/2023	18.99	10-120
20232456	10-2410-410-00-71-100-14	Copier Paper & Toner Leggee	03/06/2023	(89.79)	10-2410-410-00-71-100-14
20232455	10-1130-410-13-71-300-13	Science Supplies HS	03/06/2023	467.91	10-1130-410-13-71-300-13
20232456	10-158	Activity Funds	03/06/2023	22.14	10-120
20232456	10-158	Activity Funds	03/06/2023	26.76	10-120
20232456	10-158	Activity Funds	03/06/2023	111.94	10-120
20232456	10-158	Activity Funds	03/06/2023	188.93	10-120
20232456	10-158	Activity Funds	03/06/2023	235.88	10-120
20232456	10-158	Activity Funds	03/06/2023	13.00	10-120
20232456	10-2220-430-00-71-100-13	Media Center Leggee	03/06/2023	38.79	10-2220-430-00-71-100-13
20232458	10-158	Activity Funds	03/06/2023	41.00	10-120
20232456	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/06/2023	104.88	10-1110-410-00-71-100-13
20232461	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/06/2023	248.32	10-1110-410-00-74-140-13
20232456	10-158	Activity Funds	03/06/2023	252.76	10-120
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	385.32	10-1543-332-00-71-305-13
20232458	10-158	Activity Funds	03/06/2023	138.18	10-120
20232458	10-1543-640-00-71-305-13	Activities Fees	03/06/2023	160.00	10-1543-640-00-71-305-13
20232458	10-158	Activity Funds	03/06/2023	6,501.75	10-120
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	67.51	10-1543-332-00-71-305-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	44.34	10-1543-332-00-71-305-13
20232458	10-1543-332-00-71-305-13	Activities Travel	03/06/2023	37.95	10-1543-332-00-71-305-13
20232456	10-1110-410-00-71-100-13	Inst Supplies Leggee	03/06/2023	19.78	10-1110-410-00-71-100-13
20232445	10-2213-415-00-74-500-25	Staff Dev Supplies PK-5	03/06/2023	33.38	10-2213-415-00-74-500-25
20232465	20-2542-410-00-79	Supplies B & G	03/07/2023	22.68	20-2542-410-00-79
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	257.74	10-1100-423-00-74-500-25
20232445	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	03/06/2023	41.97	10-1100-410-75-79-600-14
20232445	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	03/06/2023	405.71	10-1100-410-75-79-600-14



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20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	29.97	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	38.85	10-1100-423-00-74-500-25
20232445	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	03/06/2023	59.43	10-2210-490-00-74-500-14
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	6.99	10-1100-423-00-74-500-25
20232445	10-2213-415-00-74-500-14	Staff Dev Supplies 6-12	03/06/2023	399.78	10-2213-415-00-74-500-14
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	366.93	10-1100-423-00-74-500-25
20232468	10-2642-410-00-74-500-14	Supplies Human Res	03/06/2023	17.00	10-2642-410-00-74-500-14
20232468	10-2642-410-00-74-500-14	Supplies Human Res	03/06/2023	19.99	10-2642-410-00-74-500-14
20232466	10-2321-410-00-74-500-14	Supplies Supt	03/06/2023	44.07	10-2321-410-00-74-500-14
20232466	10-2321-440-00-74-500-14	Supt Periodicals	03/06/2023	40.00	10-2321-440-00-74-500-14
20232466	10-2321-332-00-74-500-14	Travel Supt	03/06/2023	14.00	10-2321-332-00-74-500-14
20232461	10-1110-410-00-74-140-13	Inst Supplies Mackeben	03/06/2023	643.32	10-1110-410-00-74-140-13
20232465	20-2542-410-00-79	Supplies B & G	03/07/2023	884.58	20-2542-410-00-79
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	6.99	10-2660-410-00-79-600-14
20232445	10-2212-310-00-79-505-25	Curr Gen Pur Svc PK-5	03/06/2023	280.50	10-2212-310-00-79-505-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	474.64	10-1100-423-00-74-500-25
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	76.92	10-2660-410-00-79-600-14
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	31.71	10-2660-410-00-79-600-14
20232443	10-2660-319-61-79-600-14	Software Maintenance	03/06/2023	21.21	10-2660-319-61-79-600-14
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	162.00	10-2660-410-00-79-600-14
20232443	10-2660-319-61-79-600-14	Software Maintenance	03/06/2023	199.98	10-2660-319-61-79-600-14
20232443	10-2660-410-00-79-600-14	Supplies Tech	03/06/2023	157.71	10-2660-410-00-79-600-14
20232445	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	03/06/2023	363.58	10-2212-310-00-79-505-14
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	111.68	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	258.21	10-1100-423-00-74-500-25
20232465	20-2542-410-00-79	Supplies B & G	03/07/2023	559.20	20-2542-410-00-79
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	6.99	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	289.86	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	41.94	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	59.34	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	62.91	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	99.94	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	128.57	10-1100-423-00-74-500-25
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	244.62	10-1100-423-00-74-500-25



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20232445	10-1100-423-00-74-500-25	New Adoption PK-5	03/06/2023	6.99	10-1100-423-00-74-500-25
20232462	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	03/06/2023	55.00	10-1120-410-12-74-210-13
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	35.98	10-1125-410-73-79-600-14
20232461	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	03/06/2023	299.00	10-2210-314-92-79-605-14
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	38.95	10-1125-410-73-79-600-14
20232464	10-2561-332-00-79-605-14	Dir Food Service Travel	03/06/2023	164.29	10-2561-332-00-79-605-14
20232465	20-2542-410-00-79	Supplies B & G	03/07/2023	591.04	20-2542-410-00-79
20232462	10-1120-410-13-74-210-07	Heineman Science Supplies 7	03/06/2023	121.91	10-1120-410-13-74-210-07
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	50.36	10-1125-410-73-79-600-14
20232462	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	03/06/2023	56.00	10-1120-410-12-74-210-13
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	60.88	10-1125-410-73-79-600-14
20232462	10-158	Activity Funds	03/06/2023	130.20	10-120
20232462	10-1120-410-13-74-210-08	Heineman Science Supplies 8	03/06/2023	50.99	10-1120-410-13-74-210-08
20232462	10-1120-410-00-74-210-13	Inst Supplies Heineman	03/06/2023	173.97	10-1120-410-00-74-210-13
20232462	10-1120-323-00-74-210-13	Repairs & Maintenance HMS	03/06/2023	9.98	10-1120-323-00-74-210-13
20232461	10-158	Activity Funds	03/06/2023	123.48	10-120
20232462	10-2220-430-00-74-210-13	Media Center Heineman	03/06/2023	229.95	10-2220-430-00-74-210-13
20232462	10-2213-415-00-74-210-13	Heineman Staff Devel Supplies	03/06/2023	79.38	10-2213-415-00-74-210-13
20232461	10-158	Activity Funds	03/06/2023	67.64	10-120
20232463	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	03/06/2023	127.53	10-2213-415-00-72-165-13
20232461	10-158	Activity Funds	03/06/2023	341.55	10-120
20232461	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	03/06/2023	300.00	10-2210-314-92-79-605-14
20232463	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	03/06/2023	90.83	10-2213-415-00-72-165-13
20232463	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	03/06/2023	221.85	10-2213-415-00-72-165-13
20232447	10-2520-410-00-74-500-14	Supplies Fiscal	03/06/2023	241.78	10-2520-410-00-74-500-14
20232447	10-2520-410-00-74-500-14	Supplies Fiscal	03/06/2023	6.49	10-2520-410-00-74-500-14
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	16.99	10-1125-410-73-79-600-14
20232447	10-2520-410-00-74-500-14	Supplies Fiscal	03/06/2023	19.04	10-2520-410-00-74-500-14
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	7.95	10-1125-410-73-79-600-14
20232463	10-1125-410-73-79-600-14	ARP IDEA PS Instruc Supplies	03/06/2023	58.97	10-1125-410-73-79-600-14
20232463	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	03/06/2023	576.69	10-2213-415-00-72-165-13
20232463	10-158	Activity Funds	03/06/2023	38.46	10-120
<b>Total</b>				<b>\$32,450.60</b>	

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<b>Brucker Company</b>					
20232422	20-2540-410-00-79	Office Supplies B & G	03/06/2023	11,376.13	20-2540-410-00-79
			<b>Total</b>	<b>\$11,376.13</b>	
<b>Building Technology Consultants PC</b>					
20232434			03/08/2023	0.00	
20232434			03/08/2023	0.00	
20232434	20-2540-310-00-79	Professional & Technical	03/08/2023	385.00	20-2540-310-00-79
			<b>Total</b>	<b>\$385.00</b>	
<b>Candor Health Education</b>					
20232473	10-1110-410-00-72-120-13	Inst Supplies Martin	03/09/2023	3,190.00	10-1110-410-00-72-120-13
			<b>Total</b>	<b>\$3,190.00</b>	<b>189</b>
<b>Canteen Refreshments</b>					
20232493	10-2560-415-00-71-300-13	Cafe Food HS	03/13/2023	172.35	10-2560-415-00-71-300-13
			<b>Total</b>	<b>\$172.35</b>	
<b>CDW Government Inc</b>					
20232425	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	0.00	10-1100-410-72-79-600-14
20232425	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	1,318.56	10-1100-410-72-79-600-14
20232430			03/07/2023	0.00	
20232425			03/06/2023	0.00	
20232491	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	03/13/2023	2,160.00	10-2660-490-00-79-600-14
20232430	10-2220-490-00-74-210-13	Media Center Tech Heineman	03/07/2023	199.00	10-2220-490-00-74-210-13
			<b>Total</b>	<b>\$3,677.56</b>	
<b>Center for Psychological Services</b>					
20232396	10-2140-310-92-79-600-14	IDEA Psychological Services	03/06/2023	600.00	10-2140-310-92-79-600-14
20232396	10-2140-310-92-79-600-14	IDEA Psychological Services	03/06/2023	0.00	10-2140-310-92-79-600-14
			<b>Total</b>	<b>\$600.00</b>	



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<b>Century Springs</b>					
20232397	10-2410-490-00-71-300-13	HS Staff Recognition	03/06/2023	26.56	10-2410-490-00-71-300-13
20232397	10-2410-490-00-71-300-13	HS Staff Recognition	03/06/2023	27.00	10-2410-490-00-71-300-13
20232397	10-2410-490-00-71-300-13	HS Staff Recognition	03/06/2023	27.00	10-2410-490-00-71-300-13
20232397	10-2410-490-00-71-300-13	HS Staff Recognition	03/06/2023	27.00	10-2410-490-00-71-300-13
20232397	10-2410-490-00-71-300-13	HS Staff Recognition	03/06/2023	14.98	10-2410-490-00-71-300-13
			<b>Total</b>	<b>\$122.54</b>	
<b>China Bistro Inc</b>					
20232494	10-2560-415-00-74-140-13	Cafe Food Mackeben	03/13/2023	2,046.00	10-2560-415-00-74-140-13
20232494	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2023	2,046.00	10-2560-310-00-71-300-13
20232494	10-2560-415-00-72-110-13	Cafe Food Chesak	03/13/2023	2,046.00	10-2560-415-00-72-110-13
20232494	10-2560-415-00-71-300-13	Cafe Food HS	03/13/2023	2,053.80	10-2560-415-00-71-300-13
20232494	10-2560-415-00-71-100-13	Cafe Food Leggee	03/13/2023	2,046.00	10-2560-415-00-71-100-13
20232494	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	2,046.00	10-2560-415-00-72-220-13
20232494	10-2560-415-00-72-120-13	Cafe Food Martin	03/13/2023	2,046.00	10-2560-415-00-72-120-13
20232494	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2023	2,046.00	10-2560-415-00-74-210-13
			<b>Total</b>	<b>\$16,375.80</b>	
<b>Conserv FS Inc</b>					
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	616.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	594.37	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	1,312.50	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	340.80	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	1,220.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	95.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	1,350.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	275.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	285.00	20-2543-410-00-79
20232423	20-2543-410-00-79	Grounds Supplies	03/06/2023	225.00	20-2543-410-00-79
			<b>Total</b>	<b>\$6,313.67</b>	
<b>Crystal Lake School District 47</b>					

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20232398	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	03/06/2023	0.00	10-4120-310-92-79-600-14
20232398	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	03/06/2023	525.00	10-4120-310-92-79-600-14
				<b>Total</b>	<b>\$525.00</b>
<b>Daily Herald</b>					
20232479	10-2633-360-00-74-500-14	Communications Purch Services	03/10/2023	41.00	10-2633-360-00-74-500-14
				<b>Total</b>	<b>\$41.00</b>
<b>Dreisilker Electric Motors Inc</b>					
20232484	20-2542-410-00-79	Supplies B & G	03/10/2023	150.00	20-2542-410-00-79
20232484	20-2542-410-00-79	Supplies B & G	03/10/2023	786.40	20-2542-410-00-79
20232484			03/10/2023	0.00	
20232429	20-2542-410-00-79	Supplies B & G	03/06/2023	199.17	20-2542-410-00-79
20232429			03/06/2023	0.00	
				<b>Total</b>	<b>\$1,135.57</b>
<b>Engler Callaway Baasten &amp; Sraga LLC</b>					
20232442	10-2310-318-00-74-500-14	Legal Board	03/08/2023	3,675.00	10-2310-318-00-74-500-14
				<b>Total</b>	<b>\$3,675.00</b>
<b>Frank Cooney Company</b>					
20232485	10-2520-410-00-74-500-14	Supplies Fiscal	03/13/2023	23,674.12	10-2520-410-00-74-500-14
				<b>Total</b>	<b>\$23,674.12</b>
<b>Glenview Office Equipment Inc</b>					
20232472	10-2520-390-00-74-500-14	Purch Serv Fiscal	03/08/2023	365.00	10-2520-390-00-74-500-14
				<b>Total</b>	<b>\$365.00</b>
<b>Gopher Performance</b>					
20232490	10-1110-410-50-74-140-14	Mackeben PE Supplies	03/13/2023	899.99	10-1110-410-50-74-140-14
				<b>Total</b>	<b>\$899.99</b>

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20232489	10-1100-423-00-74-500-25	New Adoption PK-5	03/13/2023	320.57	10-1100-423-00-74-500-25
20232489	10-1100-410-75-79-600-14	ESSER III Instruc Supplies	03/13/2023	10,267.00	10-1100-410-75-79-600-14
20232489			03/13/2023	0.00	
			<b>Total</b>	<b>\$10,587.57</b>	
<b>Hayden Construction &amp; Service</b>					
20232498			03/13/2023	0.00	
20232498	20-2542-323-00-79	Repairs & Maint Buildings	03/13/2023	785.00	20-2542-323-00-79
			<b>Total</b>	<b>\$785.00</b>	
<b>Huff-n-Puff Fitness Repair</b>					
20232471	10-1120-323-00-72-220-13	Repairs Marlowe	03/08/2023	606.55	10-1120-323-00-72-220-13
20232433	10-1120-323-00-72-220-13	Repairs Marlowe	03/07/2023	60.00	10-1120-323-00-72-220-13
20232433	10-1120-323-00-72-220-13	Repairs Marlowe	03/07/2023	60.00	10-1120-323-00-72-220-13
20232433	10-1120-323-00-72-220-13	Repairs Marlowe	03/07/2023	60.00	10-1120-323-00-72-220-13
20232433	10-1120-323-00-72-220-13	Repairs Marlowe	03/07/2023	145.00	10-1120-323-00-72-220-13
			<b>Total</b>	<b>\$931.55</b>	
<b>Huntley Chamber of Commerce</b>					
20232480	10-2321-640-00-74-500-14	Dues & Fees Supt	03/10/2023	800.00	10-2321-640-00-74-500-14
			<b>Total</b>	<b>\$800.00</b>	
<b>Illinois Tollway Violation</b>					
20232399	40-2552-640-00-79	Dues & Fees	03/06/2023	34.40	40-2552-640-00-79
			<b>Total</b>	<b>\$34.40</b>	
<b>Jensens Plumbing &amp; Heating Inc</b>					
20232400			03/06/2023	0.00	
20232400	20-2542-323-00-79	Repairs & Maint Buildings	03/06/2023	442.37	20-2542-323-00-79
			<b>Total</b>	<b>\$442.37</b>	
<b>Lamp Recyclers Inc</b>					

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20232477	20-2542-321-00-79	Sanitation/Exterminating	03/09/2023	1,080.29	20-2542-321-00-79
20232477			03/09/2023	0.00	
			<b>Total</b>	<b>\$1,080.29</b>	
<b>Laser Pro Company</b>					
20232481			03/10/2023	0.00	
20232481	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	03/10/2023	549.00	10-2410-410-00-74-210-14
			<b>Total</b>	<b>\$549.00</b>	
<b>LearnWell</b>					
20232401	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	112.22	10-4210-670-00-79-600-14
20232401	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	112.22	10-4210-670-00-79-600-14
20232401	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	112.22	10-4210-670-00-79-600-14
			<b>Total</b>	<b>\$336.66</b>	193
<b>LGMC</b>					
20232402	10-2120-410-00-71-300-13	Supplies Counseling HS	03/06/2023	25.00	10-2120-410-00-71-300-13
			<b>Total</b>	<b>\$25.00</b>	
<b>Linden Oaks Tutoring Services</b>					
20232403	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232403	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
			<b>Total</b>	<b>\$124.80</b>	
<b>LMC</b>					
20232499			03/13/2023	0.00	
20232499	20-2542-410-00-79	Supplies B & G	03/13/2023	353.00	20-2542-410-00-79
20232499	20-2542-410-00-79	Supplies B & G	03/13/2023	1,141.00	20-2542-410-00-79
			<b>Total</b>	<b>\$1,494.00</b>	
<b>Maryville Academy (Psychiatric Hosp)</b>					
20232404	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	0.00	10-4220-670-00-79-600-14



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20232404	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	6,646.88	10-4220-670-00-79-600-14
				<b>Total</b>	<b>\$6,646.88</b>
<b>Maxim Healthcare Services Inc</b>					
20232405	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	0.00	10-1101-310-00-79-605-14
20232405	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	13,967.00	10-1101-310-00-79-605-14
20232405	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	13,967.00	10-1101-310-00-79-605-14
				<b>Total</b>	<b>\$27,934.00</b>
<b>McHenry County Department of Health</b>					
20232406	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	03/06/2023	155.00	10-2560-640-00-72-220-13
20232406	10-2560-640-00-74-150-13	Cafe Dues & Fees Conley	03/06/2023	155.00	10-2560-640-00-74-150-13
20232406	10-2560-640-00-74-140-13	Cafe Dues & Fees Mackeben	03/06/2023	155.00	10-2560-640-00-74-140-13
20232406	10-2560-640-00-74-210-13	Cafe Dues & Fees Heineman	03/06/2023	155.00	10-2560-640-00-74-210-13
20232406	10-2560-640-00-71-300-13	Cafe Dues & Fees HS	03/06/2023	155.00	10-2560-640-00-71-300-13
20232406	10-2560-640-00-72-120-13	Cafe Dues & Fees Martin	03/06/2023	155.00	10-2560-640-00-72-120-13
20232406	10-2560-640-00-72-220-13	Cafe Dues & Fees Marlowe	03/06/2023	155.00	10-2560-640-00-72-220-13
20232406	10-2560-640-00-72-110-13	Cafe Dues & Fees Chesak	03/06/2023	155.00	10-2560-640-00-72-110-13
				<b>Total</b>	<b>\$1,240.00</b>
<b>McHenry Specialties</b>					
20232486	10-1130-490-00-71-300-13	Instructional Coaching Supplies HS	03/13/2023	25.00	10-1130-490-00-71-300-13
				<b>Total</b>	<b>\$25.00</b>
<b>MCSEEP</b>					
20232474	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	03/09/2023	30.00	10-1120-410-13-72-220-06
20232474	10-1120-410-13-72-220-06	Marlowe Science Supplies 6	03/09/2023	450.00	10-1120-410-13-72-220-06
				<b>Total</b>	<b>\$480.00</b>
<b>Media Leaders LLC</b>					
20232487	10-1100-390-89-79-605-14	Title I Purchased Services	03/13/2023	5,000.00	10-1100-390-89-79-605-14
				<b>Total</b>	<b>\$5,000.00</b>

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
<b>Midland Paper</b>					
20232431	10-2410-410-00-72-120-14	Copier Paper & Toner Martin	03/07/2023	1,757.60	10-2410-410-00-72-120-14
20232424	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	03/06/2023	332.26	10-2410-410-00-74-150-14
20232424	10-2410-410-00-74-150-14	Copier Paper & Toner Conley	03/06/2023	1,444.80	10-2410-410-00-74-150-14
			<b>Total</b>	<b>\$3,534.66</b>	
<b>Northwest Community Healthcare</b>					
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
20232407	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	62.40	10-4210-670-00-79-600-14
			<b>Total</b>	<b>\$624.00</b>	
<b>Northwestern Illinois Association</b>					
20232408	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	0.00	10-4220-670-00-79-600-14
20232408	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	1,155.67	10-4220-670-00-79-600-14
			<b>Total</b>	<b>\$1,155.67</b>	
<b>Northwestern Medicine Huntley</b>					
20232435	10-1551-410-00-71-300-15	Swimming Sup HS-Boys	03/08/2023	4,398.75	10-1551-410-00-71-300-15
20232435	10-1551-410-00-71-300-15	Swimming Sup HS-Boys	03/08/2023	4,398.75	10-1551-410-00-71-300-15
			<b>Total</b>	<b>\$8,797.50</b>	
<b>P &amp; M Distributors Inc</b>					
20232495	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2023	273.83	10-2560-415-00-74-210-13
20232495	10-2560-415-00-74-210-13	Cafe Food Heineman	03/13/2023	434.34	10-2560-415-00-74-210-13



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				<b>Total</b>	\$708.17
<b>Parkland Preparatory Academy Inc</b>					
20232409	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	0.00	10-4220-670-00-79-600-14
20232436	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/08/2023	0.00	10-4220-670-00-79-600-14
20232436	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/08/2023	3,947.84	10-4220-670-00-79-600-14
20232409	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	3,563.20	10-4220-670-00-79-600-14
				<b>Total</b>	\$7,511.04
<b>Plumbers Paradise</b>					
20232482	20-2542-410-00-79	Supplies B & G	03/10/2023	28,365.00	20-2542-410-00-79
				<b>Total</b>	\$28,365.00
196					
<b>PMA Securities LLC</b>					
20232500	10-2520-390-00-74-500-14	Purch Serv Fiscal	03/13/2023	2,000.00	10-2520-390-00-74-500-14
				<b>Total</b>	\$2,000.00
<b>Quest Food Management</b>					
20232496	10-2560-315-00-74-500-14	Coffee Bar Mgmt Fees-Quest	03/13/2023	3,000.00	10-2560-315-00-74-500-14
20232496	10-2560-415-00-72-220-13	Cafe Food Marlowe	03/13/2023	3,101.50	10-2560-415-00-72-220-13
20232496	10-2560-310-00-71-300-13	Cafe Prof & Tech HS	03/13/2023	1,178.57	10-2560-310-00-71-300-13
				<b>Total</b>	\$7,280.07
<b>Quinlan &amp; Fabish Music Co</b>					
20232475	10-1120-323-02-72-220-13	Instrument Repair Marlowe	03/09/2023	15,536.49	10-1120-323-02-72-220-13
				<b>Total</b>	\$15,536.49
<b>Reinstein Quiz Bowl</b>					
20232476	10-1501-410-00-72-220-13	Scholastic Bowl Supplies	03/09/2023	90.00	10-1501-410-00-72-220-13
				<b>Total</b>	\$90.00
<b>Route 47 Taxi Transportation Inc</b>					



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20232410	40-2552-331-00-79	Contracted Transportation	03/06/2023	6,450.00	40-2552-331-00-79
			<b>Total</b>	<b>\$6,450.00</b>	
<b>Rush Truck Center Huntley</b>					
20232488	40-2552-490-00-79	Inventoriable Supplies	03/13/2023	6,570.20	40-2552-490-00-79
			<b>Total</b>	<b>\$6,570.20</b>	
<b>Safe Di Awards</b>					
20232483	10-1120-412-50-74-210-13	PE Uniforms Heineman	03/10/2023	4,445.00	10-1120-412-50-74-210-13
			<b>Total</b>	<b>\$4,445.00</b>	
<b>SASED</b>					
20232411	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	1,512.40	10-4220-670-00-79-600-14
20232411	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	0.00	10-4220-670-00-79-600-14
20232411	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	03/06/2023	2,268.60	10-4120-310-92-79-600-14
20232411	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	03/06/2023	0.00	10-4120-310-92-79-600-14
			<b>Total</b>	<b>\$3,781.00</b>	
<b>School Health Corporation</b>					
20232432	10-2130-390-00-79-600-14	Purchased Services Health	03/07/2023	457.47	10-2130-390-00-79-600-14
			<b>Total</b>	<b>\$457.47</b>	
<b>Schoolbells Ltd</b>					
20232412	40-2552-331-00-79	Contracted Transportation	03/06/2023	53,869.00	40-2552-331-00-79
			<b>Total</b>	<b>\$53,869.00</b>	
<b>Seal of Illinois</b>					
20232413	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	0.00	10-4220-670-00-79-600-14
20232413	10-4220-670-00-79-600-14	Sp Ed Private Tuition	03/06/2023	13,636.32	10-4220-670-00-79-600-14
			<b>Total</b>	<b>\$13,636.32</b>	
<b>SEDOM of McHenry County</b>					

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20232414	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	720.00	10-4210-670-00-79-600-14
20232414	10-4210-670-00-79-600-14	Reg Ed Out of District	03/06/2023	720.00	10-4210-670-00-79-600-14
				<b>Total</b>	<b>\$1,440.00</b>
<b>Senase, Judith</b>					
20232415	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	03/06/2023	875.00	10-2150-310-92-79-600-14
20232415	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	03/06/2023	875.00	10-2150-310-92-79-600-14
20232415	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	03/06/2023	0.00	10-2150-310-92-79-600-14
				<b>Total</b>	<b>\$1,750.00</b>
<b>Southpaw Enterprises</b>					
20232426			03/06/2023	0.00	
20232426	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	0.00	10-1100-410-72-79-600-14
20232426	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	1,642.74	10-1100-410-72-79-600-14
				<b>Total</b>	<b>\$1,642.74</b>
<b>Teacher Synergy LLC</b>					
20232427	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	2.99	10-1100-410-72-79-600-14
20232427	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	207.50	10-1100-410-72-79-600-14
20232427			03/06/2023	0.00	
20232427	10-1100-410-72-79-600-14	ARP IDEA Instruc Sup	03/06/2023	0.00	10-1100-410-72-79-600-14
20232427			03/06/2023	0.00	
20232427			03/06/2023	0.00	
				<b>Total</b>	<b>\$210.49</b>
<b>Therapy Staff Aequor Healthcare</b>					
20232416	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	0.00	10-1101-310-00-79-605-14
20232416	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	1,789.00	10-1101-310-00-79-605-14
20232416	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	03/06/2023	6,647.50	10-1101-310-00-79-605-14
				<b>Total</b>	<b>\$8,436.50</b>
<b>Thompson Elevator Inspection Service Inc</b>					
20232437			03/08/2023	0.00	

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20232437	20-2542-390-00-79	Other Purchased Service	03/08/2023	200.00	20-2542-390-00-79
				<b>Total</b>	\$200.00
<b>Tremco</b>					
20232438			03/08/2023	0.00	
20232438	20-2542-323-00-79	Repairs & Maint Buildings	03/08/2023	6,520.48	20-2542-323-00-79
				<b>Total</b>	\$6,520.48
<b>Unity School Bus Parts, Inc</b>					
20232417	40-2554-410-00-79	Fleet Supplies	03/06/2023	89.99	40-2554-410-00-79
20232418	40-2554-410-00-79	Fleet Supplies	03/06/2023	187.96	40-2554-410-00-79
				<b>Total</b>	\$277.95
199					
<b>VILLAGE OF ALGONQUIN</b>					
20232469			03/08/2023	0.00	
20232470	40-2552-590-00-79	EV Bus Power Station	03/08/2023	4,000.00	40-2552-590-00-79
20232470			03/08/2023	0.00	
20232469	40-2552-590-00-79	EV Bus Power Station	03/08/2023	900.00	40-2552-590-00-79
				<b>Total</b>	\$4,900.00
<b>Village of Huntley</b>					
20232441	20-2546-310-00-71-305	Resource Officer	03/08/2023	292.50	20-2546-310-00-71-305
20232440			03/08/2023	0.00	
20232440	20-2546-310-00-71-305	Resource Officer	03/08/2023	260.00	20-2546-310-00-71-305
20232439			03/08/2023	0.00	
20232439	20-2546-310-00-71-305	Resource Officer	03/08/2023	617.50	20-2546-310-00-71-305
20232441			03/08/2023	0.00	
				<b>Total</b>	\$1,170.00
<b>Winesburg, Ray</b>					
20232478	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	03/09/2023	112.00	10-1500-640-00-72-220-13
				<b>Total</b>	\$112.00



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<b>Woodstock Chevrolet</b>					
20232419	40-2554-410-00-79	Fleet Supplies	03/06/2023	396.80	40-2554-410-00-79
20232419	40-2554-410-00-79	Fleet Supplies	03/06/2023	54.24	40-2554-410-00-79
			<b>Total</b>	<u>\$451.04</u>	
<b>WPS</b>					
20232428	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	03/06/2023	198.00	10-2150-410-92-79-605-14
20232428	10-2150-410-92-79-605-14	IDEA Sp Path & Audiol Supplies	03/06/2023	0.00	10-2150-410-92-79-605-14
			<b>Total</b>	<u>\$198.00</u>	
			<b>Total</b>	<u><u>\$399,697.81</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: March 16, 2023  
Subject: **Supplemental Accounts Payable Report**  
Board of Education Meeting, March 16, 2023  
Action Items

The following is an updated 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	\$	7,456.48
Operations & Maintenance Fund		117.29
Debt Service Fund		0.00
Transporation Fund		0.00
Municipal Retirement and Social Security Fund		0.00
Capital Projects Fund		0.00
Working Cash Fund		0.00
Fire Prevention and Safety Fund		0.00
Total	\$	<u>7,573.77</u>

## RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the March 16, 2023 Regular Board meeting.



# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Anderson, Allison - 1233397823	10-1200-310-92-79-600-14	January 2023 Mileage		46.51	10-1200-310-92-79-600-14
				<u>\$46.51</u>	
Bagby, Meghan - 1233399585	10-2213-415-00-74-500-14	Amazon-Talking Pieces for Equity Circles		24.58	10-2213-415-00-74-500-14
	10-2213-415-00-74-500-14	Costco - Food for multiligual PD		56.85	10-2213-415-00-74-500-14
	10-2213-415-00-74-500-14	Costco - Food for multiligual PD		43.86	10-2213-415-00-74-500-14
				<u>\$125.29</u>	
Basargin, Beth - 1233398634	10-1200-310-92-79-600-14	January Vision Services-Travel		131.79	10-1200-310-92-79-600-14
				<u>\$131.79</u>	
Bolt, Amanda - 1233396591	10-1100-211-00-79-600-14	Dry ice		60.44	10-1100-211-00-79-600-14
				<u>\$60.44</u>	
Brown, Dennis - 32687	10-1130-332-00-71-300-13	Mileage round trip to Castle Print 3x		114.36	10-1130-332-00-71-300-13
				<u>\$114.36</u>	
Davila, Olivia - 1233400168	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
del Castillo, Rocio - 1233397109	10-1800-310-84-79-605-14	Burrito Beach Lunch-Nabe conference		18.03	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Wolfgang Puck Dinner Nabe conference		17.50	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Spoke & Fork Dinner-Nabe Conference		16.50	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Levy - Oregon Conv Ctr-Nabe conference		17.25	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Uber-Nabe conf Portland transportation		9.75	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Uber-Nabe conf Portland transp team		33.02	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Hop City Hilton-Nabe conference		13.50	10-1800-310-84-79-605-14
				<u>\$125.55</u>	
Escudero, Michelle - 1233399849	10-2561-332-00-79-605-14	Dir Food Service Travel		37.50	10-2561-332-00-79-605-14

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# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
				<u>\$37.50</u>	
Gonzalez, Evelyn - 1233400293					
	10-1800-310-84-79-605-14	United Check bag fee		35.00	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	McDonalds meal while at conference		11.73	10-1800-310-84-79-605-14
				<u>\$46.73</u>	
Goodlow, Sarah - 123334794					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Gullifor, Kateri - 123339409					
	10-1200-310-92-79-600-14	IDEA General Purchased Service-Feb/23 Mileage		263.38	10-1200-310-92-79-600-14
				<u>\$263.38</u>	
Heward, Katie - 1233396535					
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Kourtev, Carrie - 1233400289					
	10-1500-332-00-72-220-13	Marlowe IESA Cheer @ State-Bloomington		201.74	10-1500-332-00-72-220-13
	10-1500-332-00-72-220-13	Hotel to Civic Center Travel		0.85	10-1500-332-00-72-220-13
				<u>\$202.59</u>	
Krivosik, Kevin - 1233397348					
	10-1130-410-12-71-300-13	Taco Bell Dinner-IMEC students in Peoria		33.10	10-1130-410-12-71-300-13
	10-1130-410-12-71-300-13	Caseys General Store - Gas for Activity Bus		92.26	10-1130-410-12-71-300-13
				<u>\$125.36</u>	
Landvick, Matthew - 1233396232					
	10-1500-335-00-71-300-13	Basketball @ Crystal Lake South		12.58	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Boys Wrestling Sectionals @ Barrington		26.59	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Basketball @ Crystal Lake Central		17.69	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Girls Wrestling Sectional @ Schaumburg		35.63	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Basketball @ Dundee Crown		18.21	10-1500-335-00-71-300-13
				<u>\$110.70</u>	
Lindquist, Kevin - 123336625					
	20-2540-332-00-79	Trip to Facility Professionals Conf - Lombard		53.97	20-2540-332-00-79

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# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	20-2540-332-00-79	Tolls for trip to conference in Lombard		4.30	20-2540-332-00-79
	20-2540-332-00-79	Travel to district office after ice storm		11.20	20-2540-332-00-79
				<u>\$69.47</u>	
Marks, Kristine - 1233399606	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
McLaughlin, Tanya - 1233400295	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Nogueras, Damaris - 1233400290	10-1800-310-84-79-605-14	McDonalds Terminal 1 - Meal		9.97	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	United Check bag fee		35.00	10-1800-310-84-79-605-14
				<u>\$44.97</u>	
Poncio Jordan, Johanna - 1233399020	10-1800-310-84-79-605-14	Chilis O`Hare - Nabe Conf Meal, Lunch		24.99	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Starbucks O`Hare - Nabe Conf Meal, Breakfast		11.62	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Metropolitan - Nabe Conf Meal-JPJ, DN EG Lunch		39.00	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Courtyard Portland-Nabe Conf Meal JPJ, DD, EG		56.00	10-1800-310-84-79-605-14
	10-2213-415-00-79-600-14	Country Donuts for multilingual pd on 2/21/23		24.30	10-2213-415-00-79-600-14
	10-1800-310-84-79-605-14	Hilton Hotel flight cancellation for Nabe Conf		468.63	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	New Green Cab LLC #232		66.25	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Hilton O`Hare - Nabe Conf Meal, Dinner		37.18	10-1800-310-84-79-605-14
	10-1800-310-84-79-605-14	Starbucks O`Hare - Nabe Conf Meal, EG, DN		23.47	10-1800-310-84-79-605-14
				<u>\$751.44</u>	
Reed, Richard - 1233398410	10-2561-332-00-79-605-14	Dir Food Service Travel		94.32	10-2561-332-00-79-605-14
				<u>\$94.32</u>	
Regan, Bridget - 32720	10-1543-332-00-71-305-13	Activities Travel- Snowraiders Alpine Valley #4		61.57	10-1543-332-00-71-305-13
	10-1543-332-00-71-305-13	Activities Travel- Snowraiders Alpine Valley #5		61.57	10-1543-332-00-71-305-13
	10-1130-410-02-71-300-13	Home Depot-3D Mosaic for classroom		17.91	10-1130-410-02-71-300-13
	10-1130-410-02-71-300-13	Home Depot-3D Mosaic for classroom		37.77	10-1130-410-02-71-300-13



# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1543-332-00-71-305-13	Activities Travel- Snowraiders Alpine Valley #6		61.57	10-1543-332-00-71-305-13
				<u>\$240.39</u>	
Renkosik, Doug - 28443	20-2540-332-00-79	Travel-FEB/2023 MILEAGE		47.82	20-2540-332-00-79
				<u>\$47.82</u>	
Reyes-Smith, Alexandria - 1233400291	10-1500-332-00-71-300-13	State Lunch for dancers-Jimmy Johns		198.03	10-1500-332-00-71-300-13
	10-1500-332-00-71-300-13	State Lunch for dancers-Panera-Ck 1 of 3		48.10	10-1500-332-00-71-300-13
	10-1500-332-00-71-300-13	State Lunch for dancers-Panera-Ck 2 of 3		47.41	10-1500-332-00-71-300-13
	10-1500-332-00-71-300-13	State Lunch for dancers-Panera-Ck 3 of 3		49.21	10-1500-332-00-71-300-13
	10-1500-332-00-71-300-13	State dessert for dancers-Starbucks		94.31	10-1500-332-00-71-300-13
	10-1500-332-00-71-300-13	Dance Final Team Dinner - Olive Garden		476.56	10-1500-332-00-71-300-13
				<u>\$913.62</u>	
Rodriguez, Tom - 123335286	10-2520-332-00-74-500-14	IASBO Regional Meeting @ Dist 47 Admin Bldg		11.00	10-2520-332-00-74-500-14
				<u>\$11.00</u>	
Sanchez, Kirsten - 1233397793	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Saylor, Alexa - 1233400294	10-1100-410-72-79-600-14	Menards - Science supplies for classroom		34.10	10-1100-410-72-79-600-14
				<u>\$34.10</u>	
Schmuhl, Jessica - 123337461	10-1120-410-09-72-220-13	Walmart classroom supplies		22.37	10-1120-410-09-72-220-13
	10-1120-410-09-72-220-13	Walmart - condiments		4.90	10-1120-410-09-72-220-13
				<u>\$27.27</u>	
Schwerzler, Therese - 123338008	10-2410-332-00-71-300-13	HHS to Walmart for water bottles		4.32	10-2410-332-00-71-300-13
	10-2410-332-00-71-300-13	Travel to UPS for return books		4.46	10-2410-332-00-71-300-13
				<u>\$8.78</u>	
Tiedje, Danielle - 123339140					

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# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-2310-230-00-74-500-14	Tuition Reimbursement		390.00	10-2310-230-00-74-500-14
				<u>\$390.00</u>	
Wadman, Ashley - 1233400292					
	10-1100-410-72-79-600-14	TPT-Life cycle of an apple activities		8.50	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Pumpkin patch printables		5.50	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Thanksgiving adapted books, autism		22.75	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Life skills warmups, Thanksgiving		5.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Christmas math center/google slides		4.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Winter differentiated worksheets		16.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Gingerbread man google slides		5.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Winter fitness activities, yoga cards		50.12	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Apple picking social story		5.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Second Step Adapted Worksheets		13.49	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Year long visual recipe bundle for spec ed		57.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Snack recipe, nutrition label, life skills		10.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-pumpkin patch boom cards		53.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-fall social skills, thought bubbles		20.73	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Winter break graphic organizer		5.50	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-New year goal writing craft		8.49	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-following directions all year bundle		6.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Hot chocolate craft/writing template		4.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-editable winter craft bundle		4.50	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Feb visual recipes		3.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Food groups activity bundle		6.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Build a pizza & icecream sundae clipart		12.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Back to school name craft		12.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Social Skills-cards, stories, language		43.49	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-apple adapted books, activities, cards		51.72	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-apple picking boom cards		11.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-Carmel apple visual recipe		7.00	10-1100-410-72-79-600-14
	10-1100-410-72-79-600-14	TPT-virtual field trip Halloween-autism		8.25	10-1100-410-72-79-600-14
				<u>\$459.04</u>	
Wilson, Glen - 1233397404					
	10-1500-335-00-71-300-13	FVC AD Mtg Galati's, Cary, IL		18.34	10-1500-335-00-71-300-13



# Huntley Community School District 158

## Accounts Payable Report

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
	10-1500-335-00-71-300-13	IHSA Cheer @ State-Bloomington		208.29	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	IHSA G Wrestling Sectionals @ Schaumburg		34.06	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	IHSA B. Swim Sectional @ Barrington		23.58	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	IHSA G Wrestling @ State-Bloomington		208.29	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Boys Basketball Regional @ Hononegah		62.88	10-1500-335-00-71-300-13
				<u>\$555.44</u>	
Woods, Lorie - 123333815					
	10-2223-410-00-79-600-14	Walmart-Supplies to make scenic props		34.44	10-2223-410-00-79-600-14
	10-2223-410-00-79-600-14	Amazon-Electronic listening device, play money		70.93	10-2223-410-00-79-600-14
	10-2223-410-00-79-600-14	Amazon-Hearing protection, giant google eyes		28.97	10-2223-410-00-79-600-14
				<u>\$134.34</u>	
Zaleski, Angela - 28071					
	10-1543-332-00-71-305-13	Alpine Valley Trip #6-Snowraiders Club		61.57	10-1543-332-00-71-305-13
				<u>\$61.57</u>	
				<u>\$7,573.77</u>	
			<b>Report Total</b>		

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# Huntley Community School District 158

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

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: March 16, 2023

Subject: **Bond Issuance Opportunity - Parameters Resolution - AMENDED**  
Board of Education Meeting, March 16, 2023

---

In September 2022, the Board approved a Parameter’s Resolution related to the 2023 Forward Rate Lock (for which we did) and an opportunity to refund the Series 2014 Bonds. The resolution provided that the (i) President of the Board or the Vice President of the Board and (ii) the Superintendent or Chief Financial Officer of the District (the “Designated Representatives”) are hereby authorized to proceed without any further authorization or direction from the Board, not later than the 15th day of March, 2023.

This is a resolution to amend that previous resolution, modifying the expiration date as follows:

“THE (I) PRESIDENT OF THE BOARD OR THE VICE PRESIDENT OF THE BOARD AND (II) THE SUPERINTENDENT OR CHIEF FINANCIAL OFFICER OF THE DISTRICT (THE “DESIGNATED REPRESENTATIVES”) ARE HEREBY AUTHORIZED TO PROCEED NOT LATER THAN THE EARLIER OF (I) THE REORGANIZATION OF THE BOARD FOLLOWING THE APRIL 4, 2023 CONSOLIDATED ELECTION, IF CHANGES IN THE BOARD OCCUR AS A RESULT OF SAID ELECTION, AND (II) SEPTEMBER 16, 2023, WITHOUT ANY FURTHER AUTHORIZATION OR DIRECTION FROM THE BOARD.

**Recommendation:**

Administration requests the Board adopt the amended parameters resolution attached.

MINUTES of a special public meeting of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, held at the District Office, 650 John Burkey Drive, Algonquin, Illinois, in said School District at 6:00 o'clock P.M., on the 16th day of March, 2023.

\* \* \*

The meeting was called to order by the President, and upon the roll being called, Tony Quagliano, the President, and the following members were physically present at said location: \_\_

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

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The President announced that the next item for consideration was a resolution amending the resolution adopted by the Board of Education of the District on the 15th day of September, 2022, authorizing the issuance of not to exceed \$7,500,000 General Obligation Refunding School Bonds for the purpose of refunding certain outstanding bonds of the District. The President then explained that the resolution extends the time period during which the refunding bonds authorized pursuant to the original resolution may be issued.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy

RESOLUTION amending a resolution approved by the Board on September 15, 2022, providing for the issue of not to exceed \$7,500,000 General Obligation Refunding School Bonds of the District.

\* \* \*

WHEREAS, on the 15th day of September, 2022, the Board of Education (the “*Board*”) of Huntley Community School District 158, McHenry and Kane Counties, Illinois (the “*District*”) adopted a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$7,500,000 General Obligation Refunding School Bonds of Huntley Community School District 158, McHenry and Kane Counties, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing the sale of said bonds to the purchasers thereof, and authorizing the execution of certain escrow agreements in connection therewith.

(the “*Original Resolution*”); and

WHEREAS, the Original Resolution provides for the issuance of General Obligation Refunding School Bonds (the “*Bonds*”) of the District for the purpose of refunding certain outstanding obligations of the District, in one or more series; and

WHEREAS, the Original Resolution delegates the authority of the Board to sell the Bonds, without further authorization or direction from the Board, to certain Designated Representatives (as defined in the Original Resolution) of the District; and

WHEREAS, such delegation to the Designated Representatives in the Original Resolution required that the Bonds be sold on or before the 15th day of March, 2023; and

WHEREAS, the Bonds were not sold pursuant to said authority, and said authority under the Original Resolution has now expired; and

WHEREAS, the Board hereby finds and determines that it remains necessary and for the best interests of the District that the Bonds be sold for the purposes set forth in the Prior Resolution,

and, therefore, it is necessary to amend the provisions of the Prior Resolution to extend the delegation of said authority to sell the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois, as follows:

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

*Section 2. Amendment of Original Resolution.* The first paragraph of Section 8 of the Original Resolution is hereby amended to authorize the extension of the time period during which the Designated Representatives are authorized to agree to the sale of the Bonds by replacing said first paragraph of Section 8 in its entirety with the following:

“The (i) President of the Board or the Vice President of the Board and (ii) the Superintendent or Chief Financial Officer of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later than the earlier of (i) the reorganization of the Board following the April 4, 2023 consolidated election, if changes in the Board occur as a result of said election, and (ii) September 16, 2023, without any further authorization or direction from the Board. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of a Bond Notification as may be, and thereupon be deposited with the School Treasurer, and, after authentication thereof by the Bond Registrar, be delivered by the School Treasurer to the purchaser thereof (each, a “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 99.00% of the principal amount of the Bonds, per series (exclusive of original issue discount, if any), plus accrued interest to date of delivery, if any.”

*Section 4. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 5. Repealer and Effective Date.* All resolutions or other proceedings in conflict herewith be, to the extent of such conflict, hereby repealed, and this Resolution be effective forthwith upon its adoption.

Adopted March 16, 2023.

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President, Board of Education

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Secretary, Board of Education

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon  
the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following members voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said resolution adopted,  
approved and signed the same in open meeting and directed the Secretary to record the same in  
the records of the Board of Education of Huntley Community School District 158, McHenry and  
Kane Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the  
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Education

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF MCHENRY        )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 16th day of March, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION amending a resolution approved by the Board on September 15, 2022, providing for the issue of not to exceed \$7,500,000 General Obligation Refunding School Bonds of the District.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of March, 2023.

---

Secretary, Board of Education

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF MCHENRY        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Huntley Community School District 158, McHenry and Kane Counties, Illinois (the “*District*”), and as such official I do further certify that on the 16th day of March, 2023, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION amending a resolution approved by the Board on September 15, 2022, providing for the issue of not to exceed \$7,500,000 General Obligation Refunding School Bonds of the District.

duly adopted by the Board of Education of the District on the 16th day of March, 2023, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of March, 2023.

---

School Treasurer



## Welcome to the School Administrator Portal (Law Enforcement Portal)

The following training will educate you on properly submitting a **REQUEST FOR CLEAR and PRESENT DANGER** (C&PD) on a potentially dangerous subject who has communicated a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or demonstrated threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

NOTE: THE FOLLOWING TRAINING IS ONLY A REVIEW OF THE STEPS IN THE CLEAR AND PRESENT DANGER REPORTING PROCESS. TO INQUIRE ABOUT TRAINING ON THE LEGALITIES OF CLEAR AND PRESENT DANGERS PLEASE CONTACT THE ISP OFFICE OF FIREARMS SAFETY.

Please submit only one request for an individual per incident.

1. The Login information has been provided to you or your agency administrator. The LOG IN screen will prompt you for your credentials:

### LOGIN

User Id

Password

[Sign In](#)



2. Once logged in, you will have the option to view your inbox, or submit a new request:

TESTSCHOOL  
IL STATE UNIVERSITY POLICE DEPART  
IL0571500

Logoff  
My Profile

CLEAR AND PRESENT DANGER

Submit  
My Inbox

FOID Enforcement Grant  
Frequently Asked Questions  
Firearms Intelligence Resources

### CLEAR AND PRESENT DANGER INBOX

SEARCH

Clear and Present Id

Created On or After

Involved Person Ir  
Last Name

Search Clear

3. You will notice a navigation bar across the top, this displays your progress through the submission.

### CLEAR AND PRESENT DANGER REQUEST

Reporter Individual Narrative and Attachments Affirmation Review Confirmation



- The first portion of the REPORTER page identifies the school official submitting the request. This is the Teacher, Dean, Principal, or School Guidance Counselor who has determined a request for Clear and Present Danger should be submitted or the school official who has direct knowledge of the incident. This is most likely the individual who interacted with the subject of the C&PD during an incident detailed in this request.

#### REPORTER

Incident Date	Case Number	County of Arrest/Incident	
<input type="text" value="01/25/2023"/>	<input type="text" value="MCFLY"/>	<input type="text" value="Sangamon"/>	
First Name	Last Name	Title	Shift
<input type="text" value="Marshall"/>	<input type="text" value="Strickland"/>	<input type="text" value="Principal"/>	<input type="text"/>

For CASE NUMBER, if your school does not track incidents using a case numbering system please use the last name of the student.

NOTE: The boxes will be outlined in red if they are required, you will not be permitted to proceed without completing the required boxes.

- The next portion is the REPORTING AGENCY. If your School has multiple campuses or address locations, please use the address of the incident occurrence.

Reporting Agency			
Agency Type	Agency		
<input type="text" value="School Administrator"/>	<input type="text" value="IL STATE UNIVERSITY POLICE DEPARTMENT"/>		
Street	City	State	
<input type="text" value="801 South Seventh St"/>	<input type="text" value="Springfield"/>	<input type="text" value="Illinois"/>	

NOTE: The AGENCY information will be auto-populated with your assigned school on the profile page of the Portal.



6. The REPORTING OFFICIAL CONTACT INFORMATION box documents the reporting staff member's contact information.

**Reporting Official Contact Information**

Phone	Fax (optional)
2174285533	2175585368
Email	
SCHOOL@NOREPLY.COM	



7. The next box required for the complete submission is the SUPERVISOR CONTACT INFORMATION.

Supervisor Contact Information

First Name	Last Name
Records	Person
Phone	Fax (optional)
2222222222	12177204618
Email	
3@illinois.gov	

I acknowledge proper notification has been made to my supervisor that the subject identified in this submission has been determined to be a Clear and Present Danger.

8. The final box for Agency contact information is the RECORDS DEPARTMENT CONTACT INFORMATION. If your school does not have records personnel please use the name of an administrative assistant or office professional that can be contacted with follow-up questions.

Records Department Contact Information

First Name	Last Name
Records	Department
Phone	Fax
2177854411	
Email	
Records@NOREPLY.com	



9. The LAW ENFORCEMENT box is for use by police officers when an arrest was made. THIS BOX IS NOT REQUIRED FOR SCHOOL-SUBMITTED REQUESTS.

Law Enforcement

Charges

10. The MEDICAL INFORMATION box should be used when medical/mental health treatment was offered to the subject of the C&PD. If medical attention was not requested by school staff or the subject on the scene, choose “Not Requested” and you will be permitted to proceed to the next page of the submission.

Medical Information

Medical attention was  Transported By

Facility Name  Facility Telephone  Treating Physician

11. After completing this page click the blue “Next” button at the bottom right of the page. If you need to return to any page you can do so by clicking the “Back” button on the following pages. If you must navigate back to previous pages and forward again, information will be saved until submitted. Information is saved once the next button is saved.

Back

Next

NOTE: YOU MAY BE LOGGED OUT DURING A SESSION DUE TO A TIMEOUT. If you are logged out during a session due to inactivity, you can log back in and select your recent request from your inbox. It will appear in your inbox like the image below. Select the correct request by clicking the “Edit” button.

RESULTS

Show 25 entries

ID	Status	Reporter	Individual	Actions
ID: 2301-542 Created: 1/25/2023 9:38:08 AM Modified: 1/25/2023 9:38:08 AM	Status: New OFS Status: Not Set OFS Disposition: <span style="background-color: yellow;">Not Set</span>	Marshall Strickland SCHOOL@NOREPLY.COM IL STATE UNIVERSITY POLICE DEPARTMENT	Marty Mcfly 7/4/1977	<a href="#">View PDF</a> <a href="#">Edit</a> <a href="#">Cancel</a>



12. The INDIVIDUAL page will capture the pertinent information on the subject of the C&PD request. Please note, these boxes are required.

INDIVIDUAL

First Name	Last Name	Date of Birth	Sex		
<input type="text" value="Marty"/>	<input type="text" value="McFly"/>	<input type="text" value="07/04/1977"/>	<input type="text" value="Male"/>		
Street	City	State	Phone		
<input type="text" value="310 South Main"/>	<input type="text" value="Hill Valley"/>	<input type="text" value="Illinois"/>	<input type="text" value="2178675309"/>		
Race	Height (Feet)	Height (Inches)	Weight	Hair	Eye
<input type="text" value="White"/>	<input type="text" value="5'"/>	<input type="text" value="7"/>	<input type="text" value="145"/>	<input type="text" value="Brown"/>	<input type="text" value="Blue"/>
Has a FOID?	FOID Number				
<input type="text" value="Unknown"/>	<input type="text"/>				
Driver's License/ID State	Driver's License/ID Number				
<input type="text" value="Illinois"/>	<input type="text" value="M200-5247-7089"/>				

NOTE: The FOID and Drivers License boxes must have an entry, it is acceptable to use "UKNOWN" and/or "NONE" if that information is not available to the official submitting the request.

For individuals under the age of 21, a "Guardian" box will open. This box must be completed.

Guardian		
First Name	Last Name	Phone
<input type="text" value="George"/>	<input type="text" value="McFly"/>	<input type="text" value="217555-1212"/>



13. The Narrative and Attachments page is next. Please provide a detailed narrative of the facts supporting the determination of a “Clear and Present Danger,” including specific behaviors or statements made by the subject, dates and times of the behaviors or statements in question, any witnesses to the specific behaviors or statements, and whether any of the behaviors or statements by the subject were captured on an audio and/or video recording. Please submit any reports, attachments, or supporting documentation referenced in the detailed narrative. These documents do not need to be approved by a supervisor, only signed by the reporting officer. **Please note that a narrative consisting of "see the submitted/attached report(s)" will not be sufficient for the required narrative and that failure to provide any of the requested information may result in a delayed response or denial of the request.**

14. The narrative box will expand as needed to ensure all details can be documented.

#### NARRATIVE AND ATTACHMENTS

Please provide a detailed narrative of the facts supporting the determination of a “Clear and Present Danger,” including specific behaviors or statements made by the subject, dates and times of the behaviors or statements in question, any witnesses to the specific behaviors or statements, and whether any of the behaviors or statements by the subject were captured on an audio and/or video recording. Please submit by uploading into this portal any reports, attachments, or supporting documentation referenced in the detailed narrative. Please note that a request to “see the submitted report(s)” will not be sufficient for the required narrative, and that failure to provide any of the requested information may result in a delayed response or denial of the request.

Narrative

Marty McFly was visibly upset following the school assembly on January 23, 2023. He refused to talk to other students or school staff. He performed a song during the assembly and left immediately after the assembly. This morning, he arrived at school in a very angry state. He was yelling at students to get out of his way and told everyone not to come near him or he would kill them. He yelled that he “has a machete” and “I will murder all of you fuckers”. McFly was escorted to an office by the School Resource Officer and eventually calmed down. He admitted to possessing a machete and gave it to the SRO. Police arrived to document the incident and McFly was escorted to the police station. His parents were notified and met him at the station.

15. Including attachments is encouraged. Please upload all documents relative to the incident and the request. Witness statements, incident reports, screenshots of messages, and pictures are all accepted.

#### Attachments

+ Select File

16. Under the NARRATIVE and ATTACHMENTS portion of this page is the first area which requires a reporting official to certify the information being submitted. The second box is a reminder to upload any attachments needed to support the request.

The reporting official (John Public) certifies that Tommy Gunn poses a clear and present danger in that they demonstrated threatening physical or verbal behavior, such as violent, suicidal or assaultive threats, actions, or other behaviors. (430 ILCS 65/1.1)

This field is required. I agree to the above statement.

I have attached all reports, attachments, or supporting documentation to support this Clear and Present Danger Determination.

This field is required. I agree to the above statement.



17. The AFFIRMATION Page captures the behaviors which have been exhibited by the subject of the C&PD request. Please remember to answer these questions truthfully and to the best of your ability. These statements are affirmed by the submitting official before the completion of the request.

18. Step one on the Affirmation page identifies if the subject demonstrated a threatening physical behavior or displayed threatening verbal behaviors. One of these boxes **must** be checked.

Pursuant to 430 ILCS 65/1.1, "Clear and present danger" means a person who:

1. communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or
2. demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

The person who is the subject of this Clear and Present Danger Determination Report (hereafter subject):

Demonstrated threatening physical behavior(s)

Yes  No  N/A

Required

Demonstrated threatening verbal behavior(s)

Yes  No  N/A

Required

19. The next portion of the AFFIRMATION page is required for the submission. Please click the appropriate boxes under "ALL THAT APPLY" to further describe details of the incident. If "YES" is selected an "ADDITIONAL DETAILS" box will pop up. Please briefly describe the details of the behavior. A selection is required in each question to proceed.

**Please check all that apply:**

The subject has a known history of mental health issues.

Yes  No  N/A

Additional Details



20. Please ensure the "yes" box is checked if a firearm was used or present. This box will not be checked if a threat of firearm use was made but no firearms were present during the incident.

A firearm was present at the time of the threatening physical or verbal behavior.

Yes  No  N/A

Additional Details

Loaded?

Yes  No  N/A

Round chambered?

Yes  No  N/A

If so, a firearm was brandished or displayed.

Yes  No  N/A

If so, the subject threatened another person or himself/herself with the firearm.

Yes  No  N/A

If so, the subject used the firearm to injure another or himself/herself?

Yes  No  N/A

If so, the firearm was discharged.

Yes  No  N/A



21. Other weapons are documented in the next area of the Affirmation page. Please be sure to identify the dangerous weapon in the narrative area of the portal.

A dangerous weapon other than a firearm was present.

Yes  No  N/A

Additional Details

If so, the dangerous weapon was brandished or displayed.

Yes  No  N/A

If so, the subject threatened another person or himself/herself with the dangerous weapon.

Yes  No  N/A

If so, the subject used the dangerous weapon to injure another person or himself/herself.

Yes  No  N/A

22. The next step is to document alcohol/drug use. Please use the narrative space to further describe the evidence of alcohol/drug use. Also, indicate if the individual is a convicted felon. The box is mandatory, yet an “unknown” tab is available.

There was evidence of alcohol use.

Yes  No  N/A

Required

There was evidence of illicit narcotic use, addiction or possession.

Yes  No  N/A

Required

The subject is a convicted felon

This field is required.



23. This concludes this portion of the affirmation step. If necessary, users can navigate back in the process to review the submission or make edits.

Back

Next

24. Once the required boxes are checked the user can proceed to the REVIEW page. Users can return to portions of the portal to edit information that is incorrect or has been omitted. Once the submission is ready to be submitted to the ISP please click the blue “submit” button in the bottom right of the page.

Back

Submit

25. The submission will be available in the user's inbox. Users can print a copy of the submission for their records from the inbox. Users can view the PDF of the submission and check the status of the case. Once a determination is made users will receive a notification in their portal inbox, as well as the email used during the submission.

RESULTS

Show 25 entries

ID	Status	Reporter	Individual	Actions
ID: 2301-542 Created: 1/25/2023 9:38:08 AM Modified: 1/25/2023 12:32:41 PM	Status: Submitted OFS Status: Pending Review OFS Disposition: <b>Not Set</b>	Marshall Strickland SCHOOL@NOREPLY.COM IL STATE UNIVERSITY POLICE DEPARTMENT	Marty Mcfly 7/4/1977	<a href="#">View PDF</a> <a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

The status will be viewable in the status column:



### Status

Status: Submitted  
OFS Status: Pending Review  
OFS Disposition: **Not Set**

To view or print click "View PDF" in the actions column:

### Actions

[View PDF](#) | [View](#)

[Previous](#) | **1** | [Next](#)

The completed submission is below. Please note: The status can be viewed in the upper left corner.



**Status: Submitted**  
**Disposition: Not Set**

ID Number  
 2301-542  
 1/25/2023 9:38 AM

**ILLINOIS STATE POLICE  
 CLEAR AND PRESENT DANGER REPORT**

**REPORTING OFFICIAL/AGENCY**

<b>Case Number</b>	<b>Date Of Incident</b>		
MCFLY	1/25/2023		
<b>Name</b>	<b>Reported By School Administrator</b>		
Marshall Strickland Principal, Not Set Shift	IL STATE UNIVERSITY POLICE DEPARTMENT 801 South Seventh St Springfield, IL		
<b>Phone #</b>	<b>Fax #</b>	<b>Email</b>	
2174285533	2175585368	SCHOOL@NOREPLY.COM	
<b>Supervisor Name</b>	<b>Supervisor Email</b>	<b>Supervisor Fax</b>	<b>Supervisor Telephone</b>
Goldie Wilson	GWilson@noreply.com		2177825555
<b>Records Name</b>	<b>Records Email</b>	<b>Records Phone</b>	
Records Department	Records@NOREPLY.com	2177854411	
<b>County Of Arrest</b>	<b>Charges</b>		
Sangamon			
<b>Medical Attention Type</b>	<b>Transported By</b>		
Requested, Accepted			
<b>Treating Medical Facility</b>	<b>Medical Facility Phone #</b>	<b>Treating Physician</b>	

**INDIVIDUAL POSING A CLEAR AND PRESENT DANGER**

<b>Name</b>	<b>Date of Birth</b>	<b>Address</b>			
Marty Mcfly	7/4/1977	310 South Main Hill Valley, IL			
<b>Phone</b>	<b>DL/ID State</b>	<b>DL/ID Number</b>	<b>Has FOID?</b>	<b>FOID #</b>	
2178675309	IL		Unknown		
<b>Eye</b>	<b>Hair</b>	<b>Height</b>	<b>Race</b>	<b>Sex</b>	<b>Weight</b>
Blue	Brown	57"	White	Male	145lbs
<b>Guardian Name</b>	<b>Guardian Telephone</b>				



## NARRATIVE

Marty McFly was visibly upset following the school assembly on January 23, 2023. He refused to talk to other students or school staff. He performed a song during the assembly and left immediately after the assembly. This morning, he arrived at school in a very angry state. He was yelling at students to get out of his way and told everyone not to come near him or he would kill them. He yelled that he "has a machete" and "I will murder all of you fuckers" McFly was escorted to an office by the School Resource Officer and eventually calmed down. He admitted to possessing a machete and gave it to the SRO. Police arrived to document the incident and McFly was escorted to the police station. His parents were notified and met him at the station.

## AFFIRMATION

The person who is the subject of this Clear and Present Danger Determination Report (hereafter subject):

False	Demonstrated threatening physical behavior(s):
True	Demonstrated threatening verbal behavior(s): <b>Marty made disturbing comments about murdering members of the band following a school assembly. Marty also brought a large machete type knife to school.</b>
False	The subject has a known history of mental health issues:
False	The subject made suicidal comments:
False	The subject attempted suicide :
False	The subject has a known history of suicide attempts or suicidal ideation:
False	The subject has made threats of violence to others:
False	The subject was taken to a hospital for a mental health evaluation and treatment as a result of the behavior(s) related to this Clear and Present Danger Determination?:
False	A firearm was present at the time of the threatening physical or verbal behavior:
False	Loaded?:
False	Round chambered?:
False	If so, a firearm was brandished or displayed:
False	If so, the subject threatened another person or himself/herself with the firearm:
False	If so, the subject used the firearm to injure another or himself/herself?:
False	If so, the firearm was discharged:
False	Firearms Restraining Order has been sought or there is a plan to seek one:
True	A dangerous weapon other than a firearm was present: <b>Large Machete</b>
False	If so, the dangerous weapon was brandished or displayed.
False	If so, the subject threatened another person or himself/herself with the dangerous weapon.
False	If so, the subject used the dangerous weapon to injure another person or himself/herself.
False	There was evidence of alcohol use:
False	There was evidence of illicit narcotic use, addiction or possession:
Unknown	The subject is a convicted felon:

The reporting official (Marshall Strickland) certifies that Marty Mcfly poses a clear and present danger in that they demonstrated threatening physical or verbal behavior, such as violent, suicidal or assaultive threats, actions, or other behaviors. (430 ILCS 65/1.1)



26. The request for C&PD will be reviewed by multiple levels of ISP officials and AFFIRMED or NOT AFFIRMED. Once a determination has been made by the ISP you will receive a notification in your portal inbox. You should also receive an email notice that the status of your submission has changed and you must log in to the portal to view the submission. The LE Portal notification will have a green affirmed icon if it was approved. It will have a red not affirmed icon if it is not approved.

#### RESULTS

Show  entries

ID	Status	Reporter	Individual	Actions
ID: 2301-543 Created: 1/25/2023 12:47:37 PM Modified: 1/25/2023 3:16:41 PM	Status: New OFS Status: Not Set OFS Disposition: <span style="background-color: yellow;">Not Set</span>	Marshall Strickland 3@illinois.gov IL STATE UNIVERSITY POLICE DEPARTMENT		<a href="#">View PDF</a> <a href="#">Edit</a> <a href="#">Cancel</a>
ID: 2301-542 Created: 1/25/2023 9:38:08 AM Modified: 1/31/2023 9:28:59 AM	Status: Disposition Set OFS Status: Review Completed OFS Disposition: <span style="background-color: green; color: white;">Affirmed</span>	Marshall Strickland SCHOOL@NOREPLY.COM IL STATE UNIVERSITY POLICE DEPARTMENT	Marty Mcfly 7/4/1977	<a href="#">View PDF</a> <a href="#">View</a>

27. In your INBOX you can search for previously submitted requests.

#### CLEAR AND PRESENT DANGER INBOX

##### SEARCH

Clear and Present Id  Created On or After  Created Before  Status  OFS Status  Disposition

##### Reporter Information

##### Involved Person Information

Last Name  First Name  FOID/CCL  FOID Yes/No

**For additional information or technical support please contact the Illinois State Police, Office of Firearms Safety.**

**Thank You for completing this tutorial.**



STATE OF ILLINOIS  
STATE POLICE  
LAW ENFORCEMENT  
PORTAL



USER AGREEMENT FOR SCHOOL ADMINISTRATORS

This agreement is entered into by and between:

\_\_\_\_\_ (*Participating Agency*)  
and the Illinois State Police (hereinafter referred to as ISP). The Agreement sets forth the conditions governing the Participating Agency's use of ISP's Law Enforcement Portal for the purposes of submitting clear and present danger reports.

RECITALS

**WHEREAS**, The ISP maintains and operates the Law Enforcement Portal; and

**WHEREAS**, The Participating Agency is any private, public, or charter school or school district with statutory authority to submit clear and present danger reports; and

**WHEREAS**, this User Agreement is authorized pursuant to the provisions of Article 7, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act [5 ILCS 220], the Illinois Not for Profit Corporation Act [805 ILCS 105], and other statutes and common law, as may be applicable to the ISP and each Participating Agency.

**NOW, THEREFORE**, ISP and Participating Agency agree as follows:

ARTICLE I: DEFINITIONS

**Parties**—The Participating Agency and the Illinois State Police are each a Party to this Agreement ("Party" or collectively "Parties").

**Participating Agency**— Any private, public, or charter school or school district.

**Clear and Present Danger**— Clear and present danger means, for various reporters, a person who "communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself, or another person as determined by a physician, clinical psychologist, or qualified examiner; or demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official." (430 ILCS 65/1.1).

ARTICLE II: PURPOSE AND AUTHORITY

It is the duty of the school administrator, principal, and/or designee of a public elementary school or secondary school, or his or her designee, and the chief administrative

officer of a private elementary or secondary school or a public or private community college, college, or university, or his or her designee, to report to the Illinois State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination. [430 ILCS 65/8.1(d)(2); 430 ILCS 66/105; 405 ILCS 5/6-103.3]

The purpose of this User Agreement is to provide principals, administrators, and/or designees of the Participating Agency an electronic means to report when the principals, administrators, and/or designees have determined that a person poses a clear and present danger. If a person is determined to pose a clear and present danger to himself, herself, or to others, the principal, administrator, and/or designee shall notify the ISP within 24 hours of making the determination. (430 ILCS 65/8.1(d)(2); 430 ILCS 66/105; 405 ILCS 5/6-103.3). This Agreement is intended to enhance and foster the responsible exchange of information by ensuring that the Participating Agency and the ISP understand their respective roles and responsibilities.

### **ARTICLE III: RESPONSIBILITIES**

#### **Participating Agency's Responsibilities:**

- a. The Participating Agency is responsible for its principals, administrators, and/or designees reporting any and all Clear and Present Danger determinations made pursuant to 430 ILCS 65/8.1(d)(2), 430 ILCS 66/105, and 405 ILCS 5/6-103.3 through the portal or backup reporting process, as applicable.
- b. The Participating Agency shall ensure its principals, administrators, and/or designees employed by it are advised of the requirements for Clear and Present Danger reporting and authorized for system access.

#### **Illinois State Police Responsibilities:**

The ISP is responsible for processing any submitted Clear and Present Danger determinations in accordance with law.

### **ARTICLE IV: MAINTENANCE OF RECORDS**

- a. The ISP shall maintain and be the custodian of all records submitted through the portal or otherwise pertaining to clear and present danger reporting. The ISP shall maintain all records in compliance with relevant Record Retention Schedules and the State Records Act. [5 ILCS 160/et seq.]
- b. The Participating Agency may retain a copy of the records submitted to ISP by its school administrators, principals, or designees pertaining to clear and present danger and maintain records in compliance with the Illinois School Student Records Act and other laws, as and to the extent applicable to the Participating Agency and its records. Full copies of all such submissions shall be housed in each individual user's portal and can be printed from the portal.

### **ARTICLE V: DURATION, MODIFICATION, AND TERMINATION**

- a. This Agreement shall be in effect upon the signature of both the Participating Agency and the Director of the Illinois State Police, or a properly appointed designee. The ISP will provide notice to the Participating Agency of the effective date and provide the Participating Agency with a copy of the fully executed Agreement. The Agreement will

be in effect for one year from the final date of signature and shall renew automatically for one-year periods. Each party shall review the Agreement prior to the annual renewal date. This Agreement represents the full and complete understanding of the parties and all prior agreements, whether oral or written, pertaining to any of the subject matters expressed herein, which are hereby deemed merged into this Agreement and superseded by the terms and conditions expressed herein.

- b. Modifications to this Agreement may be made, but only in writing and signed by both parties.
- c. This Agreement will terminate when either party notifies the other of its intent to discontinue the Agreement. Notice shall be provided to the parties listed in Article XI of this Agreement. The terminating party will provide the other party written notice at least 30 days prior to the desired termination date.

#### **ARTICLE VI: USE OF PORTAL**

- a. The ISP shall permit the Participating Agency limited access to the ISP Law Enforcement Portal and shall provide the Participating Agency at least one (1) username for purposes of submitting a report of a determination of a clear and present danger as defined in Section 1.1 of the Firearm Owners Identification Card Act. [430 ILCS 65/1.1]. The Participating Agency signing this agreement will have the ability to create additional users in the portal for purposes of submitting a report of a determination of a clear and present danger as defined above.

#### **ARTICLE VII: FREEDOM OF INFORMATION ACT**

- a. In its afore-mentioned role as the custodian of all records generated, the ISP shall respond to requests for records made under the Freedom of Information Act (FOIA). [5 ILCS 140/et seq.]
- b. The Participating Agency is responsible for serving as the custodian of its records and responding to requests made to it under the Freedom of Information Act, as and to the extent applicable to the Participating Agency and its records. [5 ILCS 140/et seq.]

#### **ARTICLE VIII: INFORMATION SECURITY PROTOCOLS**

Should a security breach result in unauthorized acquisition of personal information, information owners will be notified of the incident in a timely manner, in accordance with the Personal Information Protection Act. (815 ILCS 530/1 *et seq.*). Each Party shall immediately notify the other Party upon discovery of a breach of the portal system or its data. The Party to which the breach is allocated shall have 90 days to report to the other Party what steps have been taken to protect the information from future compromise. ISP shall notify the Participating Agency if any individually identifiable information or data related to submitted reports has been improperly disclosed. Once the nature of the breach has been determined, the ISP will work with the Participating Agency to facilitate proper notification to affected individuals in accordance with the Personal Information Protection Act (“PIPA”). Under PIPA, personal information is defined as an individual’s first name or initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

- (1) Social Security number;

- (2) Driver's license number or state identification card number;
- (3) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account;
- (4) Medical Information;
- (5) Health Insurance Information; or
- (6) Unique Biometric Data generated from measurements or technical analysis of human body characteristics used by the owner or licensee to authenticate an individual, such as a fingerprint, retina or iris image, or other unique physical representation or digital representation of biometric data.

Personal information will be considered to be acquired, or reasonably believed to be acquired, by an unauthorized person in any of the following situations:

- (1) Loss of documents – lost or stolen documents containing personal information;
- (2) Loss of computing system – Loss of any server, desktop, laptop, or personal digital assistant (PDA) containing unencrypted personal information;
- (3) Hacking incident – A successful intrusion of a computer system via the network;
- (4) Unauthorized data access – The access or attempt to access data by individuals who are unauthorized to access that data. This includes situations where individuals have received data that they are unauthorized to access: emails sent to the wrong recipient, paper documents sent to the wrong recipient and incorrect computer access settings. This also covers situations where unencrypted personal information has been downloaded, copied or used by an unauthorized person.

#### **ARTICLE IX. SUSPENSION/TERMINATION OF SERVICE**

ISP shall inform Participating Agencies of backup reporting methods for use in the event of outage or disruption of the portal or the Participating Agency's ability to utilize the portal. ISP reserves the right to immediately and unilaterally suspend or terminate the Participating Agency's access to the Portal when any term of this Agreement is violated. If this agreement is terminated, the Participating Agency will still have an obligation to report Clear and Present Danger Determinations as required by applicable state law. If this Agreement is terminated, ISP will provide written notice to the Participating Agency of the physical or electronic address for reporting Clear and Present Danger Determinations. Suspended service shall only be resumed upon such terms and conditions as the ISP shall deem appropriate under the circumstances. Suspension may be followed by termination if deemed necessary by ISP.

**ARTICLE X: NOTICES**

All required notices shall be delivered to the following:

To the Participating Agency:

Name:

Title:

Agency:

Email Address:

To the ISP:

Name: Office of Firearms Safety

Email Address: [ISP.CCW.Illinois@illinois.gov](mailto:ISP.CCW.Illinois@illinois.gov)

Address: 801 South 7<sup>th</sup> Street,  
Springfield, Illinois 62703

\_\_\_\_\_  
Participating Agency (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Illinois State Police

\_\_\_\_\_  
Date



# Huntley Community School District 158

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

**DATE:** March 16, 2023  
**TO:** Dr. Scott Rowe, Superintendent  
**FROM:** Adam Dean, Chief Safety & Security Officer  
**RE:** School Safety- Clear and Present Danger reporting

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## **Background:**

School safety is one of the leading priorities in Huntley Community School District 158. Guidelines are set forth by the Illinois State Board of Education to assist as a blueprint for setting up a safe school environment. A recently updated safety layer is the Clear and Present Danger reporting form. Our outside partners; ISBE, Illinois State Police and legal teams have collaborated on the updated reporting format and user agreement. A short presentation will be given on the process.

## **Recommendation:**

Board approval is asked with regards to the user agreement and use of the school administrator for submission of clear and present danger reports.