

Regular Agenda

Date: Thursday, December 21, 2023

Meeting: Regular Meeting with Closed Session as per OMA and 5ILCS120/2c

Time: 6:00 PM

Location: District Office
650 Dr. John Burkey Drive
Door 2
Algonquin, IL 60102

Mission Statement: Our learning community will educate and empower all students always.

Board of Education Members: President, Mr. Paul Troy; Vice President, Mr. Sean Cratty; Secretary, Mrs. Melissa Maiorino; Mr. Rich Bobby; Mr. Andy Fekete; Mrs. Laura Murray

Agenda

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

1. **Call to Order / Roll Call (A)** (Mr. Bittman)
Call to order the Regular Meeting at __ p.m. A quorum must be met.
Roll Call: Ayes / Absent / Motion _____
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
2. **Closed Session / Roll Call (A)** (Mr. Bittman)
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; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
Roll Call: Ayes / Nays / Absent / Motion _____
 1. **Exit or Suspend Closed Session / Voice Call (A)**
Move to exit or suspend closed session at __ p.m. and return to open session.
Voice Call: Ayes / Nays / Motion _____
3. **Resume in Public Session / Roll Call (A)** (Mr. Bittman) *approx. 7:00 p.m.*
Resume the Regular meeting at __ p.m.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
Roll Call: Ayes / Absent / Motion _____
4. **Action as Required / Roll Call** (Mr. Bittman)
Will come from the Board.
Roll Call: Ayes / Nays / Absent / Motion _____
Action: Recommendation will come from the Board.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
5. **Pledge of Allegiance** (Mr. Bittman)
The December High Five Winners will be leading us in the Pledge:
Maya Kindzierski - 1st grade Chesak, Nicole Budyk - 5th grade Conley, Anthony Masi - 1st grade Mackeben, Emily Steele - 5th Grade Martin, Grace Parotto - 3rd grade Leggee, Michael Rodriguez - 8th grade Heineman, Anthony Madison - 8th grade Marlowe, Jana Boudreau - 11th grade HHS, Daniel Barrera - Light
6. **Student Scoop (R)** (Ms. Lombard)
Tonight we welcome Anuska Chakraborty, NJHS President and Sanjana Saravanan, Student Council President, both students are from Heineman Middle School. They will present a student's perspective on Middle School.
7. **Public Comment** (Mr. Bittman)
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.

8. **Suspend Regular Meeting (A)** (Mr Bittman) (*approx. 7:15 p.m.*)
Motion to suspend the regular meeting at _ p.m. to hold the Levy Hearing.
Roll Call: Ayes / Nays / Motion _
9. **Levy Hearing (A)** (At Approximately 7:15 p.m.)
10. **Resume Regular Meeting (A)** (Mr. Bittman)
Resume the Regular Meeting at ____ p.m.
Roll Call: Ayes / Absent / Motion _____
11. **Revision and Adoption of the Agenda / Voice Call (A)** (Mr. Bittman)
Move to adopt the agenda as presented (or with changes).
Action: Adoption of the Agenda.
Voice Call: Ayes / Nays / Motion _____
12. **Superintendent's Report (R)** (Ms. Lombard)
Updates will be provided at this time.
Recommendation: For informational purposes only
 1. **Donations** (Ms. Lombard) 8
13. **Assistant Superintendent Learning and Innovation (R)** (Dr. MacCrindle)
Updates will be provided at this time.
Recommendation: For informational purposes only.
14. **Assistant Superintendent of Special Services (R)** (Mrs. Gill)
Updates will be provided at this time.
Recommendation: For informational purposes only.
 1. **Special Olympics Presentation**
15. **Community Relations & Student Outreach** (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)
 1. **Freedom of Information Act (FOIA) Requests (R)** 9
A monthly report on the FOIA requests is provided in the packet.
Recommendation: For informational purposes only.
16. **President's Report** (Mr. Bittman)
 1. **HEA update** (Mr. Aney)
 2. **Board Discussion (D)** (Mr. Bittman)
The Board will have a discussion about new business items.
17. **Consent Agenda (A)** (Mr. Bittman)
All the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption, revisions are presented here.
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
Roll Call: Ayes / Nays / Motion _
Recommendation: Seeking approval and adoption of the Consent Agenda as follows:
 1. **Board of Education** (Mr. Bittman)
 1. **Minutes (A)** 11
The minutes from November 2, 2023, and November 9, 2023, are presented for approval.
Recommendation: Seeking approval as presented.
 2. **Vehicular Control - Intergovernmental Agreements (A)** 18
The Intergovernmental Agreement between HCSD and LITH PD and Huntley PD.
Recommendation Seeking approval as presented.
 2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman, Mr. Thompson)
 1. **HR Personnel (A)** (Dr. Zehr) 27
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.
Recommendation Seeking approval as presented.²

2.	<u>Perspectives LTD Consulting Agreement (A)</u> (Dr. Zehr)	<u>31</u>
	Dr. Zehr will present the Consulting Agreement with Perspectives LTD. Recommendation: Seeking approval as presented.	
3.	<u>Home/Hospital Instruction (HHI) Rate Recommendation (A)</u> (Dr. Zehr)	<u>42</u>
	Dr. Zehr will present the HHI Rate Recommendation. Recommendation: Seeking approval as presented.	
3.	<u>Finance Committee</u> (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)	
1.	<u>Payables (A)</u> (Mr. Altmayer)	<u>44</u>
	Mr. Altmayer will seek approval of the Purchase Orders issued at \$828,989.86; Accounts Payable issued at \$14,800.67; Imprest issued at \$144,388.82 and Disbursements issued at \$9,406,728.91, as presented. Recommendation Seeking approval as presented.	
2.	<u>Revenue Contracts (A)</u> (Mr. Altmayer)	<u>45</u>
	Mr. Altmayer will seek approval of the revenue contracts for various fundraising activities. Recommendation: Seeking approval as presented.	
4.	<u>Legislation/Policy Committee</u> (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)	
1.	<u>Policy Updates (A)</u> (Ms. Lombard)	<u>54</u>
	Administrations request the First Reading of Policy. Recommendation: Seeking approval as presented.	
18.	<u>Action Items / Roll/ Voice Call</u> (Mr. Bittman)	
	Action items require a motion and a second; discussion if needed; and roll call.	
1.	<u>Huntley Education Association and Huntley #158 Board of Education Collective Bargaining Agreement (A)</u> (Dr. Zehr)	<u>228</u>
	Dr. Zehr will present the HEA and BOE Collective Bargaining Agreement for School Years 2024 - 2027. Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	
2.	<u>Supplemental Purchase Orders (A)</u> (Mr. Altmayer)	<u>268</u>
	Administration recommends approval of the Supplemental Purchase Orders Report at \$2,895,358.20 and Supplemental Accounts Payable at \$14,589.39 as presented. Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	
3.	<u>Levy 2023 - Property Tax Extension (A)</u> (Mr. Altmayer)	<u>323</u>
	The Tax Levy Hearing was held at 7:15 pm on December 21, 2023 at the Administration Building, seeking approval of the 2023 Levy presented at the Levy Hearing. Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	
4.	<u>Alliant Consulting Service Agreement (A)</u> (Dr. Zehr)	<u>332</u>
	Dr. Zehr will present the Alliant Consulting Service Agreement Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	
5.	<u>Authorized Agent of the District 158 Board of Education for energy procurement contract (A)</u> (Mr. Renkosik)	<u>348</u>
	The Board moved forward the Energy Procurement Contract for the BOE. Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	
6.	<u>Asphalt Crackfill, Sealcoat, and Traffic Painting Bid #2023-43 (A)</u> (Mr. Renkosik)	<u>349</u>
	The Board moved forward Bid #2023-43. Recommendation: Seeking approval as presented. Roll Call: Ayes / Nays / Motion _	

7. **Change Order No. 4 to the Agreement with Veregy**
Guaranteed Energy Savings Contract project RFP 2022-32 EV Bus Electrical Initiative (A) (Mr. Renkosik)
 Mr. Renkosik will review change order number 4.
Recommendation: Seeking approval as presented.
Roll Call: Ayes / Nays / Motion _

8. **Roof System Replacement and Repairs Bids # 2023-68 (A)** (Mr. Renkosik)
 Mr. Renkosik will discuss the Roof System Replacement and Repair Bids #2023-68.
Recommendation: Seeking approval as presented.
Roll Call: Ayes / Nays / Motion _
19. **Public Comment** (Mr. Bittman)
 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.
20. **Adjournment (A)** (Mr. Bittman)
Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
 Motion to adjourn the meeting at __ p.m.
Voice Call: Ayes / Nays / Motion _____

December 2023 HMS “Student Scoop” Names

Anushka Chakraborty - 8th grade

Sanjana Saravanan - 8th grade

December 2023 Huntley High Five Student Nominations

CHESAK

Maya Kindzierski - 1st grade

Maya is being acknowledged this evening for embodying our school-wide theme of Kindness in November. She consistently spreads kindness by greeting everyone with a warm smile and offering hugs. Maya is a constant source of support for her peers in class, exhibiting leadership qualities and assisting those who need extra help. Her entire day is dedicated to thinking about how she can help others. Thank you, Maya, for consistently showering us with your random acts of kindness!

CONLEY

Nicole Budyk - 5th grade

At this year's family literacy night, Nicole and her family hosted a table at our multilingual station. She dressed in her beautiful traditional Polish garments, shared treats from Poland and educated an entire school about the culture she is so proud of! This is the first time we have offered an opportunity like this and Nicole was the first student to present herself and her culture to families and peers. Sometimes, that takes bravery! Many families were impressed with Nicole and are inspired to present their own cultures at our next family literacy night! We are proud of Nicole, we are thankful for her family, and we hope she knows how many others she inspired! Way to go Nicole!

MACKEBEN

Anthony Masi - 1st grade

Anthony has been a kind and supportive friend to students in his classes. He supports and shares strategies with his friends when they are feeling upset. His caring heart does not go unnoticed and he is appreciated by all his teachers and friends. Anthony has done extremely well in following the classroom expectations and encourages his friends to also follow those expectations. Anthony has included others during recess and participates appropriately during math games and literacy activities.

MARTIN

Emily Steele - 5th grade

Emily exudes positivity and a willingness to learn that is deeply admired. Her peers recognize these attributes as well, and consequently, she is incredibly well-liked and respected by her classmates. She is a leader because she embodies characteristics such as empathy, kindness, cooperation, imagination, perseverance, and a million other wonderful qualities. Emily is a positive role model for others at Martin Elementary.

LEGGEE

Grace Parotto - 3rd grade

Grace goes above and beyond in everything she does in our class. She is always prepared, following along, and participating during instruction. She offers help to classmates who need it without being asked. She is a lovely role model in my classroom! Keep it up, Grace!

HEINEMAN MS

Michael Rodriguez - 8th grade

Michael is being recognized tonight for to his positive contributions to the Huntley community. Michael can be found each day smiling and laughing inside the HMS walls. However, impact extends beyond our campus. Michael recently had a leading role in the HMS production of "Fiddler on the Roof." He also played a role in Del Webb's production of "The Sound of Music," where we hear the cast and audience loved him!!!. Michael, thank you for being a great representative of HMS and District 158 both in our school and in our community.

MARLOWE MS

Anthony Madison - 8th grade

Anthony exemplifies Marlowe's key tenets of being respectful, responsible, safe, and involved. He challenges himself in and out of the classroom and is active in many extracurricular activities, such as cross country and basketball. Many parents and faculty members have said that the favorite part of their day is to see Antony and his friends playing their daily game of football in front of Marlowe. As the weather has gotten colder, Anthony has advocated for indoor space t keep his fellow Mustangs active in the morning, which has resulted in the MMS staff exploring the option of offering student intramural activities. Anthony always has a smile on his face and is kind to all of those around him. He is a role model for his fellow Mustangs, and we are so proud of all he has accomplished!

HHS

Jana Boudreau - 11th grade

Jana Boudreau is a student in her first year at Huntley High School as a Junior. She is in my Global Studies Class (primarily a Freshman class) for a Social Studies credit.

She is a shining example for the other students in the class on how to be a good student AND a good person. She participates fully in class. She is timely. She works from bell to bell. She answers questions in class. She is kind. She is friendly. She is the Raider Way all the time. I wish that I had a whole class full of Jana Boudreau's because she does such a nice job in Global Studies here at HHS.

LIGHT

Daniel Barrera

Danny has made tremendous progress while participating in the LIGHT program. He is able to maintain his job with no job coaching by utilizing the people and resources surrounding him. His improvement in his social skills help him develop relationships with peers. He continues to challenge himself to engage in physical activity. Running is now one of his favorite things to do! He successfully uses technology to make him more independent. Danny's growth in his self-confidence has helped him realize his strengths in order to engage in new activities in his independent life.

Building	Name of Donor	Amount	Purpose of Donation
HHS	Gary Nischke	\$250.00	Sponsorship for wrestling
HHS	Michael Raucci	\$250.00	Sponsorship for wrestling
HHS	Enhanced Networks, INC	\$500.00	Sponsorship for wrestling
HHS	Village Inn Family Restaurant	\$250.00	Sponsorship for wrestling
HHS	Ground Breakers, INC	\$500.00	Sponsorship for wrestling
HHS	Wrestling Weight Class	\$250.00	Sponsorship for wrestling
HHS	Brinks & Ivy LLC	\$500.00	Sponsorship for wrestling
HHS	Hallmark Constuction	\$250.00	Sponsorship for wrestling
HHS	Heartland Bank	\$800.00	Touchdown Donation
HHS	John M Smith Youth Sports	\$601.00	Dance
HHS	Cersi Renovations	\$250.00	Sponsorship for wrestling
HHS	Biosca Law, INC	\$500.00	Sponsorship for wrestling
HHS	Huntley Grid Iron Club	\$1,500.00	Playoff bus transportation
HHS	M/M Papcke	\$400.00	Math Team
HHS	FYH Bearings	\$5,000.00	HS Incubator Program

Request #	Date Rec'd	Type	Requested by:	Request:	Status:	Date Completed:	Time Spent Preparing	Approx. Cost to D158	Notes
2023-106	10/27/23	Email	Sandi Markey	"All complaints, investigations, inspection records, reports, images, notes, intakes, correspondence, findings, and all other related file contents regarding and food related illnesses / poisoning incidents from 08/01/2023 to present date suspected and confirmed to have occurred at Huntley High School. "	DONE	11/3/23	4	\$240	
2023-107	11/5/23	Email	Lisa Arvanites	All video and audio recordings of the nine school board applicants interviews from Monday October 23rd, 2023 as well as the three second round applicant interviews from Thursday November 2nd, 2023.	DONE	11/10/23	0.25	\$15	
2023-108	11/5/23	Email	Sarah Jane	Requesting all video and audio recordings of all nine school board applicant interviews from Monday October 23rd, 2023 in addition to the follow up interviews of all 3 applicants held on Thursday November 2nd, 2023.	DONE	11/10/23	0.25	\$15	
2023-109	11/5/23	Email	Kathy Ober	All video and audio recordings of the nine school board applicant interviews from Monday, October 23rd, 2023, as well as the three second round applicant interviews from Thursday November 2nd, 2023.	DONE	11/10/23	0.25	\$15	
2023-110	11/5/23	Email	Jessica Smith	All video and audio recordings of the nine school board applicants interviews from Monday October 23rd, 2023 as well as the three second round applicant interviews from Thursday November 2nd, 2023.	DONE	11/10/23	0.25	\$15	
2023-111	11/5/23	Email	Loretta Cattani	All video and audio recordings of the nine school board applicants interviews from Monday October 23rd, 2023 as well as the three second round applicant interviews from Thursday November 2nd, 2023.	DONE	11/10/23	0.25	\$15	
2023-112	11/5/23	Email	Claire O'Brien / NWH	Emails/texts sent between board members since October 9, 2023 regarding the board vacancy Emails/texts sent between board members since October 9, 2023 regarding Dana Wiley's application for the vacant board seat Any communications between board members/district officials and Dana Wiley since October 9, 2023 All expenses incurred by the school board members and district officials since September 15, 2023 All FOIAs filed since October 1, 2023	DONE; requested extension to 11/17	11/17/23	6	\$360	
2023-113	11/6/23	Email	Gina Marie Cantonese	All video and audio recordings of the nine school board applicants interviews from Monday October 23rd, 2023 as well as the three second round applicant interviews from Thursday November 2nd, 2023.	DONE	11/13/23	0.25	\$15	
2023-114	11/6/23	Email	Inspire158	- All video recordings of the 9 school board applicant interviews from 10/23/23 - All video recordings of the follow up interviews conducted on 11/2/23 - Video recording of both Special Meetings on 10/23/23 - If videos are unavailable, please provide audio and/or transcripts pertaining to this request	DONE	11/13/23	0.25	\$15	
2023-115	11/8/23	Email	Jennifer Massman	All video and audio recordings of the nine school board applicants interviews from Monday October 23rd, 2023 as well as the three second round applicant interviews from Thursday, November 2nd, 2023.	DONE	11/14/23	0.25	\$15	
2023-116	11/9	Email	Melissa Mairorino	All video footage and audio recordings from the nine school board candidate interviews conducted on October 23rd, 2023 as well as all video or audio recordings from the second round interviews conducted by the board on November 2nd, 2023. In the event district or the board considers denying my FOIA request, please preserve said video and/or audio recordings until the Public Access Counselor (PAC) of the Attorney General's Office and the 22nd Judicial Circuit Courts can hear and rule on the matter.	DONE	11/16/23	0.25	\$15	
2023-117	11/10	Email	Mike Gogola	All video and audio recordings of the nine school board applicant interviews from Monday, October 23rd, 2023, as well as the three second round applicant interviews from Thursday, November 2nd, 2023.	DONE	11/17/23	0.25	\$15	
2023-118	11/10	Email	Sarah Jane	Pursuant to the Freedom of Information Act, I am requesting all copies of emails, sent from Andy Bittman, School Board President, from November 2 to November 10, to the 9 candidates for school board, asking if they were willing to release their interview tapes as well as each's response	DONE	11/17/23	0.25	\$15	
2023-119	11/16	Email	Katharine Casey	Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to inspect or obtain copies of public records related to the literacy curriculum used within your district. Specifically, I am looking for: 1) the names of the universal/core curricula currently used to teach reading in Kindergarten through 3rd grade, 2) the grade levels these are used if there are multiple reading curricula, 3) the dates the reading curricula were purchased, 4) and if there are plans to purchase different literacy curricula in the future.	DONE	11/27/23	1	\$60	
2023-120	11/17	Email	Sarah Jane	As a follow up to my previous FOIA, I am requesting records of any phone calls or text messages made by Andy Bittman, Jessica Lombard as well as any of the other school board members, to the 9 candidates for the vacant school board position regarding their thoughts on whether the district should release their taped interview to the public.	DONE	11/28/23	0.25	\$15	

2023-121	11/20	Email		At the 3:04 mark of the Regular Board Meeting on 11/9/23 Board President Andy Bittman stated: "We recorded the video of the interviews of the nine candidates with the intention of putting them out there, and then we would put them out there after the appointment was made. We made the appointment at 12:35am on Friday - last Friday - and there was some people who were out of the office in the district, so they didn't go out on Friday morning. Over the weekend we received several FOIAs requesting specific information about the interviews as well as the second round interviews. This was all done under closed session and we stopped and we reflected on it, and someone in the district actually went down and got legal advice on this, and the attorney [inaudible] 'do not release any information from closed session'. So for that reason, at this point, we're not going to move forward with releasing any of the videos. We have done this in the past. If you look in 2013, 2018, and 2020, those interviews were done under open session. So, there was no question. In fact, anyone could have walked in and watched them. In 2022, it was done in closed session, which reflects our policy, which is what we have here. And I know there's a lot of questions about this - why are you hiding them - and things like that. I would like to make it very clear I would love these videos to get out. I'm going to respect the advice we get from our attorney. I think what everyone will see is nine very passionate people about this district who would love to volunteer their time to be up here and help that. In my opinion, we had nine qualified candidates to be up here, every one of them offering a unique voice, and do that. But in 2025, there will be 5 seats open. So, I hope all of them run for this and bring their voices to the table. Again, I know [inaudible] out there, but in the end, we're gonna follow the advice of the legal side." •Please provide a copy of all attorney invoices, emails, correspondences, and/or notes for legal counsel, guidance, advice or services related to the 10/23/23 and 11/2/23 school board candidate interviews and the release of FOIA requested video and/or audio recordings of school board candidate interviews from 10/23/23 and 11/2/23. •Please provide the date, time and session type (open or closed) when the board "stopped and reflected on it". Please provide the policy for "reflection". •Please provide copies of emails, and/or text messages as well as the dates, times and duration of all phone calls related to the boards "reflection" and discussion and decision of legal advice. •Please provide the name of the "someone in the district" (district employee or board member) who "actually went down and got legal advice on this" and initiated contact with said attorney upon the receipt of numerous FOIA. •Please provide the name of the attorney that was contacted by the emp or board member referred to as "someone in the district". •Please provide the option choices proposed by the advising attorney and clarify if the attorney specifically or directly advised the board not to release the requested recordings or simply offered to defend the district's position in whatever option they chose. •Please provide the dates, times and length of all phone calls, conference calls, or zoom calls conducted with district attorneys regarding candidate interview recordings. •Please provide copies of all communications including but not limited to emails, text messages, memos or notes between Kimberly Moore, Denise Barr, Jessica Lombard, the board of education (or any combination thereof) regarding the advice of counsel regarding the release of candidate interview recordings. •Please provide the date, time and location that the board of education was informed of the district attorney's advice. (Individually or as a group)	DONE	11/29/23	1	\$60	
			Melissa Mairorino	•Please provide the date, time, location and manner of the school board's discussion and ultimate decision not to release the recordings. For the period of 7/1/19- 11/20/23:					
2023-122	11/20/23	Email	Melissa Mairorino	•Please provide a list of all law firms and/or attorneys utilized by Huntley Community School District 158 and/or its Board of Education when seeking advice, clarification, guidance, defense and/or representation of legal matters. •Please provide copies of all contracts and/or retainer agreements between Huntley School District 158, and/or its Board of Education and aforementioned attorneys and law firms. •Please include any agreements or sub agreements for legal representation retained by CLIC Liability Insurance Company and/or its affiliate insurance companies on behalf of Huntley School District 158 or its Board of Education. •Please be sure to include all billing hour rates or flat fees charged for each attorney or law firm. If retained through CLIC or its affiliates, please indicate if fees are covered as part of the district's liability insurance policy or a separate billing agreement.	DONE	11/30/23			
2023-123	12/4/23	Email	Patrick Lee	"I am doing public research and would like to request your latest IAQ and Environmental Testing for your schools. I am seeking the actual report that includes mold spore sampling data for each of your schools. I understand if certain floorplan info needs to be redacted from the reports and I pre-accept these redactions as you see required. If you have not ever conducted any IAQ and Environmental Testing for your schools, you can let me know in your response accordingly."	DONE	12/8/23	1	\$60	

Finance Agenda

Date: Thursday, November 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. Andrew Bittman; Vice President, Mrs. Laura Murray; Secretary,

Mr. Paul Troy; Mr. Sean Cratty; Mr. Michael Thompson; Mr. Anthony Quagliano; [SEP]

Agenda

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

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

Call to Order the Committee of the Whole meeting for Thursday November 2, 2023 at 6:00p.m.

A quorum was met.

Roll Call: Ayes 6/ Absent / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Tony arrived @ 6:03pm

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

The following veterans from our district lead us in the Pledge.

Cindy Fuhrer, Josh Homuth, William Johnson and Rolando Torres

3. **Public Comment**

Public comment was made by Jill Cataldo and Joan Davis.

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

Motion to adopt the agenda as presented or with changes.

Voice Call: Ayes 6 / Nays 0/ Motion Carried

Recommendation: Seeking approval of the agenda.

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

1. **HHS Course Proposals for 2024-25 (A)** (Dr. MacCrindle)

Dr. MacCrindle presented proposed HHS courses for implementation in the 2024-25 school year. The 2024-25 courses were moved forward to the Regular Meeting on November 9, 2023

Recommendation: Seeking approval as presented.

2. **Illinois School Report Card Update (R)** (Dr. MacCrindle)

Dr. MacCrindle presented the data on the 2023 Illinois Report Card. The Board asked several questions about the information they were received.

Recommendation: This report is for informational purposes.

6. **Special Education (A)** (Mrs. Murray, Mr. Troy)

1. **Transportation Vehicle Purchase (A)** (Ms. Gill)

Mrs. Gill sought approval to purchase a wheelchair accessible 12+1 passenger activity bus and a wheelchair accessible minivan. This was moved forward to the Reg. Mtg. on November 9, 2023.

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

2. **CPI Training Contract with CPI (A)** (Ms. Gill)

Mrs. Gill sought the approval of a training contract with CPI (non-violent crisis prevention intervention)

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

7. **Human Resources Committee** (Mr. Cratty, Mr. Bittman)

1. **2024-2025 School Calendar (A)** (Dr. Zehr)

Dr. Zehr presented the proposed school calendar for the 2024-2025 school year.

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

8. **Community Engagement** (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)

1. **FOIA Postings (A)** (Mrs. Barr)

Mrs. Barr had a recommendation for the board regarding future FOIA postings. This was moved to the

December Regular Meeting.

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

9. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

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

The Finance Committee submitted purchase orders at \$397,681.27; imprest checks at \$74,619.95; accounts payable at \$12,025.32; and disbursements issued at \$2,547,073.58; 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 the next Regular Board Meeting.

5. **FY23 Audit (A)** (Mr. Altmayer)

Mr. Chris Scalet, our Auditor and Partner from Evans, Marshal and Pease, was here to present the FY23 Audit Report and results. The administration is seeking approval of the FY23 Audit. Mr. Scalet commended Ms. Sykora on all the work she and her fiscal team did to prepare for the audit.

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

6. **Levy Hearing (A)** (Mr. Altmayer)

Mr. Altmayer sought approval to hold the Levy Hearing on December 21, 2023.

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

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

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

Mr. Renkosik gave the report on O&M project updates.

Recommendation: For informational purposes only.

2. **Change Order No. 2 to contract with Schroeder Asphalt Services for Pavement Improvements Bid 2022-19a (A)** (Mr. Renkosik)

Mr. Renkosik reviewed the Change order #2 on the Schroeder Asphalt Services for pavement improvements Bid 2022-19a for the Board.

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

3. **Change Order No. 1 to contract with Jensen's Plumbing and Heating for Boiler Preheat Make Up Air Units at Heinemann (A)** (Mr. Renkosik)

Mr. Renkosik reviewed the change order #1 with Jensen plumbing and heating.

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

4. **Extension of Service Agreement with Advantage Mechanical for HVAC Preventative Maintenance (A)** (Mr. Renkosik)

Mr. Renkosik reviewed the Service agreement with Advantage Mechanical.

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

11. **Legislation/Policy Committee** (Mr. Bittman-chair, Mr. Quagliano, Mrs. Murray)

1. **Legislation Updates (R) – no update**

12. **Board of Education** (Mr. Bittman)

1. **2023 Delegate Assembly (A)** (Mr. Bittman)

Mr. Bittman lead the discussion regarding the 2023 IASB Delegate Assembly Proposals and Resolutions. Members will convey and debate their position on the proposed resolutions. The BOE discussed the resolutions. Mr. Troy will attend the Delegate Assembly.

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

2. **Minutes (A)**

The following meeting minutes were review and moved forward to the next Regular Meeting. October 5th and October 12th minutes.

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

13. **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.

14. Closed Session / Roll Call (A) (Mr. Bittman)

Move to enter into Closed Session at 8:36p.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; (3) Board Vacancy; (11) Litigation; (21) Discussion of minutes of meetings lawfully closed under this Act.

Mr. Bittman moved, Mr. Quagliano 2nd.

Roll Call: Ayes 6/ Nays 0/ Absent 0/ Motion Carried

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

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

Resume the Committee of the Whole meeting at 12:34 am

Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Roll Call: Ayes 6/ Absent 0/ Motion Carried

16. Adjournment (A) (Mr. Bittman)

Motion to adjourn the meeting at 12:35 a.m.

Voice Call: Ayes 6/ Nays 0/ Motion Carried

Regular Agenda

Date: Thursday, November 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. 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. Bittman)

Call to order the Regular Meeting at 6:01p.m. on November 9, 2023. A quorum was met.

Roll Call: Ayes 5/ Absent 1-Mr. Thompson / Motion Carried

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson

Mr. Thompson was absent

2. **Seat New Board Members / Call to Order / Roll Call (A)** (Mr. Bittman)

The Board will seat Dana Wiley.

1. **Oath of Office of New Board Members (A)** (Mr. Bittman)

As part of the Organizational Board of Education meeting (Policy 2:210), the school board members take an official oath according to P.A. 49-0881 and Policy 2:80 and adopt the Code of Conduct.

Mrs. Wiley took her official oath of office.

3. **Closed Session / Roll Call (A)** (Mr. Bittman)

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; **(3)** Board Vacancy; **(11)** Litigation; **(14)** Discussion of minutes of meetings lawfully closed under this Act.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes 6/ Nays 0/Absent 0/ Motion Carried

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

Move to exit or suspend closed session at 7:10 p.m. and return to open session.

Voice Call: Ayes 6/ Nays 0 / Motion Carried

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

Resume the Regular meeting at 7:14 p.m.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

Roll Call: Ayes 6/ Absent 0/ Motion Carried

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

Action from closed session was hiring a research firm. CESO will assist in research.

Roll Call: Ayes 5/ Nays 0 /Present 1- Mr. Troy/ Motion Carried

Action: Recommendation will come from the Board.

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley

5. **Pledge of Allegiance** (Mr. Bittman)

The November high Five Winners lead us in the Pledge:

Wyatt Schneider - Conley, Ben Kasules - Leggee, Thomas Braaten - Light,

Colton Burgstiner - Mackeben, Artsiom Pichulis - Marlowe, Solomia Guerrero - Martin, Jonathon Nelson - HHS

- Jonathon Daly - Chesak - Alexia Kennedy - Heineman

6. **Student Recognition by the Board of Education** (Mr. Bittman)

The Board of Education recognized the following Middle School students for their highly prestigious honor to be selected for the ILMEA, as it is very competitive in our region.

Student(s) Recognized:

Heineman Middle School: Pam Jorgensen and Laura Whitaker

Evie Mason
Aaron Reeves
Austin Rabig
Isa Gomez
Theo Herath

Marlowe Middle School:

Maggie Day
David Gatto
Jazmine Burrows
Olivia Naydenoff
Harini Pramodh
Leah Thorstenson

Presenter(s):

Pam Jorgenson (Band Director, HMS); Anthony Camarda, MMS

7. Student Scoop (R) (Ms. Lombard)

Tonight we welcome Wyatt Farina from Mrs. Kmiecik and Semra Abdyrazak from Mrs. Amador's class. They will present a student's perspective presentation on Mackeben Elementary.

8. Public Comment (Mr. Bittman)

Corrine Burns, Kari Cross and Rich Bobby made public comments.

9. Revision and Adoption of the Agenda / Voice Call (A) (Mr. Bittman)

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

Action: Adoption of the Agenda.

Mr. Bittman moved, Mr. Quagliano 2nd

Voice Call: Ayes 7/ Nays 0/ Motion

10. Superintendent's Report (R) (Ms. Lombard)

Updates will be provided at this time.

Recommendation: For informational purposes only

1. Donations (Ms. Lombard)

Charles Aid Foundation America (CAF America) made a \$700.00 donation to the girls' golf team.

Huntley Festival Foundation, Inc. made a \$1000.00 donation to football.

Hoffie Nursery provided plants/flowers for the HHS Courtyard. This allows the SES programs to engage in therapeutic activities.

SBPTA and Platt Hill donated trees to be planted around Conley's playground.

11. Assistant Superintendent Learning and Innovation (R) (Dr. MacCrindle)

Updates will be provided at this time.

Recommendation: For informational purposes only.

12. Assistant Superintendent of Special Services (R) (Mrs. Gill)

Updates will be provided at this time.

Recommendation: For informational purposes only.

13. Community Relations & Student Outreach (Mrs. Murray-chair, Mr. Thompson, Mr. Cratty)

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

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

Recommendation: For informational purposes only.

14. President's Report (Mr. Bittman)

Recommendation: For informational purposes only.

1. Board Discussion (D) (Mr. Bittman)

The Board will have a discussion about new business items.

15. Consent Agenda (A) (Mr. Bittman)

All of the following Consent Agenda items have gone through the Committee of the Whole. Prior to adoption,

revisions are presented here.

Mr. Bittman moved, Mr. Cratty 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

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

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

1. **Minutes** (A)

The following minutes are presented for approval.

Recommendation: Seeking approval of the Board as presented.

2. **Human Resources Committee** (Mr. Cratty-chair, Mr. Bittman)

1. **2024-2025 School Calendar** (A) (Dr. Zehr)

Dr. Zehr will present the proposed school calendar for the 2024-2025 school year.

Recommendation: Seeking approval of the Board as presented.

2. **HR Personnel** (A) (Dr. Zehr)

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

Recommendation: Seeking approval of the Board as presented.

3. **Finance Committee** (Mr. Quagliano-chair, Mr. Bittman, Mr. Thompson)

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

Mr. Altmayer will seek approval of the Purchase Orders issued at \$397,681.27; Accounts Payable issued at \$12,025.32; Imprest issued at \$74,619.95 and Disbursements issued at \$2,547,073.58, as presented.

Recommendation: Seeking approval of the Board as presented.

2. **FY23 Audit** (A) (Mr. Altmayer)

Mr. Chris Scalet, our partner from Evans, Marshal and Pease, presented the FY23 Audit Report and results at the November COW. The administration is seeking approval of the FY23 Audit.

Recommendation: Seeking approval of the Board as presented.

3. **Levy Hearing** (A) (Mr. Altmayer)

Mr. Altmayer will seek approval to hold the Levy Hearing on December 21, 2023.

Recommendation: Seeking approval of the Board as presented.

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

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

Recommendation: Seeking approval of the Board as presented.

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

1. **Change Order No. 1 to contract with Jensen's Plumbing and Heating for Boiler Preheat Make Up Air Units at Heinemann** (A) (Mr. Renkosik)

Recommendation: Seeking approval of the Board as presented.

2. **Extension of Service Agreement with Advantage Mechanical for HVAC Preventative Maintenance** (A) (Mr. Renkosik)

Recommendation: Seeking approval of the Board as presented.

3. **Change Order No. 2 to contract with Schroeder Asphalt Services for Pavement Improvements Bid 2022-19a** (A)(Mr. Renkosik)

Recommendation: Seeking approval of the Board as presented.

5. **Curriculum Committee** (Mr. Thompson-chair, Mr. Troy)

1. **HHS Course Proposals for 2024-25** (A) (Dr. MacCrindle)

Seeking approval for new courses to add to the HHS Course Offerings for the 2024-25 school year.

Recommendation: Seeking approval of the Board as presented.

6. **Special Services** (Mrs. Gill)

1. **CPI Training Contract with CPI** (A) (Ms. Gill)

The district is seeking the approval of a training contract with CPI (non-violent crisis prevention intervention)

Recommendation: Seeking approval of the Board as presented.

2. **Transportation Vehicle Purchase** (A) (Ms. Gill)

Seeking the approval to purchase a wheelchair accessible 12+1 passenger activity bus and a

wheelchair accessible minivan.

Recommendation: Seeking approval of the Board as presented.

16. **Action Items / Roll/ Voice Call** (Mr. Bittman)

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

1. **2023 Delegate Assembly (A)** (Mr. Bittman)

Mr. Bittman lead a discussion of the 2023 IASB Delegate Assembly Proposals and Resolutions. Members will convey and debate their position on the proposed resolutions. Mr. Troy will take information to the Delegate Assembly.

Recommendation: Seeking approval of the Board as presented.

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

Administration recommends approval of the Supplemental Purchase Orders Report at \$2,686,457.46 and Supplemental Accounts Payable at \$13,348.04 as presented.

Mr. Quagliano moved, Mr. Cratty 2nd

Roll Call: Ayes 6/ Nays 0/ Motion Carried

Recommendation: Seeking approval of the Board as presented.

3. **Preliminary Tax Levy (A)** (Mr. Altmayer)

The Preliminary Tax Levy 2023 will be presented for approval in preparation for the December Levy Hearing.

Mr. Bittman moved, Mr. Quagliano 2nd

Recommendation: Seeking approval of the Board as presented.

Roll Call: Ayes 5 /Nays 0/Present 1/ Motion Carried

17. **Public Comment** (Mr. Bittman)

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.

18. **Adjournment (A)** (Mr. Bittman)

Members: Mr. Quagliano, Mr. Troy, Mr. Cratty, Mr. Bittman, Mrs. Murray, Mr. Thompson, Mrs. Wiley
Motion to adjourn the meeting at 9:52 p.m.

Voice Call: Ayes 6 / Nays 0/ Motion Carried



Huntley Community School District 158

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

DATE: December 7th, 2023
TO: Jessica Lombard, Superintendent
FROM: Adam Dean, Chief Safety & Security Officer
RE: Renew IGA-Vehicle Control agreement with the Villages Of Algonquin and Huntley

Background:

Our current Intergovernmental agreement (IGA) with the above Villages is / will be coming to the end of the 20 year term. The IGA's were updated with input from all stakeholders, along with their legal representatives, to continue this layer of safety which is outlined in the document attached.

The Board of Education will be updated at the Committee of the Whole and I will be looking for Board Approval at the Board of Education meeting on December 21, 2023.

**VEHICULAR CONTROL CONTRACT
BETWEEN THE VILLAGE OF HUNTLEY AND
HUNTLEY COMMUNITY SCHOOL DISTRICT 158**

This contract is made and entered into this 28 day of September, 2023 ("Effective Date"), by and between the VILLAGE OF HUNTLEY, a home rule municipality located in McHenry and Kane Counties, Illinois (hereinafter referred to as "VILLAGE") and HUNTLEY COMMUNITY SCHOOL DISTRICT 158, an Illinois school district located in McHenry and Kane County, Illinois (hereinafter referred to as "OWNER").

WITNESSETH:

WHEREAS, the Village is a home rule municipality, and the Owner is a school district, both being organized and existing under the laws of the State of Illinois; and

WHEREAS, Owner owns certain property within the Village commonly known as 13719 and 13723 Harmony Road, Huntley, Illinois at which Owner operates a public school campus for Huntley High School and Leggee Elementary School (the "Property"); and

WHEREAS, the Village maintains a full time Police Department and is capable of patrolling the traffic lanes and parking areas upon the Property;

NOW, THEREFORE, IN CONSIDERATION of the promises and other mutual consideration set forth herein, the receipt and sufficiency whereof is herewith acknowledged, the parties hereto agree as follows:

- (1) This contract is made and entered into by and between the parties hereto pursuant to Section 11-209 of the Illinois Vehicle Code, 625 ILCS 5/11-209, and other applicable authority.
- (2) The Owner authorizes the Village to regulate traffic and the parking of vehicles within the parking areas on the Property in order to accomplish any or all of the regulatory objectives enumerated in 625 ILCS 5/11-209(a), as it may be amended from time to time (such regulations, whether now in force or hereafter enacted, are collectively referred to herein as "Parking and Traffic Regulations"). For purposes of this contract, the term "parking areas" shall have the meaning provided in 625 ILCS 5/11-209(f) and includes, without limitation, parking lots, traffic lanes, and areas used for ingress and egress upon the Property.
- (3) The Village has enacted or will enact, from time to time, such ordinances and regulations as the Village deems necessary and appropriate to establish reasonable Parking and Traffic Regulations for the Property.

- (4) The Village agrees to patrol the parking areas on the Property as part of its routine traffic patrol and to enforce applicable Parking and Traffic Regulations on the Property as the Village deems necessary and appropriate.
- (5) The Village will, in its discretion, prosecute violations of the Parking and Traffic Regulations occurring on the Property. All such prosecutions shall be brought by and in the name of the Village, at the Village's cost, and shall be controlled by the Village, all in the same manner as violations of other Village ordinances.
- (6) All court or administrative hearing proceedings relating to violations of Parking and Traffic Regulations occurring on the Property shall be conducted by the Village in the same manner as violations of other Village ordinances.
- (7) All fines collected for violations of Parking and Traffic Regulations on the Property shall be payable to the Village in the same manner as fines are paid to the Village for the violation of other Village ordinances.
- (8) The Village is authorized to erect and maintain, at the Owner's cost, all necessary signs, markings, and traffic control devices on the Property to implement and enforce the Parking and Traffic Regulations; provided, however, that placement of signs, markings, and traffic control devices shall be subject to Owner's approval, which shall not be unreasonably withheld. The Owner will, upon written request, promptly pay or reimburse the Village for all such costs.
- (9) Mutual Indemnification:
 - a. To the fullest extent permitted by law, the Village shall indemnify, hold harmless, and defend the Owner and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Owner or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Village pursuant or relating to this Agreement during its term.
 - b. To the fullest extent permitted by law, the Owner shall indemnify, hold harmless, and defend the Village and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Village or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Owner pursuant or relating to this Agreement during its term.
- (10) This contract shall be in full force and effect for a term of twenty (20) years, beginning upon the Effective Date (as defined below) unless sooner terminated as herein

provided. This contract may be terminated by either party upon thirty (30) day's written notice to the other party.

- (11) Any notice that is required or permitted to be given under this contract shall be in writing and delivered to the other party by personal delivery, United States mail, or reputable courier or delivery service postage pre-paid and addressed as follows:

If to the Village:

Village of Huntley
10987 Main Street
Huntley, IL 60142
Attn: *[Signature]*



If to the Owner:

Huntley Community School District 158
650 Academic Drive
Algonquin, IL 60102
Attn: _____

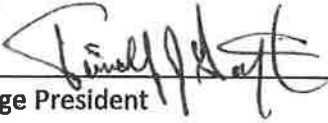
Either party may change its designated notice recipient and/or address by delivering written notice of such change to the other party in the manner provided by this Section.

- (12) The Village shall cause this contract to be recorded with the McHenry County Recorder of Deeds promptly after its approval and execution by both parties, and this contract will then become effective three (3) days after it is so recorded ("Effective Date").

IN WITNESS, WHEREOF, the authorized representatives of the parties hereto have executed this contract as of the day and year first written above.

[SIGNATURES ON FOLLOWING PAGE]

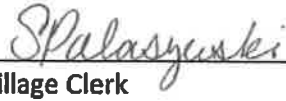
VILLAGE OF HUNTLEY, an Illinois home rule municipality



Village President



Attest:



Village Clerk

**BOARD OF EDUCATION OF HUNTLEY COMMUNITY
SCHOOL DISTRICT 158, an Illinois school district**

President

Attest:

Secretary

**VEHICULAR CONTROL CONTRACT
BETWEEN THE VILLAGE OF ALGONQUIN AND
HUNTLEY COMMUNITY SCHOOL DISTRICT 158**

This contact is made and entered into this ____ day of _____, 2023 (“Effective Date”), by and between the VILLAGE OF ALGONQUIN, a home rule municipality located in McHenry and Kane Counties, Illinois (hereinafter referred to as “VILLAGE”) and HUNTLEY COMMUNITY SCHOOL DISTRICT 158, an Illinois school district located in McHenry and Kane Counties, Illinois (hereinafter referred to as “OWNER”).

WITNESSETH:

WHEREAS, the Village is a home rule municipality, and the Owner is a public school district, both being organized and existing under the laws of the State of Illinois; and

WHEREAS, Owner owns certain property within the Village at which Owner operates a public school campus commonly known as the Square Barn Road Campus and including the following facilities:

Mackeben Elementary School
800 Dr. John Burkey Drive
Algonquin, Illinois

Conley Elementary School
750 Dr. John Burkey Drive
Algonquin, Illinois

Heineman Middle School
735 Dr. John Burkey Drive
Algonquin, Illinois

Huntley Community School District Administration Building
650 Dr. John Burkey Drive
Algonquin, Illinois

And more specifically described as follows, to-wit:

[Insert legal description here], all in McHenry County, Illinois

PINs: 18-35-200-005; 18-35-200-006; 18-35-300-003; 18-35-400-001; and 18-35-400-003

(the “Property”); and

WHEREAS, the Village maintains a full time Police Department and is capable of patrolling the traffic lanes and parking areas upon the Property;

NOW, THEREFORE, IN CONSIDERATION of the promises and other mutual consideration set forth herein, the receipt and sufficiency whereof is herewith acknowledged, the parties hereto agree as follows:

- (1) This contract is made and entered into by and between the parties hereto pursuant to Section 11-209 of the Illinois Vehicle Code, 625 ILCS 5/11-209, and other applicable authority.
- (2) The Owner authorizes the Village to regulate traffic and the parking of vehicles within the parking areas on the Property in order to accomplish any or all of the regulatory objectives enumerated in 625 ILCS 5/11-209(a), as it may be amended from time to time (such regulations, whether now in force or hereafter enacted, are collectively referred to herein as "Parking and Traffic Regulations"). For purposes of this contract, the term "parking areas" shall have the meaning provided in 625 ILCS 5/11-209(f) and includes, without limitation, parking lots, traffic lanes, and areas used for ingress and egress upon the Property.
- (3) The Village has enacted or will enact, from time to time, such ordinances and regulations as the Village deems necessary and appropriate to establish reasonable Parking and Traffic Regulations for the Property.
- (4) The Village agrees to patrol the parking areas on the Property as part of its routine traffic patrol and to enforce applicable Parking and Traffic Regulations on the Property as the Village deems necessary and appropriate.
- (5) The Village will, in its discretion, prosecute violations of the Parking and Traffic Regulations occurring on the Property. All such prosecutions shall be brought by and in the name of the Village, at the Village's cost, and shall be controlled by the Village, all in the same manner as violations of other Village ordinances.
- (6) All court or administrative hearing proceedings relating to violations of Parking and Traffic Regulations occurring on the Property shall be conducted by the Village in the same manner as violations of other Village ordinances.
- (7) All fines collected for violations of Parking and Traffic Regulations on the Property shall be payable to the Village in the same manner as fines are paid to the Village for the violation of other Village ordinances.
- (8) The Village is authorized to erect and maintain, at the Owner's cost, all necessary signs, markings, and traffic control devices on the Property to implement and enforce the Parking and Traffic Regulations; provided, however, that placement of signs, markings, and traffic control devices shall be subject to Owner's approval, which shall not be unreasonably withheld. The Owner will, upon written request, promptly pay or reimburse the Village for all such costs.
- (9) Mutual Indemnification:

- a. To the fullest extent permitted by law, the Village shall indemnify, hold harmless, and defend the Owner and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Owner or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Village pursuant or relating to this Agreement during its term.
 - b. To the fullest extent permitted by law, the Owner shall indemnify, hold harmless, and defend the Village and its officers, officials, servants, agents, and employees against all liabilities, losses, claims, actions, demands, liens, damages, penalties, interest, costs, and expenses, including attorney's fees, which the Village or its officers, officials, servants, agents or employees may hereinafter sustain, incur, or be required to pay, arising, or alleged to have arisen due to any act or omission of the Owner pursuant or relating to this Agreement during its term.
- (10) This contract shall be in full force and effect for a term of twenty (20) years, beginning upon the Effective Date (as defined below) unless sooner terminated as herein provided. This contract may be terminated by either party upon thirty (30) day's written notice to the other party.
- (11) Any notice that is required or permitted to be given under this contract shall be in writing and delivered to the other party by personal delivery, United States mail, or reputable courier or delivery service, postage pre-paid and addressed as follows:

If to the Village:

Village of Algonquin

Attn: _____

If to the Owner:

Huntley Community School District 158

650 Academic Drive

Algonquin, IL 60102

Attn: _____

Either party may change its designated notice recipient and/or address by delivering written notice of such change to the other party in the manner provided by this Section.

- (12) The Village shall cause this contract to be recorded with the McHenry County Recorder of Deeds promptly after its approval and execution by both parties, and this contract will then become effective three (3) days after it is so recorded ("Effective Date").

IN WITNESS, WHEREOF, the authorized representatives of the parties hereto have executed this contract as of the day and year first written above.

VILLAGE OF ALGONQUIN, an Illinois home rule municipality

Village President

Attest:

Village Clerk

**BOARD OF EDUCATION OF HUNTLEY COMMUNITY
SCHOOL DISTRICT 158**, an Illinois school district

President

Attest:

Secretary

**Huntley Community School District 158 – Board of Education
Personnel Report
December 21, 2023**

2023-2024 Staff Retirements

Alan Mino

- Maintenance/High School
- 10 Years of Service

Julie Stock

- Executive Assistant/District Office
- 18 Years of Service

Certified

Replacements	Location	Name	Salary	Effective Date
Teacher/Special Education	Marlowe	Ellen Kopp (T)	B0 \$44,624.16	December 11, 2023

Resignations	Location	Name	Salary/Reason	Effective Date
Teacher/Special Education	Leggee	Samantha Sarullo	\$46,949.46/Voluntary	December 1, 2023
Teacher/Math	High School	Terry Evans	\$59,628.76/Voluntary	December 22, 2023

Educational Support

New Position	Location	Name	Salary	Effective Date
Paraprofessional	Marlowe	Amy Alessi (T)	\$16.80 per hour	December 13, 2023
Paraprofessional	Mackeben	Theodora Kossivas (N)	\$16.50 per hour	January 8, 2024
Assistant Technical Director	High School	Noah Proctor (N)	\$20.00 per hour	January 8, 2024

Replacements	Location	Name	Salary	Effective Date
Paraprofessional	ECC	Cheryl Sula (N)	\$16.50 per hour	December 4, 2023
Paraprofessional	Marlowe	Kristin Bryson (N)	\$16.50 per hour	November 27, 2023
Elementary Supervisor	Leggee	Vicki Grover (N)	\$15.25 per hour	December 5, 2023
Cook	High School	Linda Hansen (N)	\$16.00 per hour	December 5, 2023
Cook	Marlowe	Gabriela Cardenas (T)	\$15.75 per hour	December 18, 2023
Administrative Assistant	District Office	Susann Greco (T)	\$17.85 per hour	January 1, 2024
Bus Driver	Transportation	Agnieszka Pelszynski (N)	\$20.75 per hour	November 17, 2023
Bus Driver	Transportation	Kevin Doyle (N)	\$20.75 per hour	December 15, 2023

**Huntley Community School District 158 – Board of Education
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Resignations	Location	Name	Salary/Reason	Effective Date
Maintenance/Grounds	High School	Alan Mino	\$53,393.60/Retirement	December 29, 2023
Paraprofessional	ECC	Margaret Coppedge	\$17.86 per hour/Voluntary	November 29, 2023
Paraprofessional	Leggee	Ilana Horner	\$18.23 per hour/Voluntary	November 10, 2023
Elementary Supervisor	Leggee	Emma Samonek	\$15.25 per hour/Voluntary	December 15, 2023
Secretary	Heineman	Melissa Freundt	\$16.01 per hour/Voluntary	November 17, 2023
Cook	Marlowe	Leslie Koch	\$15.75 per hour/Voluntary	November 17, 2023
Network Technician I	District Office	Christopher Lukas	\$21.81 per hour/Voluntary	December 14, 2023
Executive Assistant	District Office	Julie Stock	\$69,457.50/Retirement	January 31, 2024

Remove from the Employment Rolls	Location	Name	Salary/Reason	Effective Date
Cook	Marlowe	Tricia Vasis	\$15.25 per hour/ Probationary Employee	November 9, 2023

Extra-Curricular

Sport/Activity	Home School	Name	Amount	Effective
Athletic Asst Director Winter	High School	Matt Landvick	\$9,634.00	2023-24 School Year
Baseball (Asst)	Marlowe	Adam Reed	\$4,214.00	2023-24 School Year
Basketball – Boys (Asst)	Heineman	Dan Regan	\$7,099.00	2023-24 School Year
Basketball – Boys (Asst)	High School	Kyle Jenkins	\$7,480.00	2023-24 School Year
Basketball – Boys (Asst)	Marlowe	Chris Heward	\$7,480.00	2023-24 School Year
Basketball – Boys (Asst)	High School	Gibson Danekas	\$6,150.00	2023-24 School Year
Basketball – Girls (Asst)	Out of District	Nick Andrea	\$7,099.00	2023-24 School Year
Basketball – Girls (Asst)	High School	Clay Henricksen	\$7,480.00	2023-24 School Year
Basketball – Girls (Asst)	Conley	Samantha Green	\$6,150.00	2023-24 School Year
Basketball – Girls (Asst)	Out of District	Michelle Russell	\$7,480.00	2023-24 School Year
Basketball – Girls (Head)	High School	Steve Raethz	\$10,071.00	2023-24 School Year
Bowling – Boys	Chesak	Jacob Wagner	\$6,271.00	2023-24 School Year

**Huntley Community School District 158 – Board of Education
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Cheerleading/Winter – Asst (Head JV)	Leggee	Miranda Hansen	\$4,607.00	2023-24 School Year
Cheerleading/Winter Competition – Head Varsity	Out of District	Payton Cariato	\$7,447.00	2023-24 School Year
Cheerleading/Winter – Asst	Out of District	Savannah Henn	\$5,585.00	2023-24 School Year
Cheerleading/Winter Competition – Asst	Out of District	Abigail Bilinski	\$6,463.00	2023-24 School Year
Dance/Poms Asst – (Winter ½ Stipend)	Out of District	Danielle Sundling	\$1,755.00	2023-24 School Year
Dance/Poms Head – (Winter ½ Stipend)	High School	Cadence Niccum	\$3,610.00	2023-24 School Year
Swimming – Boys (Asst)	Out of District	Adam Wolfenberg	\$4,719.00	2023-24 School Year
Track – Boys (Asst) INDOOR	High School	Andrew Ernst	\$5,828.00	2023-24 School Year
Track – Boys (Asst) INDOOR	High School	Matt Kaplan	\$5,828.00	2023-24 School Year
Track – Boys (Asst) INDOOR	High School	Mike Naymola	\$5,540.00	2023-24 School Year
Track – Boys (Asst) INDOOR	High School	Jack Towne	\$5,828.00	2023-24 School Year
Track – Boys (Head) INDOOR	High School	Chris Maxedon	\$7,601.00	2023-24 School Year
Track – Girls (Asst) INDOOR	Heineman	Zack Borring	\$4,719.00	2023-24 School Year
Track – Girls (Asst) INDOOR	Out of District	Tim Essig	\$5,828.00	2023-24 School Year
Track – Girls (Asst) INDOOR	Heineman	Brad Gallagher	\$5,828.00	2023-24 School Year
Track – Girls (Asst) INDOOR	Marlowe	Jennifer Garza	\$5,828.00	2023-24 School Year
Track – Girls (Head) INDOOR	High School	Jason Monson	\$7,601.00	2023-24 School Year
Wrestling (Asst)	Out of District	Kenneth Moore	\$4,607.00	2023-24 School Year
Wrestling (Asst)	High School	Erik Lachel	\$6,762.00	2023-24 School Year
Wrestling (Asst)	Out of District	Jake Rasine	\$5,585.00	2023-24 School Year
Wrestling (Asst) - Girls	High School	Dan Kush	\$4,214.00	2023-24 School Year
Wrestling (Head)	High School	BJ Bertelsman	\$8,937.00	2023-24 School Year
Musical Director (Head)	Out of District	Christina Giorgi	\$2,910.00	2023-24 School Year
Conley Chess Club (Trial Year 2-1 st Year at Martin)	Conley	Nick Lowe	\$500.00	2023-24 School Year
7 th Grade Boys Basketball (Asst)	Marlowe	Joel Bosman	\$2,195.00	2023-24 School Year
7 th Grade Boys Basketball (Head)	Marlowe	Adam Reed	\$3,659.00	2023-24 School Year
8 th Grade Boys Basketball (Asst)	Marlowe	Chris Danner	\$2,916.00	2023-24 School Year

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8 th Grade Boys Basketball (Head)	Marlowe	Ryan Frederick	\$3,997.00	2023-24 School Year
Wrestling (Asst)	Marlowe	Frank Vitucci	\$2,195.00	2023-24 School Year
Wrestling (Asst)	Out of District	Tyler Cerny	\$2,195.00	2023-24 School Year
Wrestling (Head)	Out of District	Dave Joslyn	\$3,997.00	2023-24 School Year

Mandated Leaves

Type	Location	Number of Staff
FMLA	High School	4
FMLA	Heineman	1
FMLA	Marlowe	3
FMLA	Leggee	1
FMLA	Conley	1
FMLA	Chesak	1
FMLA	ECC	1
FMLA	O&M	1
FMLA/Intermittent	Chesak	1
FMLA/Intermittent	Leggee	1

Non-Mandated Leaves

Type	Location	Number of Staff
Medical	High School	1
Medical	Conley	1
Medical	Martin	1
Medical/Intermittent	Martin	1



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Date: December 21, 2023
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: Perspectives LTD (Employee Assistance Program): Customer Services Agreement

Overview

The District is looking to continue their partnership with Perspectives LTD in order to provide EAP services for our employees.

Perspectives LTD

- Annual Cost 2023: \$15,912
- Proposed Annual Cost 2024: \$15,912
- Employees and family members are allowed 6 sessions per “issue” at no cost
- Therapists available in-person, remotely, and via text
- Access to the WorkLife Online Portal
 - Live Chat feature
- Access to the phone App

Recommendation

Seeking approval as presented.

CUSTOMER SERVICES AGREEMENT

This **CUSTOMER SERVICES AGREEMENT** (the "Agreement"), dated as of November 15, 2023, is entered into by and between Perspectives, LTD., an Illinois corporation with its principal place of business located at 20 N. Clark Street, Suite 2650, Chicago, IL 60602 doing business as Perspectives or AllOne Health ("Company") and Huntley Community School District 158, an Illinois corporation with its principal place of business located at 650 John Burkey Drive, Algonquin, IL 60102 ("Customer"), collectively referred to herein as "Parties" and each as "Party."

x

PREAMBLE

WHEREAS, Customer wishes to engage the Company to provide employee assistance services and the Company wishes to provide such services upon certain terms and conditions.

NOW, THEREFORE, in consideration of the recitals listed above and the mutual promises, covenants, agreements, and undertakings of the Parties set forth below, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties, intending to be legally bound, agree as follows:

ARTICLE I. COMPANY RESPONSIBILITIES

1.1 Description of Services. The Company shall provide employee assistance services to Customer pursuant to the attached Statement of Work/Fee Schedule (**Exhibit A**), which is incorporated herein by reference, (sometimes collectively referred to as "Services").

1.2 The Company's Intellectual Property. The Agreement is not a work-for-hire agreement. The Company retains exclusive right, title and interest in intellectual property developed, delivered, or used in the performance of the Agreement. Neither the Agreement nor any Statement of Work changes the ownership of any pre-existing materials. Customer shall have no ownership interest in software used by the Company. All work product generated or acquired by the Company shall be the exclusive property of the Company. Work product shall include all clinical data and supporting records and other information. All such work product is confidential pursuant to Article 2 of the Agreement.

ARTICLE II. CONFIDENTIALITY

2.1 Confidential Information. "Confidential Information" means information or data of a Disclosing Party concerning its business operations, methods and strategies, financial condition, technology, or prospects, in any form or medium (including writings, drawings and electronically stored information and data), whether or not marked or labeled as "confidential." Confidential Information also includes: (i) a Disclosing Party's technical information, confidential data and trade secrets; (ii) a Disclosing Party's nonpublic Intellectual Property ("IP") (for example, inventions, discoveries, designs, methods, processes and ideas, whether or not patented or patentable), mask works and works for authorship, whether copyrighted or copyrightable; (iii) any other information or data whether in written, electronic or oral form, directly or indirectly or made available by Disclosing Party or any of its or its affiliates' employees or independent contractors to the non-disclosing party in connection with the activities contemplated by this Agreement that is designated "Confidential" or "Proprietary" or some similar designation or that would reasonably be expected to be confidential under the circumstances, including information related to the Disclosing Party's business or operations (including financial, corporate, marketing, product, research, technical, manufacturing and other nonpublic information) or to its or its affiliates' employees, customers, suppliers and other business partners, property-related information, personally identifiable information, sensitive personal information (including the substance of inquiries or requests made by Customer's employees through the Services); and (iv) all tangible manifestations (however embodied) of information or data referred to in clauses (i), (ii) and (iii) above (for example, computer software, firmware, scripts or objects, hardware, programmer's notes, databases, manuals, training manuals and materials, memoranda, reports, drawings, sketches, flowcharts, models, prototypes, files, films, records or forms).

2.2 Receiving Party. A Party that acquires knowledge of the other Party's (a "Disclosing Party") Confidential

Information is considered the “Receiving Party.” The Receiving Party shall keep Confidential Information in confidence using the same degree of care as the Receiving Party uses with its own Confidential Information or a reasonable degree of care, whichever is greater. The Receiving Party will not use, exploit, disseminate, disclose, or divulge Confidential Information to any person, firm, corporation, partnership, association, or other entity, without the prior written consent of the Disclosing Party.

2.3 Applicability of Confidentiality. Notwithstanding the foregoing, a Receiving Party is not required to hold a Disclosing Party’s information “confidential” if the information: (i) becomes publicly known, after disclosure in connection with this Agreement, through no act or omission of the Receiving Party; (ii) was, prior to disclosure in connection with this Agreement, already in the legitimate possession of the Receiving Party or publicly known; (iii) is obtained by the Receiving Party from a third party (a) without using the Disclosing Party’s Confidential Information and (b) without a breach of such third party’s obligations or violation of law, rule or regulation; (iv) is independently developed by the Receiving Party without use of or reference to the Confidential Information; (v) is required to be disclosed pursuant to judicial or governmental judgment, writ, decree, or order; or (vi) becomes relevant to the Receiving Party in any claim, demand, suit, action or proceeding instituted or defended by it in connection with the enforcement of its right or obligations under this Agreement. If the Receiving Party is required to disclose Confidential Information as contemplated in **Section 2.3(v)**, the Receiving Party may disclose only such information as, in the opinion of counsel, is legally required. The Receiving Party shall provide Disclosing Party, to the extent reasonably possible, advance notice to allow the Disclosing Party to seek, at its own expense, a protective order. The Receiving Party shall, at the Disclosing Party’s expense, reasonably cooperate with the Disclosing Party’s efforts to seek such a protective order.

2.4 Retention. The Company may retain, for its own general analytic purposes, after termination of the Agreement, de-identified aggregate data that is: (i) compiled from the raw data disclosed by Customer to the Company; or (ii) compiled from raw data collected from Customer’s employees or their health care providers.

2.5 Information Security Program. The Company maintains an information security program to protect personally identifiable information. The information security program includes administrative, technical, and physical safeguards: (a) to ensure security and confidentiality; (b) to protect information against any anticipated threats or hazards to security and integrity; and (c) to protect information against unauthorized access to or use that could result in harm, liability, or inconvenience to Customer or to its employees. The Company will report breaches of security to Customer when the security breach involves Customer information or information related to employees or any other individuals that is collected by and held by or on behalf of the Company.

2.6 Security Breach. If the Company believes that there has been any unauthorized access to or use of information related to employees or any other individuals that is collected by and held by or on behalf of the Company (a “Security Breach” of “Customer Data”), the Company must notify Customer after completion of its internal review and investigation.

ARTICLE III. TERM, PAYMENT AND TERMINATION

3.1 Term. The Agreement commences on the effective date set forth on **Exhibit A** (“Effective Date”) and ends at 5:00 p.m. Eastern Standard Time on 12/31/2024, or until terminated sooner pursuant to **Section 3.3** of the Agreement (the “Term”). The Agreement automatically renews for three (3) year terms unless written notice is provided at least 120 days prior to the expiration date or any extension or renewal thereof.

3.2 Payment. In consideration for the Company rendering the Services, Customer agrees to pay the Company such amounts as set forth in **Exhibit A** (“Service Fees”). These fees will be fixed for the Initial 12-month term, unless the Customer has an employee enrollment change of ten percent (10%) or more, whereby the Company has the right to review and revise pricing accordingly. The Customer shall report employee enrollment changes of ten percent (10%) or more in writing with payment remittance. The Company has a right to review and revise pricing accordingly on past and future invoices related to the ten percent (10%) change. Any other adjustments to fees will

go into effect each successive term on or after the anniversary date at the Company's sole discretion, but not to exceed the Consumer Price Index (CPI) or rate of inflation at that time, unless otherwise mutually agreed upon. The Company will send Customer a monthly invoice for services rendered to Customer. Customer shall make payment upon receipt of the invoice. If the invoice is not paid within fifteen (15) days following the invoice date, the invoice amount accrues interest at a rate of 1.25% per month. However, Customer's total interest liability will not exceed the limits imposed by law. If the Company charges Customer for interest more than the limits imposed by law, the Company will credit Customer the excess interest on the Company's next invoice. If the excess interest is greater than the amount of the Company's next invoice, the Company will refund Customer the amount of excess interest owed above the next invoice amount.

3.3 Termination. Either Party may terminate the Agreement if the other Party materially breaches the Agreement and fails to cure such breach within sixty (60) days after receipt of written notice of such breach from the other Party. Termination shall not prejudice any other remedy to which the terminating Party may be entitled at law, in equity or under the Agreement.

3.4 Effect of Termination. The Company is entitled to full compensation for work performed prior to termination.

3.5 Indebtedness. If Customer is unable to pay its debts as they become due, the Company may terminate the Agreement at its discretion and proceed to enforce Customer's performance. This Section 3.5 supersedes all prior contract terms and conditions.

3.6 Bankruptcy. Either Party may terminate the Agreement if the other Party: (i) ceases doing business as a going concern; (ii) makes an assignment for the benefit of creditors; (iii) admits in writing its inability to pay its debts as they become due; (iv) commences, or has commenced against it, bankruptcy proceedings in any jurisdiction and such proceedings are not dismissed within 30 days; or (v) files a petition seeking for itself any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar arrangements under any present or future statute, law or regulation or files an answer admitting the material allegations of a petition filed against it in any such proceeding, consents to or acquiesces in the appointment of a custodian, trustee, receiver, liquidator of it or of all or any substantial part of its asset or properties, or if within 45 days after the commencement of any proceeding against the Party seeking reorganization, similar arrangements, readjustment, liquidation, dissolution or similar relief under any present or future statute, law or regulation, such proceedings shall not have been dismissed, or if within 45 days after appointment of any custodian, trustee, receiver or liquidator of it or all or any substantial part of its assets and properties without the Party seeking reorganization's consent or acquiescence, and the appointment has not been vacated.

ARTICLE IV. INDEMNIFICATION

4.1 Mutual Indemnification. To the fullest extent permitted by law, each Party shall indemnify, defend (with counsel reasonably acceptable to the other Party), and hold harmless the other Party and its affiliates, and its and their respective officers, directors, partners, shareholders, employees, representatives, agents, successors and assigns (each an "Indemnified Party") from and against any and all liabilities, losses, claims, damages, expenses and costs (including reasonable attorneys' and consultants' fees and disbursements) (collectively, "Losses") arising from or relating to: (1) any negligent act or omission, in whole or in part; (ii) any violation of any applicable statute or regulation in the performance of this Agreement; and (iii) any fraud, willful misconduct or gross negligence of the other Party, its affiliates or any subcontractor.

ARTICLE V. WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY

5.1 Warranty. The Company will use commercially reasonable efforts to perform the Services in a professional manner, consistent with industry standards. Except as described in the Agreement or a Statement of Work, the Company makes no other warranties. The Company warranties extend solely to Customer. This warranty gives Customer specific legal rights, and Customer may also have other rights, which vary from state to state. Except for

Member Customer Services Agreement

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non-payment, neither Party will bring a legal action under the Agreement more than two (2) years after the cause of action arose.

5.2 Disclaimer. TO THE EXTENT PERMITTED BY LAW AND AS PROVIDED HEREIN, COMPANY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE FOR PRODUCTS AND SERVICES.

5.3 Limitation of Liability. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCURRED BY CUSTOMER OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE OTHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. COMPANY'S LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY CUSTOMER, FOR THE PERIOD OF 12 MONTHS PRECEDING THE INCIDENT GIVING RISE TO SUCH DAMAGES, UNDER THE AGREEMENT FOR THE RELEVANT SERVICES.

ARTICLE VI. THIRD PARTY INFORMATION/LIMITATIONS OF RESPONSIBILITY

6.1 Responsibility and Liability for Third Parties. It is specifically understood and agreed by the Parties that neither Party assumes responsibility or liability for the accuracy, completeness, propriety, necessity, or advisability of the information which is provided to the Company or Customer by or from third parties including counselors, affiliates, coaches, coordinators, clinics, or any other entities providing information to the Company or Customer.

6.2 Limitations of Responsibility. The Parties understand and agree that Company shall have no responsibility of any kind to Customer and any individual employee of Customer or any other person, firm, corporation, or entity for any of the following: (1) verification of any individual's eligibility, or entitlement to group medical/health plan coverage, or coverage contained within or excluded from said group health plan; (2) verification for any participant's provider's network status; (3) payment of any individual's medical, hospital, or other bills, debts, obligations, or other liabilities of any kind relating to medical or surgical treatment of confinement; (4) benefit decisions – the role of the Company being limited to making clinical recommendations to a health benefit plan's named fiduciary; and (5) notification to any individual of an adverse benefit determination based upon, or related to, a clinical recommendation by Company.

6.3 Customer Obligations. The Company shall not be liable for any obligation, indebtedness, or liability of Customer, whether now existing or hereafter arising, and the Company shall not, by entering into the Agreement, assume or become liable for any of such obligations, indebtedness, or liabilities.

ARTICLE VII. AUTHORIZATION FOR COMMUNICATIONS

7.1 Communications. Customer shall not distribute descriptive materials of any type which reference the various components of the services provided by the Company without first submitting such proposed materials to the Company for review and obtaining prior written authorization from the Company. Customer further expressly acknowledges that all intellectual property rights of the Company, its successors and/or assigns, shall remain the sole and exclusive property of the Company, its successors and/or assigns consistent and in accordance with the prior approval obtained by the Company from the United States Patent and Trademark Office and any other available remedies or protection(s) available unto the Company.

7.2 Irreparable Harm to the Company. It is further expressly agreed that a breach by Customer of any provision of the preceding covenant will cause the Company irreparable harm which cannot be adequately compensated by monetary relief. Accordingly, in the event of any such breach, the Company can and will be entitled to equitable relief (including but not limited to temporary restraining orders, preliminary and/or permanent injunctions), in addition to any other remedies available at law or in equity now or hereinafter in force.

ARTICLE VIII. GENERAL PROVISIONS

8.1 Notice. All notices and other communications required or permitted hereunder or in connection herewith, shall be deemed to have been duly given if they are in writing and delivered personally or sent by registered or certified mail, return receipt requested and postage prepaid. They shall be addressed as follows:

Perspectives, LTD.
Attn: Legal Department
100 North Pennsylvania Avenue
Wilkes-Barre PA 18701-3503

Customer:
Huntley Community School District 158
Attn: Adam Zehr, Assistant Superintendent for Human Resources
650 John Burkey Drive
Algonquin, IL 60102

Provided, however, that either Party may change such Party's address by written notice of such change in accordance with this Section 8.1 to the other Party.

8.2 Governing Law. The Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania, without giving effect to the principles of conflict of laws thereof. Additionally, the Parties agree that any legal action or proceeding brought by or against them under this agreement shall be exclusively brought in the courts in and for Luzerne County, Pennsylvania, and Wilkes-Barre Division of the United States District Court for the Middle District of Pennsylvania and that the parties submit to such jurisdiction and waive all objections which they may have with respect to the venue of the above courts.

8.3 Entire Agreement. The Agreement, together with the exhibits attached hereto, constitutes the entire understanding and agreement between the Parties with respect to the provisions of the Services and supersedes any and all prior agreements whether written or oral, that may exist between the Parties solely with respect to such subject matter. The Preamble and **Exhibit A** are incorporated into the Agreement by reference.

8.4 Modifications and Amendments. No modification, alteration, change or waiver of any provision of the Agreement shall be valid unless it is in writing and signed by the Party against whom it is sought to be enforced. No waiver at any time of any provision of the Agreement shall be deemed a waiver of any other provision of the Agreement at that time or a waiver of that or any other provision at any other time.

8.5 Statement of Work/Fee Schedule Amendments. Notwithstanding **Section 8.4**, Customer may request the Company to make changes to its Statement of Work/Fee Schedule or to perform additional Services ("Modified Services"). Upon such request by Customer, the Company shall submit in writing a proposal for accomplishing the Modified Services and any associated increase or decrease in the Service Fees. If Customer elects to have the Company perform the Modified Services, the Company shall prepare an amended Statement of Work/Fee Schedule that describes and outlines the terms of the Modified Services to be performed. Such amended Statement of Work/Fee Schedule shall be mutually agreed upon, signed, and dated by both Parties. The Company shall not be obligated to perform the Modified Services prior to the execution of the amended Statement of Work/Fee Schedule.

8.6 Assignment and Third-Party Beneficiaries. Neither Party may assign the Agreement without the expressed written consent of the other Party, which consent shall not be unreasonably conditioned, withheld or delayed. Notwithstanding the foregoing, either Party may assign the Agreement to its parent, a subsidiary, or an affiliated company without the expressed written consent of the other Party. Furthermore, either Party may assign the Agreement to a third party solely in connection with a sale or other disposition of substantially all the assets of the assigning Party's business without the expressed written consent of the other Party. Other than in connection with

indemnification under **Section 4.1**, the Agreement does not, nor is it intended to, create any rights, benefits, or interests in any third party, person, or organization.

8.7 Captions and Headings; Interpretation. Captions and headings contained herein are solely for convenience of reference and shall not constitute a part of, or affect the interpretation or construction of, the Agreement. Except as otherwise explicitly specified to the contrary, (a) references to a Section, Article, exhibit or schedule means a Section or Article of, or schedule or exhibit to this Agreement, unless another agreement is specified, (b) the word "including" (and words of similar import) means "including without limitation," (c) references to a particular statute or regulation include all rules and regulations thereunder and any predecessor or successor statute, rules or regulation, in each case, as amended or otherwise modified from time to time, (d) words in the singular or plural form include the plural or singular form, respectively, and words of one gender shall be held to include all genders as the context requires, (e) references to the Parties means the Parties hereto, unless another agreement is specified, (f) references to a particular person include such person's successor and assigns to the extent not prohibited by this Agreement, (g) "extent" in the phrase "to the extent" means the degree to which a subject or other thing extends, A and such phrase does not mean simply "if," (h) the headings contained in this Agreement, in any exhibit or schedule hereto and in the table of contents to this Agreement are for reference purposes only and shall not effect in any way the meaning or interpretation of this Agreement, (i) references to "\$" shall mean United States dollars, (j) the word "or" is not exclusive, (k) the words "hereof," "herein," "hereby," "hereto," and derivative or similar words refer to this entire Agreement including the schedules and exhibits hereto, (l) the word "any" means "any and all," (m) the words "writing," "written," and comparable terms refer to printing, typing and other means of reproducing words (including electronic media) in a visible form, (n) no provision of this Agreement is to be construed to require, directly or indirectly, any person to take any action, or omit to take any action, to the extent such action or omission would violate applicable law, (o) if the last day of the time period for the giving of any notice of the taking of any action required under this Agreement falls on a day that is not a business day, the time period for giving such notice or taking such action shall be extended through the next business day following the original expiration date of such, and (p) the Parties have each participated in the negotiation and drafting of this Agreement and if an ambiguity or question of interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties hereto and no presumption or burden of proof shall arise favoring or burdening any Party by virtue of the authorship of any of the provisions in this Agreement.

8.8 Waiver and Severability. The waiver by either Party of any default or breach of the Agreement shall not constitute a waiver of any other or subsequent default or breach. If any provision of the Agreement shall be deemed partially or wholly unenforceable, such unenforceability shall not affect the remaining provisions hereof and such affected provision shall be enforced to the fullest extent permitted by law.

8.9 Attorney's Fees, Costs and Expenses. If any action at law or in equity is necessary to enforce or interpret the terms of the Agreement, each Party shall bear its own attorneys' fees, costs and expenses incurred in maintaining such action in addition to any other relief that may be deemed proper.

8.10 Counterparts and Facsimile Signatures or PDF Signatures. The Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Customer and the Company agree that transmission to each other of the Agreement with the transmitting Party's facsimile signature or portable document format ("PDF") signature shall suffice to bind the Party signing and transmitting same to the Agreement in the same manner as if the Agreement with an original signature had been delivered.

8.11 Independent Contractor Status. For purposes of the Agreement and all the Services to be provided hereunder, the Company shall not be considered a partner, co-venturer, agent, employee or representative of Customer, but shall remain in all respects an independent contractor, and neither Party shall have any right or authority to make or undertake any promise, warranty or representation, to execute any contract or otherwise to assume any obligation or responsibility in the name of or on behalf of the other Party.

8.12 Solicitation of Employees. Customer agrees that during the term of the Agreement and for a period of

Member Customer Services Agreement

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twenty-four (24) months commencing on the date that such term expires or is terminated, Customer shall not for any reason, either directly or indirectly, on Customer's own behalf or in the service or on behalf of others, solicit, recruit or attempt to persuade any person to terminate such person's employment or consulting arrangement with the Company, or an affiliated company, whether or not such person is a full-time employee or whether or not such employment is pursuant to a written agreement or is at-will.

8.13 Survival. The provisions of Articles II, III, IV, V, VI, VII and VIII shall survive the expiration or sooner termination of the term of the Agreement.

8.14 Force Majeure. Each Party shall not be considered in default of the performance of its obligations under the Agreement to the extent that performance of its obligations is prevented or delayed by any cause beyond its reasonable control, including acts of God, acts or omissions of governmental authorities, strikes, lockouts or other industrial disturbances, acts of public enemies, wars, blockades, riots, civil disturbances, pandemics, epidemics, floods, hurricanes, tornadoes and any other similar acts, events or omissions (each a "Force Majeure Event"). A Party is excused from performance only for the duration of such a Force Majeure Event. Any Party so delayed in its performance due to a Force Majeure Event shall immediately notify the other Party by telephone (to be confirmed in writing within 24 hours of the inception of such delay). In the event a Force Majeure Event affecting the performance of a Party continues for more than 60 days, the other Party may terminate this Agreement upon notice to such affected Party.

8.15 Advertising and Public Announcement. Customer agrees that the Company may: (1) use Customer's name in any form of publicity; (2) release to the public any information relating to the Services to be performed hereunder; and (3) otherwise disclose or advertise that the Customer has entered into the Agreement.

8.16 Subcontracting. Company may also, without notice, utilize subcontractors and agents to perform aspects of the Services (such as cloud hosting), provided, however, that Company shall remain primarily responsible for compliance with its obligations under this Agreement.

8.17 ERISA Disclaimer. The Parties acknowledge and agree that the Company will provide services to Customer under the Agreement. In providing such service, the Parties agree that the Company will not exercise any discretionary authority over the management or disposition of assets of any welfare benefit plan (as such term is defined in the Employee Retirement Income Security Act of 1974 ("ERISA")). The Company's duties will be limited to providing certain contractually agreed upon services as herein set forth. Therefore, the Parties agree that the Company is not a fiduciary (as such term is defined by ERISA Section 3(21)) regarding Customer's Health Benefits or any Health and Welfare Benefit Plan. The Company will provide services by using its employees who are unfamiliar with and have no responsibility to determine or verify the coverage requirements of any specific benefit plan. In the event that knowledge of the Company shall be a prerequisite to imposing a duty upon or to determine the liability of the Company under the Agreement or under any statute regulating the conduct of the Company, the Company will not be deemed to have participated in any act or omission of any fiduciary (as such term is defined under ERISA) with regard to the coverage requirements of any welfare benefit plan as a result of performing its contractually agreed upon duties hereunder.

8.18 Privacy.

(a) Company is a "service provider", "processor", or equivalent term under data privacy laws applicable to Company's activities under this Agreement (collectively, together with any regulations promulgated pursuant to such laws, "Data Privacy Laws"), and Customer is a "controller", "business" or equivalent term under applicable Data Privacy Laws. The parties agree and acknowledge that certain individuals may have personal data rights pursuant to Data Privacy Laws with respect to their "personal information," "personal data," or equivalent term as defined in Data Privacy Laws ("Personal Information"). Company will retain, use, and disclose Personal Information subject to Data Privacy Laws only for the business purposes and business relationship authorized in the Agreement or otherwise permitted by such Data Privacy Laws, will not sell Personal Information (as such term is defined in applicable Data Privacy Laws), and will treat such Personal Information as Confidential Information under this

Member Customer Services Agreement

Page 8 of 9

Agreement. The Company's PIMS Privacy Policy is incorporated herein by reference and can be found on the Company's website. The PIMS Privacy Policy may be amended from time to time without notice to the Customer.

(b) Referral Network. Customer acknowledges and agrees that the counselors, affiliates, coaches, coordinators, clinics, health care providers, and any other entities to whom Company may refer Customer's employees for health counseling or similar services (collectively, the "Referral Network") are separate, independent "controllers", "businesses", or an equivalent term under Data Privacy Laws, and such Referral Network members are not Company's subcontractors or service providers. Customer further acknowledges that Company has no control over, or responsibility for, the data collection or use practices of any Referral Network member, and the use of Personal Information by Referral Network members is subject to each such member's own privacy practices and disclosures. The Company's Referral Network is a sub-processor of the Company for purposes of the referral, invoice, and payment process. The Customer may obtain additional information about the Company's Affiliate Network by contacting the Company.

(c) With regard to protected health information ("PHI") and other Personal Information, each party shall comply, to the extent applicable, with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH") and any all-applicable Data Privacy Laws. Customer hereby agrees that (i) the Company is authorized to process and transfer data between its offices constituting the Company's group of companies, and between any sub-contractor(s), partners and affiliates, and other members of the Referral Network, engaged by the Company to perform part or all of the Services thereby allowing global access to the data on a 'need-to-know' basis in order to perform Services under this Agreement in the countries and territories specified by Customer; and (ii) the Company may disclose protected health information of data subjects (as defined in HIPAA) in the aggregate reports or in de-identified form, without the written consent of data subject, in connection with Company's business operations, as permitted by law.

(d) The Customer shall not share Customer PHI or Personal Information with the Company. "Personal Information" shall mean a first name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such resident: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "Personal information" does not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

8.19 Anti-Corruption Compliance. Reserved.

8.20 Trade Sanctions and Export Control. Reserved.

8.21 Record Storage and Delivery. Upon termination of the Agreement and to the extent that such records exist, the Company shall compile, collect, and deliver to Customer all Customer records subject to the Agreement as soon as is practicable after such termination. Customer agrees to accept delivery upon receipt of such Customer records and pay the Company all reasonable and customary storage, shipping and handling fees and expenses upon receipt of such record delivery and invoicing. Customer understands that any federal and/or state law, rule, regulation, or policy requiring the safekeeping of records for a prescribed time period, after termination of the Agreement, is the sole responsibility of Customer and not an obligation of the Company.

[Remainder of page intentionally left blank]

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed and delivered the Agreement as of the date first above written.

PERSPECTIVES, LTD.

Date

Keith Wasley
President and Chief Executive Officer

Date

Signature of Authorized Customer Representative

Printed Name of Authorized Customer Representative

Title of Authorized Customer Representative

Huntley Community School District 158 Customer Services Agreement

EXHIBIT A

Statement of Work/Fee Schedule

The specific services below may be deleted, modified, or redefined by Perspectives, Ltd. with notice to the Customer.

Effective Date: 1/1/2024

Employee Count: 1300

Group(s) covered: Full time/part time employees, and household family members

EMPLOYEE ASSISTANCE and WORK-LIFE SERVICES	
✓ 24/7 Toll-free telephonic and online access to EAP services ✓ Call translation services available in over 240 languages ✓ 24-hour access to In the Moment Support for immediate or emergent mental health needs ✓ Referral to staff or affiliate network for short-term counseling ✓ Up to 6 virtual or face-to-face short-term, counseling sessions per unique incident per year with master's degree EAP counselor ✓ Work/Life consultation, customized to the member's individual need and request ✓ Personalized search and referrals to work-life resources for child care, adoption, education, pet care, elder/adult care, relocation assistance, and more ✓ Legal consultation, referrals, and information for a wide range of personal matters, including estate planning, real estate, bankruptcy, divorce, custody ✓ Financial issues receive a 30-minute consultation with a Certified Financial Professional. Depending on the type of issue, additional consultation may be provided ✓ Identity theft consultation services provided by a Fraud Resolution Specialist. One virtual session (up to 60 minutes) per issue/per year. ✓ Comprehensive web-based Work/Life resources ✓ Interactive web-based Work/Life seminars ✓ Specialized web-based corporate discounts, reference guides & referral sourcing ✓ Life Coaching (up to 6 sessions per year) ✓ Medical Advocacy ✓ Web-site portal and mobile app ✓ Personal Assistant	INCLUDED
PROGRAM IMPLEMENTATION AND PROMOTION	
✓ Lifestyle blog ✓ Monthly employee E-Newsletters ✓ Monthly manager articles ✓ Periodic EAP related articles ✓ Standard electronic promotional materials (customized, printed materials and home mailing options available for an additional fee) ✓ Webinar based program orientation (digital manuals included) for employees, managers, supervisors, and human resources	INCLUDED
MANAGEMENT ASSISTANCE	
✓ Dedicated account manager ✓ Management consultations for human resources, managers, and supervisors ✓ Fitness for Duty consultation ✓ Formal management referral, assessment, and counseling ✓ Post workplace trauma/crisis consultation ✓ Secure and confidential data management system ✓ Coordination of care with healthcare insurance provider ✓ Manager Tool Kit ✓ Consultation on policies and procedures related to the access and use of the EAP	INCLUDED
PERFORMANCE TRACKING	
✓ Case management for job performance referrals ✓ Online employee satisfaction surveys ✓ Program review & planning ✓ Utilization Reporting	INCLUDED
PRICING SUMMARY	

Total billable covered employees/members at program start:	1,300
Per Employee Per Month (PEPM): \$	1.02
Annual recurring service fee: \$	15,912.00

Important Copyright Protection Notice:

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Date: December 21, 2023
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: Home/Hospital Instruction Rate

Executive Summary

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

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

Over the last two years we have had an average of 31 students in need of HHI services. The majority of our students needing HHI Services have needed them for a duration of approximately 4-6 weeks. There are outliers of students who need months, if not one year of HHI services. Students who receive HHI services are guaranteed a minimum legal amount of 5 hours a week of instruction, unless a decrease is noted by the recommending physician. Traditionally, HHI Instructors have been paid \$26.00 per hour. The cost analysis over the last five years is in the table below:



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

School Year	Total Hours	Total Compensation
2018-2019	3,651	\$76,666.17
2019-2020	1,510	\$38,842.24
2020-2021	611	\$15,883.66
2021-2022	1,029	\$26,747.24
2022-2023	820	\$21,630.18
Averages for 5 years	1,524	\$35,953.89

District Needs:

- Home/Hospital Instructors for academics
- Home/Hospital Instructors for related services

Projected Cost:

- 1,524 hours x \$45.00(current summer school hourly rate) = \$68,580.00 per year

Funding Sources: Special Education Funding

Rate:

Current: \$26/hour

Recommendation: \$45/hour

The District Administration recommends that the approval of the HHI Instructor Hourly Rate be equivalent to that of the current hourly rate in the HEA Contract.

Recommendation

Seeking approval as presented.



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: December 21, 2023

Subject: **Payables Reports**
Board of Education Meeting, December 21, 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 December 7, 2023 Committee of the Whole Meeting.

Purchase Orders - Purchase orders issued from November 2, 2023 to November 30, 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 \$828,989.86.

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 \$14,800.67.

Imprest Checks Issued - Payments made through November 30, 2023 for which the Board had not previously approved purchase orders. Imprest checks total \$144,388.82.

Disbursements Issued - Disbursements issued from October 26, 2023 to November 30, 2023. Disbursements issued total \$9,406,728.91.

RECOMMENDATION

The Finance Committee, which met on December 7, 2023, recommends the Board of Education approve the above-referenced Payables at the December 21, 2023 Regular Board meeting.

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 21, 2023

Subject: **Revenue Contract Approval**
Board of Education Meeting – December 21, 2023
Finance Committee

Presented are Fundraising/Crowdfunding Authorization forms for the organizations listed below.

<u>Organization Benefited</u>	<u>Vendor</u>	<u>Net Revenue</u>
Leggee Elementary PE	Speed Stacks	\$1,000
HHS Boys Tennis	Adrenaline Fundraising	\$2000-\$5,000
Conley Elementary	Art to Remember	\$2,500

RECOMMENDATION

The Finance Committee recommends the Board of Education approve the Fundraising/Crowdfunding Authorization forms at the December 21, 2023 Regular Board Meeting.

Fundraising Authorization Form
Fiscal Services

All fundraising 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 Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 10-27-23 School: Leggee Elementary
Name of School Organization: Physical Education
Sponsor / Coach's Name: Kristine Schmicker Phone: 6248
Starting Date of Event: 12-11-23 Ending Date of Event: 12-20-23
Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$1,000
Type of Sale / Event: Cup stacks, mats, timers
Will a Vendor Be Used: ☒ Yes* ☐ No * *Attach all contracts and agreements to this form* ✓
Name of Vendor (if applicable): Speed Stacks
Type of Product or Service Provided by Vendor: Cup stacks, mats, timers
How will compensation be used/distributed? To purchase P.E. equipment
Name of Activity Account: P.E. Activity Account #: 311

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).

Kristine Schmicker
Sponsor Signature

10-27-23
Date

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

10-27-23
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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

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Date of Board Approval: _____

Received 10/30/23



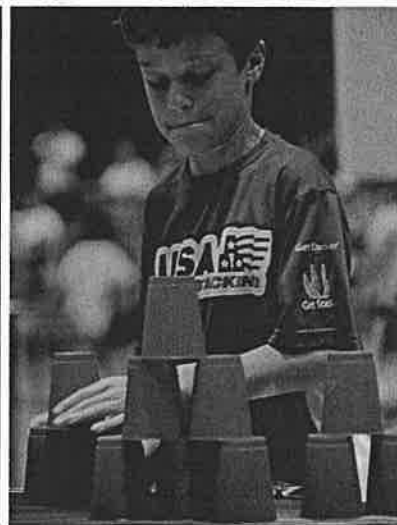
A Colorado, Family Based Company

SPORT STACKING

Dear Parents,

Speed Stacks is being offered as a fundraiser. Up to 20% goes back to help our School's PE Program and we offer you the most affordable price plus free shipping.

Sport Stacking is a positive alternative to computer, television, and video game screen time. It is affordable and benefits your child's body and brain!



¿Hablas Español?

Visita SpeedStacks.com/go
ordenar en español

Sets \$25

- 12 - Standard Cups
- 1 - Carrying Stem
- Online Training Videos



color options dependant on availability

Mat & Timer \$30

- 1 - GX Timer
- 1 - GX Mat
- 1 - Gear Bag



color options dependant on availability

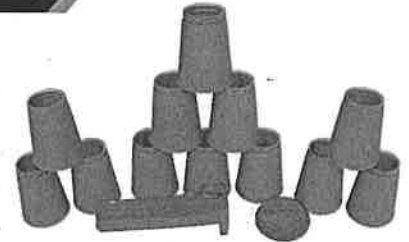


Pro Series Sets \$30

- 12 - Pro Series Cups
- 1 - Carrying Stem
- Online Training Videos



dependant on availability



1. **Scan the QR code or visit speedstacks.com/go** to select your state and school.
2. **Choose the gear you want and complete your credit card payment.** Your instructor has limited quantities of each color and it's on a first come first served basis. Please have a 2nd and 3rd color choice.
3. **Print and bring your receipt** to your instructor to pick up your item(s) at your school.



JOIN THE FUN

¿Hablas Español?
Visita SpeedStacks.com/go
ordenar en español

Fundraising Authorization Form
Fiscal Services

All fundraising 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 Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 11/1/2023 School: HHS

Name of School Organization: Boy's TENNIS

Sponsor / Coach's Name: KRIS GRABNER Phone: 847-659-6713

Starting Date of Event: January 18, 2024 Ending Date of Event: January 31, 2024

Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 2,000 - 5,000

Type of Sale / Event: Hour - a - Phon

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

Name of Vendor (if applicable): Adrenaline Fundraising

Type of Product or Service Provided by Vendor: Crowd funding through Adrenaline Fundraising

How will compensation be used/distributed? purchase of uniforms, facility improvements

Name of Activity Account: TENNIS Activity Account #: 545 578

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).

Kristy W. Galt
Sponsor Signature

11/1/2023
Date

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

11/3/23
Date

[Signature]
Chief Financial Officer Signature

11-14-23
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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____

Adrenaline Fundraiser Agreement (Hour-A-Thon)

_____ d/b/a Adrenaline Fundraising ("Adrenaline" herein) and Organization identified below enter into the following Fundraiser Agreement ("Agreement") for the purpose of providing an Adrenaline Fundraising Program ("Program") designed to facilitate Organization's fundraising efforts:

1. **Program terms.** Adrenaline and Organization agree to the Hour-A-Thon Fundraiser Date and Profit % stated below. In this agreement, "Profit %" means the percentage of the total funds raised that is payable to Organization.

2. Adrenaline Obligations.

- Adrenaline agrees to use its best efforts to assist Organization with its fundraising efforts.
- Adrenaline agrees, at its discretion, to provide training and incentives to individuals involved in the fundraising process along with program materials appropriate to facilitate Organization's fundraising efforts.
- Adrenaline Representative will deliver payment to Organization within one week of the close of the Hour-A-Thon donation link.

3. Organization Obligations.

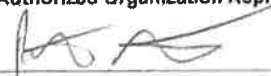
- Organization confirms that it is not under a contractual obligation to participate in a competing non-Adrenaline fundraising program.
- Organization agrees to allow Adrenaline reasonable access to Organization's facilities at mutually agreed upon times in order to conduct the Program.

4. **Intellectual Property Ownership and Product Distribution.** Adrenaline retains all intellectual property rights associated with the products but agrees to license these rights for the limited purpose of conducting the Program. Organization agrees not to disclose any forms, materials, technical information or methods employed by Adrenaline or intellectual property rights owned by Adrenaline for any purpose except in association with the Program absent Adrenaline's express written consent.

5. **Authorization and implementation.** Organization's representative hereby asserts that he/she understands the terms and conditions of the Agreement, agrees to be bound by them, and has the authority to bind Organization. Organization holds Adrenaline harmless of any liability regarding the actions of, and/or injuries to Program participants.

Hour-A-Thon Fundraiser				
Month	Day	Year	Time	Location
11	18	23	3:00 pm	

Profit Structure	
Total Raised	Profit %
	75
Total Raised	Profit %

Authorized Organization Representative (Signature)	Print Name & Title	Date
	Pete Htersagen (President)	11-1-23
Authorized Adrenaline Representative (Signature)	Print Name & Title	Date

Information below is to be completed by Adrenaline sales representative					
School / Organization		Group	Number of Students	Adrenaline record number	
Huntley High School		Boys Tennis			
Address		City	State	Zip	
13719 Harmony Rd		Huntley	IL	60142	
Contact Name	Best time to contact	Contact Phone Number	Contact email address		

Fundraising Authorization Form
Fiscal Services

All fundraising 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 Building Principal will then forward all documents to the Chief Financial Officer.

Today's Date: 11/9/2023 School: Conley
Name of School Organization: School District 158
Sponsor / Coach's Name: Sharon Davis Phone: 3811
Starting Date of Event: 12/31/2023 Ending Date of Event: _____
Anticipated Revenue and Approximate Value of Non-Monetary Items/Compensation: \$ 2,000 - 2,500.00
Type of Sale / Event: Art Products
Will a Vendor Be Used: ☒ Yes* ☐ No * *Attach all contracts and agreements to this form.*
Name of Vendor (if applicable): Art to Remember
Type of Product or Service Provided by Vendor: Art Merchandise
How will compensation be used/distributed? Art Supplies for Conley Students
Name of Activity Account: 171210 Activity Account #: Art

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).

Sharon Davis
Sponsor Signature

11/9/23
Date

Anna H
Principal Signature – I certify that it is a minimum of 45 days prior to the desired starting date of the event

11/9/23
Date

AS
Chief Financial Officer Signature

11/25/23
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 board.

☐ Superintendent's Copy ☐ Fiscal Services Copy

Date of Board Approval: _____



FUNDRAISER CONFIRMATION Fall 2023

SCHOOL INFORMATION

SCHOOL NAME: Conley Elementary (1666)

STREET ADDRESS: 750 Dr John Burkey Dr COORDINATOR: Lori Dahlby

CITY/STATE: Algonquin, IL NUMBER OF STUDENTS: 575 PHONE: 847-659-3700 PROFIT CHECK

TO: Conley Elementary ALLOW FREE SHIPPING TO SCHOOL: No

ORDER FORM INFORMATION

FUNDRAISER CONTACT: Sharon Davis, SDavis@district158.org, *Sharon Davis 11/14/2023*

ORDER DEADLINE: 10/20/23

FUNDRAISING MESSAGE: Thank you for your order! Proceeds from this fundraiser will support our art program.

PROFIT INCENTIVES & DEADLINES

Every school receives a guaranteed minimum profit of 25% of gross sales. Schools can increase their school profit as follows:

INCENTIVE GOAL* DEADLINE ADDITIONAL PROFIT PERCENT Class lists submitted 09/04/23 1% Artwork arrives at Art to Remember 10/02/23 2% Artwork arrives at Art to Remember 10/16/23 1% Participation > 20% and < 25% 1% Participation > 25% and < 30% 2% Participation > 30% and < 40% 3% Participation > 40% and < 50% 4% Participation > 50% 5%

FUNDRAISER SCHEDULE & CHECKLIST

DATE TASK

08/10/23 STARTER KIT ARRIVES AT SCHOOL

- Includes art paper, sample products, poster, promotional materials, and fundraising guide
- Hang posters, create a display, and begin artwork with students

08/24/23 EMAIL CLASS LISTS TO ART TO REMEMBER

- Email your coordinator an Excel, Google Sheet, or PDF with your student's first and last names, homeroom teacher names, and grades.

10/02/23 SHIP ARTWORK TO ART TO REMEMBER

- Make sure your student labels are on the back of the art
- Sort artwork by teacher and place in the corresponding folders
- Use the pre-paid UPS shipping label that was in your starter kit

10/10/23 ORDER FORMS ARRIVE AT SCHOOL

- Pass out order forms - don't forget they are customized to each child, so do not pass them out randomly
- Promote your program! It's time to send out notices and reminders to parents. Use email, social media, school apps, and any other methods available to contacts, parents, and families.

COMPLETED

FUNDRAISER SCHEDULE & CHECKLIST

- CONTINUED DATE TASK

10/20/23 MAIN ORDER DEADLINE

- Send out last minute reminders to parents.
- Also encourage late orders. Families can ship directly to their home.

11/17/23 MAIN ORDERS ARRIVE AT SCHOOL

- Orders are organized by student and grouped by teacher. Larger items will be in the same box.
- Don't forget that families had the option to ship directly to home, so those orders will not be on your packing slip.

01/01/24 LATE ORDER DEADLINE

- Continue to promote your program through this date.
- You'll receive full profit on these orders too!

COMPLETED

WHEN WILL YOUR PROFIT CHECK ARRIVE? Profit checks go out approximately two weeks after the main and late orders have shipped.

*Incentive goals are not cumulative. i.e., schools may qualify for one Artwork Received Goal and one Participation Goal. Participation % = Number of School Orders / # of Students Submitting Artwork

ART TO REMEMBER ("AtR") TERMS & CONDITIONS

1. **Sales Tax / School Commission.** AtR will collect and remit all required sales taxes for online orders. Your school will earn a commission (*i.e.*, profit) as set forth on page 1 of this Order Confirmation. AtR will send the commission check as soon as practicable (normally within 30 days) following your school's program end date.
2. **Purchase Orders.** If a P.O. is required, please inform your AtR Program Coordinator, or contact our accounting department at accounting@arttoremember.com.
3. **Stay on Schedule.** Timely delivery of your products depends on the accuracy of the information on page one of this Program Confirmation Form and your adherence to the program schedule. We have reserved production time for your school based on this schedule. Changes to your school's schedule must be promptly communicated to your AtR Program Coordinator. The order delivery date on your schedule is approximate, however, adhering to your schedule guarantees delivery of your main order before your school's winter/summer break. If your artwork or orders arrive after your scheduled date, production of your products may be delayed and AtR cannot guarantee delivery before semester break.
4. **Late Orders.** Families wishing to purchase products after your main order deadline can place orders online at arttoremember.com and pay to have them shipped to their home.
5. **Out-of-Program Orders.** Families can purchase keepsake products on AtR's website after your school's program has closed. If your school signs up for an AtR fundraiser during the next school year, it will receive 15% of all out-of-program orders associated with your school.
6. **Free Shipping.** AtR offers free shipping to the school within the 48 contiguous states. Orders shipped outside the 48 contiguous states are subject to shipping charges. Please consult with your AtR Program Coordinator for additional information.

Policy Committee

650 Dr. John Burkey Drive • Algonquin, IL 60102 • (847) 659-6158 • Huntley158.org

TO: Board of Education and Cabinet Members

FROM: Jessica Lombard, Interim Superintendent
Lorie Woods, Director of Administrative Services

DATE: December 21, 2023

RE: PRESS Policy Revision – First Reading

Upon review of the Board at the December 7, 2023 meeting, the following policies were revised in keeping with the District's goal to maintain accurate and legally responsible policy.

This is the first reading of the following policies:

- **2:20 Powers and Duties of the Board; Indemnification**
Updated in response to 105 ILCS 5/10-20.21, raising the bidding threshold to \$35,000; and 105 ILCS 5/2-3.25f, changing state interventions available for School Improvement Plans.
- **2:120 Board Member Development**
Policy and Legal References updated for continuous improvement.
- **2:200 Types of Board Meetings**
Policy is updated permitting boards to meet in closed session for hearings regarding denial of admission to school events under 105 ILCS 5/24-24. Cross Reference added.
- **2:220 Board Meeting Procedure**
The policy is updated allowing a public body to permit a member to attend remotely due to unexpected childcare obligations. Legal References updated for continuous improvement.
- **4:10 Fiscal and Business Management**
Policy and Legal References updated requiring a board to annually present a written report that includes the annual average expenditures of the district's operational funds for the previous three fiscal years.
- **4:30 Revenue and Investments**
Policy updated adding as an authorized investment obligations of certain U.S. corporations and amending requirements for investment in short-term obligations of U.S. corporations.
- **4:60 Purchases and Contracts**
Policy updated permitting boards to utilize a design-build delivery system for construction projects, provided specific procedures are followed; and requiring boards to substantially present the terms of and approve new contracts for district-administered assessments at a regular board meeting. Updates to Legal References.

- **4:130 Free and Reduced-Price Food Services**
Policy reformatted and updated establishing the Healthy School Meals for All Program. Legal References updated in response to style changes.
- **4:160 Environmental Quality of Buildings and Grounds**
Policy is updated prohibiting schools serving students in grades K-8 from scheduling pesticide applications on school grounds when students are in attendance for instruction. Legal References updated.
- **4:170 Safety**
Cross Reference added.
- **5:30 Hiring Process and Criteria**
Legal References updated requiring employers to include the “pay scale and benefits” for a position in any specific job posting.
- **5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition**
Legal References updated mandating instruction on the dangers of fentanyl in health education for students in grades 9-12, beginning with the 2024-2025 school year.
- **5:190 Teacher Qualifications**
Legal References are updated in response to the repeal of 105 ILCS 5/21-11.4.
- **5:200 Terms and Conditions of Employment and Dismissal**
Policy is updated requiring districts, when hiring or assigning educators for physical education, music, or visual arts, to prioritize the hiring or assigning of educators who hold an educator license and endorsement in those areas, eff. 1-1-24.
- **5:210 Resignations**
The policy is updated addressing the resignation of teachers during a school term and amending the procedures a district must follow when referring a teacher to the State Superintendent of Education due to the teacher’s resignation during the school term to accept another teaching assignment.
- **5:220 Substitute Teachers**
Policy is updated permitting TRS annuitants to substitute teach for 120 paid days or 600 paid hours in each school year through 6-30-26; and permitting a board to employ a substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, due to a lack of qualified candidates, provided certain procedures are followed.
- **5:250 Leaves of Absence**
Policy is updated providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide; permitting employees to use Victims’ Economic Security and Safety Act (VESSA) leave to grieve/attend to matter of a family or household member killed in a crime of violence; entitling teachers to 10 days of paid leave per school term for federal advocacy work, if they are elected to represent a statewide teacher association in such work; and continuous improvement. Legal References updated.
- **5:330 Sick Days, Vacation, Holidays, and Leaves**
Policy updated providing an unpaid leave benefit to employees who experience the loss of a child by suicide or homicide; adding 2024 Election Day as a school holiday. Updates to Legal References.

- **6:15 School Accountability**
Policy is updated providing that ISBE “shall provide technical assistance to schools in school improvement status to assist with the development and implementation of Improvement Plans.”
- **6:30 Organization of Instruction**
Legal References updated requiring that boards establish a full-day kindergarten program by the beginning of the 2027-2028 school year. Cross References updated for continuous improvement.
- **6:50 School Wellness**
The policy is updated with the addition of new subhead **Goals for Other School-Based Activities**. Legal References updated for continuous improvement.
- **6:60 Curriculum Content**
The policy is updated requiring instruction on the Native American experience and Native American history starting in 2024-2025 school year; requiring health education in grades 9-12 to include instruction on the dangers of fentanyl, beginning with the 2024-2025 school year; and continuous improvement.
- **7:60 Residence**
The policy is updated for continuous improvement. Legal References updated for continuous improvement by adding citations to provisions in the School Code addressing the residency of students with disabilities.
- **7:70 Attendance and Truancy**
Legal References updated for continuous improvement.
- **7:160 Student Appearance**
Policy updated prohibiting schools from denying students the right to wear or accessorize their graduation attire with items associated with their culture, ethnic, or religious identify, or other characteristics or category protected under the IHRA.
- **7:190 Student Behavior**
The policy and Legal References are updated.
- **7:270 Administering Medicines to Students**
Policy is updated with allergy emergency action plan in the School Code provisions regarding administration of medication to students; requiring districts to maintain a supply of undesignated opioid antagonists to administer as necessary. Cross References updated.
- **7:285 Anaphylaxis Prevention, Response, and Management Program**
Legal References are updated streamlining training requirements regarding anaphylactic reactions and management for staff members who work with students.
- **7:290 Suicide and Depression Awareness and Prevention**
Policy is updated requiring teachers, administrators, and support personnel who work with student to be trained on identifying warning signs of mental illness, trauma, and suicidal behavior in youth.

- **7:345** **Use of Educational Technologies; Student Data Privacy and Security**
Legal References updated in response to a minor style change.
- **8:30** **Visitors to and Conduct on School Property**
Policy updated to provide clarification; permitting boards to meet in closed session for hearing regarding denial of admission to school events under 105 ILCS 5/24-24. Updates to Legal References.

Recommendation

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

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

LRW

Attachments

Board of Education

Powers and Duties of the Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, therefore, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a superintendent and other personnel, making employment decisions, and dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/, and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts in accordance with applicable federal and State law, including 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 16, 2023

REVISED

Board of Education

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6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
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9. Approving the curriculum, textbooks, and educational services.
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ADOPTED: May 17, 2001

REVISED: March 16, 2023

CURRENT

Board of Education

Board Member Development

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

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

Mandatory Board Member Training

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

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

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

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

New Board Member Orientation

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

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

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

Candidates

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

LEGAL REF: 5 ILCS 120/1.05 and 120/2, [Open Meetings Act](#).
105 ILCS 5/10-16a and 5/24-16.5.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Board of Education

Types of Board Meetings

General

For all meetings of the Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent or his/her designee is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act. 5 ILCS 120/2 (c)(1), ~~amended by P.A. 101-459~~.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practicable, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded; (4) minutes, once approved by the Board, shall be posted for 30 days.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers); 2:120 (Board Member Development); 2:210 (Organizational Board Meetings); 2:220 (Board Meeting Procedure); 2:230 (Public Participation at Board Meetings and Petitions to the Board); 6:235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Board of Education

Types of Board Meetings

General

For all meetings of the Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent or his/her designee is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act. 5 ILCS 120/2 (c)(1), amended by P.A. 101-459.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours,

or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practicable, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded; (4) minutes, once approved by the Board, shall be posted for 30 days.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers); 2:120 (Board Member Development); 2:210 (Organizational Board Meetings); 2:220 (Board Meeting Procedure); 2:230 (Public Participation at Board Meetings and Petitions to the Board); 6:235 (Access to Electronic Networks)

ADOPTED: May 17, 2001

REVISED: March 19, 2020

Board of Education

Board Meeting Procedure

Agenda

All Board meetings shall begin as follows:

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

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

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

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

Voting Method

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

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

Minutes

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

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

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

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

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

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

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

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

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

Verbatim Record of Closed Meetings

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

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

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

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

Quorum and Participation by Audio or Video Means

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

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, ~~or~~ (3) a family or other emergency, or (4) unexpected childcare obligations. If a member wishes to attend a meeting by video or audio means, he or she must notify the Recording Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Recording Secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

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

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

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

Rules of Order

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

Broadcasting and Recording Board Members

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

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

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

LEGAL REF.: 5 ILCS 120-2a, 120/2.02, 120/2.05, 120/2.06, and 120/7, [Open Meetings Act](#).
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Board of Education

Board Meeting Procedure

Agenda

All Board meetings shall begin as follows:

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

CURRENT

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. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. 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.
6. 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, 5/17-1.10, 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: March 16, 2023

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-API, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-API, E2 (Staff Authorization for Access to the District's Electronic Networks)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. *Safety of Principal.* Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. *Liquidity.* The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. *Rate of Return.* The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. *Diversification.* The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. ~~Short-term obligations~~ ~~Obligations~~ of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than ~~three years~~ 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities,

unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 1~~3~~⁴ supersedes paragraphs 1-1~~2~~⁹ and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235. The Superintendent or designee shall keep the Board informed of each collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3. Deposits with Financial Institutions, Investments

(including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest* policy 2:100. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: December 16, 1999

REVISED: March 19, 2020

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. *Safety of Principal.* Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. *Liquidity.* The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. *Rate of Return.* The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. *Diversification.* The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (ciii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.

4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than three years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to “purchase” specified securities from a designated institution. The “custodial bank” is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
 - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank’s computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District’s claims to rights to those securities.
 - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235. The Superintendent or designee shall keep the Board informed of each collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3. Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action. A semi-annual report shall be made to the Board of Education to ensure that appropriate protocols are being followed.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest* policy 2:100. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/, Public Funds Investment Act.
30 ILCS 238/, Ill. Sustainable Investing Act.
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: December 16, 1999

REVISED: March 19, 2020

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of ~~\$35,000~~ ~~25,000~~ must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility, 105 ILCS 5/10-20.21(xi).
3. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
4. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
5. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
6. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contract has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
10. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
11. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
12. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85.
13. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

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

LEGAL REF.: 2 C.F.R. Part 200.
 105 ILCS 5/10-20.19c, 5/10-20.21, [5/10-20.85](#), 5/10-21.9, 5/10-22.34c, [5/15A-1 et seq.](#), 5/19b-1 et seq., 5/22-94, and 5/24-5.
 30 ILCS 708/, Grant Accountability and Transparency Act.
 410 ILCS 170/, Coal Tar Sealant Disclosure Act.
 820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

REVISED

Operational Services

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

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

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

8. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and board policy 4:70, *Resource Conservation*.
9. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21b-80(c) to have direct, daily contact at a District school or school-related activity with one more student(s); (2) prohibits any of the contractor's employees from having direct daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94: (1) prohibit any of its employees from having *direct contact with children or students* if the contract has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose; (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.
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The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 2 C.F.R. Part 200.
105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq.,
5/22-94, and 5/24-5.
30 ILCS 708/, Grant Accountability and Transparency Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Expansion Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

CURRENT

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

If State funding is available for the Healthy School meals for All Program, the Board will annually determine if it will participate in the program.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, the District must publicly announce the availability of free lunches and, as applicable, free breakfasts. This public notice may be published in a newspaper of general circulation for the school district, made available on the school district's website, provided in a school newsletter, or included with registration materials. The notice shall include: (1) eligibility requirements for free and reduced-price food service, (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, (2) the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.
105 ILCS 125/, School Breakfast and Lunch Program Act ~~and 126/~~.
105 ILCS 126/, Childhood Hunger Relief Act.
23 Ill. Admin. Code §305.10 et seq.

ADOPTED: May 17, 2001

REVISED: August 15, 2019

REVISED

Operational Services

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

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LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.
105 ILCS 125/ and 126/.
23 Ill. Admin. Code §305.10 et seq.

ADOPTED: May 17, 2001

REVISED: August 15, 2019

CURRENT

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

Pesticides will not be applied on the paved surfaces, playgrounds, or playing fields of any school serving grades K-8 during a school day or partial school day when students are in attendance for instructional purposes. Additional, the application of any restricted use pesticides will not be applied is prohibited on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Coal Tar Sealant

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

LEGAL REF.: 105 ILCS 5/10-20.17a; 5/10-20.48.
 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350. 700(b).
 29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
 20 ILCS 3130/, Green Buildings Act.
 105 ILCS 135/, Toxic Art Supplies in Schools Act.
 105 ILCS 140/, Green Cleaning School Act.
105 ILCS 160/, Pesticide Application at Schools Act.
 225 ILCS 235/ Structural Pest Control Act.
 415 ILCS 60/14, Illinois Pesticide Act.
 415 ILCS 65/ Lawn Care Products Application and Notice Act.
 410 ILCS 170/, Coal Tar Sealant Disclosure Act.
 820 ILCS 255/ Toxic Substances Disclosure to Employees Act. (*inoperative*)
 23 Ill. Admin. Code §1.330.

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Operational Services

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

Pesticides

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

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

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

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Operational Services

Safety

Safety and Security

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

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

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

School Safety Drill Plan

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

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

Annual Review

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

School Bus Safety

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

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

Automated External Defibrillator (AED)

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

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

Carbon Monoxide Alarms

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

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

Soccer Goal Safety

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

General Personnel - Photo Identification

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

Unsafe School Choice Option

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

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

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

Lead Testing in Water

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

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

Emergency Closing

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

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

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; Management; and Recovery), 4:190 (Targeted School Violence Prevention Program), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

Operational Services

Safety

Safety and Security

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

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
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In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

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

Annual Review

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

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2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
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2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

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

Lead Testing in Water

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

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

Emergency Closing

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

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

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

ADOPTED: May 17, 2001

REVISED: March 17, 2022

General Personnel

Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

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

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

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

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

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

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving *direct contact with children or students*, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

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

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

Drug Testing

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

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

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

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

Orientation Program

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

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
 15 U.S. C. §1681 et seq., Fair Credit Reporting Act.
 8 U.S. C. §1324a et seq., Immigration Reform and Control Act.
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
 20 ILCS 2630/3.3, Criminal Identification Act.
 820 ILCS 55/, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
 820 ILCS 112/10(b-5), Equal Pay Act.
820 ILCS 112/, Equal Pay Act of 2003.
 Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill. 2d 482 (Ill. 1987).
 Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).
 Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other
 Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted
 Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment
 Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic
 Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette,
 Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child
 Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict
 of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct),
 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

General Personnel

Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

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

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

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

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

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4. The District does not request or require an applicant disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

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

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

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

Orientation Program

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

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.
 15 U.S. C. §1681 et seq., Fair Credit Reporting Act.
 8 U.S. C. §1324a et seq., Immigration Reform and Control Act.
 105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,
 5/21B-10, 5/21B-80, 5/21B-85, 5/22-6.5, 5/22-94, and 5/24-5.
 20 ILCS 2630/3.3, Criminal Identification Act.
 820 ILCS 55/, Right to Privacy in the Workplace Act.
 820 ILCS 70/, Employee Credit Privacy Act.
 410 ILCS 705/10-50, Cannabis Regulation and Tax Act.
 820 ILCS 112/10(b-5), Equal Pay Act.
 Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985),
aff'd in part and remanded 115 Ill. 2d 482 (Ill. 1987).
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CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other
 Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted
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 Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace, E-Cigarette,
 Tobacco, and Cannabis Prohibition), 5:90 (Abused and Neglected Child
 Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict
 of Interest), 5:125 (Personal Technology and Social Media; Usage and Conduct),
 5:200 (Substitute Teachers), 5:280 (Duties and Qualifications)

ADOPTED: May 17, 2001

REVISED: June 15, 2023

General Personnel

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

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

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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

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

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

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

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

As a condition of employment, each employee shall:

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

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

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

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

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

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

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

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

Disclaimer

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

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

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

General Personnel

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

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

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

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

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

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

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

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

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

As a condition of employment, each employee shall:

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

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

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

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

E-Cigarette, Tobacco, and Cannabis Prohibition

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

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

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

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah,

vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

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

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

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

Disclaimer

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

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

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

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teacher; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF: 20 U.S.C. §6312(e)(1)(A).
105 ILCS 5/10-20.15, ~~5/21-11.4~~, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.
23 Ill. Admin. Code §1.610 et seq., §1.705 et seq., and Part 25.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

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CROSS REF.: 6:170 (Title I Programs)

ADOPTED: May 17, 2001

REVISED: January 19, 2017

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, except as otherwise provided by law, 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.: [29 U.S.C. §218\(d\), Pub. L. 117-328, Pump for Nursing Mothers Act.](#)
[42 U.S.C. §2000gg et seq, Pub. L. 117-328, Pregnant Workers Fairness Act.](#)
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, [5/22-95](#), 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 16, 2023

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5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: May 17, 2001

REVISED: March 16, 2023

Professional Personnel

Resignations and Retirement

Resignations

~~Tenured Teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, No teacher may resign during the school term in order to accept another teaching position without the consent of the Board. A teacher may resign outside of a school term if the teacher provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.~~

Probationary teachers may resign during their contract period only with the Board's consent.

Retirement

Staff retirements shall be submitted and deemed effective at the close of a school year. To receive maximum retirement benefits, staff members planning retirement should submit written notice by March 1.

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 363 Ill. App.
3d 433 (1st Dist. 2006).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

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ADOPTED: May 17, 2001

REVISED: March 17, 2022

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 through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026~~3~~, 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 (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30 calendar-day-period, the District makes a written request to the ROE for a 30 calendar-day-extension and the extension is granted by the ROE.

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 16, 2023

REVISED

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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.

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Emergency Situations

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

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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 16, 2023

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.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended 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, and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA) 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, and subject to any exceptions in VESSA, 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, or Representative 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) up to 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, and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

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, When applicable, paid administrative leave related to COVID-19 will be granted is available to eligible employees in accordance with State law, 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 ILCS 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 Family Bereavement Leave Act.
820 ILCS 156/, Child Extended 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 16, 2023

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 ILCS 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 16, 2023

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	<u>2024 Election Day</u>
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth National Freedom Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

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

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

Personal Leave

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

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

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

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

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

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

Leave to Serve as a Trustee of the 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. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.

8. 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.
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330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
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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 16, 2023

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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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.

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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:

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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.

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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.
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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 16, 2023

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 16, 2023

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 16, 2023

Instruction

Organization of Instruction

The School District has instructional levels for grades kindergarten through twelve. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board.

Students, for instructional purposes, may be placed in groups within a school that do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student is assigned a grade-level placement.

LEGAL REF.: 105 ILCS ~~5/10-20.19a~~, 5/10-20.37, and 5/10-22.18.
23 Ill. Admin. Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: May 17, 2001

REVISED: July 19, 2018

Instruction

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ADOPTED: May 17, 2001

REVISED: July 19, 2018

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).

Goals for Other School-Based Activities

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

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. §1771 et seq., Child Nutrition Act of 1966.~~
 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 16, 2023

Instruction

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1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
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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.

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ADOPTED: May 18, 2006

REVISED: March 16, 2023

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, and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl. 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~~ 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~~ In grades 9 through 12, intensive instruction on media literacy.
15. ~~Beginning in the fall of 2023, in~~ 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, instruction as determined by the Superintendent or designee on 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, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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, the Native American genocide in North America, 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~~ In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
 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, 5/27-20.05, 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 16, 2023

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 principles 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 16, 2023

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District with six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools ~~tuition-free~~ pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.
5. The Superintendent or designee shall have the authority to temporarily waive collection of non-resident tuition to a petitioning family who is under contract to purchase or lease a residence within District boundaries where the closing on the residence or written lease commencement occurs within 45 calendar days of the first day of school, provided that residency is actually established during that time period. Prior to a non-resident tuition waiver being granted, the petitioning family shall provide a copy of the signed sales agreement to purchase the residence or the signed lease agreement. In the event that the Superintendent or designee grants such a waiver and the district receives written evidence that residency is actually established within the 45 calendar day time period, no tuition shall be charged or collected. If for any reason proof of residency within the first 45 days following commencement of school is not established, the full annual non-resident tuition shall be charged, half of which shall be due on the forty-sixth (46th) day following commencement of school and half of which shall be due January 1.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, ~~and~~ 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.
 105 ILCS 45/, Education for Homeless Children Act.
 105 ILCS 70/, Educational Opportunity for Military Children Act.
 23 Ill. Admin. Code §1.240.
 Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist.
 200, 234 Ill. App. 3d 652 (5th Dist. 1992).
 Joel R. v. Bd. of Educ. of Manheim School Dist. 83, 292 Ill. App. 3d 607 (1st Dist. 1997).
 Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).

ADOPTED: May 17, 2001

REVISED: March 17, 2022

REVISED

Students

Residence

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3. According to an intergovernmental agreement.
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If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/1020.12b.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a.
 105 ILCS 45/, Education for Homeless Children Act.
 105 ILCS 70/, Educational Opportunity for Military Children Act.
 23 Ill. Admin. Code §1.240.
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 Dist. 1997).
 Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy).

ADOPTED: May 17, 2001

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 5/26-3, 5/26-5 through 5/26-16, and 5/26-18.
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 16, 2023

REVISED

Students

Attendance and Truancy

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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.

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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 truant students. 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 16, 2023

CURRENT

Students

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

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CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: May 17, 2001

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~~2012 (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 or is subject to a battery. ~~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.

~~Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.~~

~~Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.~~

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~~7971, Pro-Children Act of ~~1994~~ 2004.
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 16, 2023

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 truant.
 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 16, 2023

CURRENT

Students

Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan ~~III. Food Allergy Emergency Action Plan and Treatment Authorization Form~~, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists ~~in the name of the District~~ and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

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

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

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

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

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

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, ~~for whatever reason, unable to: (1) obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply. for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.~~

The **School District Supply of Undesignated Oxygen Tanks** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, or (2) fill the District's prescription for undesignated oxygen tanks.

The **School District Supply of Undesignated Glucagon** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill. Admin. Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated ~~Asthma Medication(s), Epinephrine Injectors, Opioid Antagonists, and/or Glucagon~~), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form – Medical Cannabis)

ADOPTED: May 17, 2001

REVISED: July 21, 2022

Students

Administering Medicines To Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

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

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

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

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

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

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

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of this policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent/guardian of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent/guardian should consult their own physician regarding these medication(s).

- LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
720 ILCS 550/, Cannabis Control Act.
23 Ill. Admin. Code §1.540.
- CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)
- ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form – Medical Cannabis)
- ADOPTED: May 17, 2001
- REVISED: July 21, 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: March 16, 2023

REVISED

Students

Anaphylaxis Prevention, Response, and Management Program

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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.
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ADOPTED: November 11, 2010

REVISED: March 16, 2023

CURRENT

Students

Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5/2-3.139 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~~ all District staff 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 16, 2023

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.

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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.
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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 16, 2023

Students

Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent or designee shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or covered information. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act;~~implemented~~
~~by~~ 34 C.F.R. Part 99.
 105 ILCS 10/, Ill. School Student Records Act.
 105 ILCS 85/, Student Online Personal Protection Act.
 23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to
 Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

REVISED: March 17, 2022

REVISED

Students

Use of Educational Technologies; Student Data Privacy and Security

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CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to
Electronic Networks), 7:340 (Student Records)

ADOPTED: September 17, 2020

REVISED: March 17, 2022

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property – District and school buildings, grounds, and parking areas; vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor – Any person other than an enrolled student or District employee.

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office on receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person ~~is~~ also may be subject to being denied admission to school athletic or extracurricular events ~~or meetings~~ for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular School Events-or Meetings

Before any person may be denied admission to athletic or extracurricular school events ~~or meetings as provided in this policy~~, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing note must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App. 3d 344 (4th Dist.
20 U.S.C. §~~7181~~ 7971 et seq., Pro-Children Act of ~~1994~~ 2001.
105 ILCS 5/10-20.5, 5/10-20.5b, 5/10-22-10, 5/22-33, 5/24-25, and 5/27-23 7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
~~430 ILCS 66/, Firearm Concealed Carry Act.~~
410 ILCS 705/, Cannabis Tax and Regulation Act.
~~430 ILCS 66/, Firearm Concealed Carry Act.~~
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2:200 (Types of School Board Meetings), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property – District and school buildings, grounds, and parking areas; vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor – Any person other than an enrolled student or District employee.

Visitors are welcome on school property, provided their presence will not be disruptive.

All visitors to school property are required to report to the Building Principal's office on receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.

14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in the child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

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Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing note must contain:

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105 ILCS 5/10-20.5b, 5/22-33, 5/24-25, and 5/27-23 7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
430 ILCS 66/, Firearm Concealed Carry Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: May 17, 2001

REVISED: June 18, 2020

**HUNTLEY EDUCATION ASSOCIATION
(HEA) COLLECTIVE BARGAINING AGREEMENT**

**In Agreement with the Board of Education (BOE)
HUNTLEY COMMUNITY School District 158**

2024 - 2027

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ARTICLE I.

RECOGNITION

- 1) The Board of Education of Huntley Community School District 158, McHenry and Kane Counties, Huntley, Illinois hereinafter referred to as the "Board" hereby recognizes the Huntley Education Association, hereafter referred to as the "Association", as the negotiation agent for the certified staff. Certified staff are all full-time personnel and part-time personnel scheduled to work at least one full school year that are required to be certified, except the Superintendent and Assistant Superintendents, Principals, Assistant Principals, Directors, Coordinators, Paraprofessionals, short term employees and any certified employee scheduled to perform administrative duties, including evaluation of certified staff, such as Department Chairs and, more than half of his/her regularly scheduled work day.
- 2) Any certified person employed by Huntley Community School District #158 in less than a full-time position shall:
 - a) Receive a prorated salary based on the existing schedule.
 - b) Apply evaluation and grievance procedures as defined in this agreement. Timelines may be adjusted, by mutual agreement, based upon the certified staff member's schedule and attendance.
 - c) Be eligible for extracurricular positions as defined in this contract providing his/her position fulfills state requirements.
 - d) Receive instructional planning benefits at a pro-rated basis.
 - e) Receive no other rights or benefits except personal leave and sick leave on a pro-rated basis.
- 3) Certified staff members working a minimum of thirty (30) hours per week shall receive medical insurance benefits and income protection as provided herein at a pro-rated basis.
- 4) The Board agrees not to negotiate with any certified staff organization other than the Association for the duration of this Agreement; further, the Board agrees not to negotiate with any certified staff member during the duration of this Agreement on matters specified in this Agreement.
- 5) All policies, regulations, and rules of the Board must be readily available to the certified staff members and shall be made available to any such certified staff member upon written request.
- 6) There is reserved exclusively to the Board of Education and thereby to the District, all responsibilities, powers, rights and authority expressly or inherently vested in it by the laws and constitutions of the State of Illinois and the United States of America. Except where limited by written provisions of this Agreement, the District retains the rights and responsibilities to direct the affairs of the District in all of its various aspects. Such rights and responsibilities shall include, but are not limited to, the determination of District policy, the management and administration of the District, the establishment, modification or elimination of courses of instruction, special programs, athletic, recreational and social events, as deemed necessary or advisable by the District, the direction, supervision and placement of certified staff, and the determination of the placement of personnel in contractual continued service.

ARTICLE II.

SCOPE OF AGREEMENT

- 1) Scope of negotiations includes negotiations procedures, salary, fringe benefits, curriculum planning, evaluation procedure, grievance procedure, working conditions, and term of Agreement, as defined in this Agreement.

ARTICLE III.

ASSOCIATION RIGHTS

A. Negotiations Procedure

- 1) The Board and the Association shall bargain with respect to wages, hours, and other terms and conditions of employment, as defined in this Agreement.
- 2) It is agreed that the Board and Association will, in a prompt and timely manner, jointly request the services of the Federal Mediation and Conciliation Services (FMCS) if either party to this Agreement declares impasse.

B. Board of Education Meetings

- 1) The Association President will be provided electronic notice of Board meetings and electronic copies of the Board Packet.
- 2) A copy of the contract will be posted on the District website.

C. Association Executive Board and Superintendent Meetings

- 1) At the written request of the Association or Superintendent, up to nine (9) meetings will be held during the school year between the Association Executive Board and the Central Office Administration to discuss District and contract issues. These meetings are meant to open up District level communications/input. One week prior to the meeting the President of the Association and the Superintendent will mutually set an agenda for each meeting. Neither party has the intent of waiving its rights under the IELRA.

D. Association and Board Meet and Confer

- 1) At a time and place mutually agreed, representatives of the Board will meet and confer with the Association up to four (4) times per school year, upon written request of the Association or the Board.

E. New Employees

- 1) Names and addresses of new employees shall be provided to the Association within seven (7) school days after their Board approved hiring. At the request of the Association, up to one (1) hour will be made available at the new certified staff member orientation luncheon.

F. Use of Facilities and Equipment

Association activity, related to the sections below, should not interfere with the certified staff member's professional responsibilities.

- 1) The Association may use District facilities for meetings upon reasonable advance request to the Superintendent or designee.
- 2) The Association shall have a bulletin board in each employee lounge or other appropriate area in each building subject to the same conditions as mailboxes.
- 3) Announcements of Association business may be sent to bargaining unit members, through the District's e-mail system. Upon written request to the Superintendent, the Association shall also have an electronic mailbox in the employee's e-mail system.

- 4) Announcements of Association business not directly impacting students may be read over the intercom in each building prior to, or at the completion of the student day and subject to examination of such communication by the employer.
- 5) The Association shall have the right to distribute printed materials in each District facility and use the employer's mail service as well as employee mailboxes for communication to employees subject to examination of such communication by the employer.
- 6) The Association shall have the right to request to use equipment for non-political activity including but not limited to telephones, computers, printers, audio-visual equipment, copy machines and duplicators when such equipment is not in use. The Association will reimburse the employer the actual cost of supplies used by the Association.

G. Association Leave

- 1) The Association shall be granted eight (8) days per contract year, for Association Officers without loss of salary for Association business, including but not limited to Association conferences and conventions, grievance processing, arbitration hearings, hearings before the Illinois Educational Labor Relations Board or other state agencies, and negotiations. The Association may seek approval from the Superintendent or designee for additional days as needed for Association business.

H. President Release Time

- 1) The Association President will be allowed to request, from the Superintendent, or designee, an internal substitute teacher to fill in for his/her daily certified staff member day up to ten (10) times per school year, in order to conduct Association business. Release Days can be used in either full day or half ($\frac{1}{2}$) day increments. The Association President must make this request to the Superintendent, or designee, for the dates that will be chosen, up to one (1) week in advance.

I. Committees

- 1) Committees in the District shall be composed of both Association members and the Administration. For the purpose of identifying the status of new or existing committees, the Superintendent, or designee, and the Association President or designee will meet once at the beginning and end of the school year. The goal of this process is to maintain effective communications between the Association and the Administration. The Association and Administration shall maintain communication regarding the anticipated frequency of meetings required to achieve district goals and initiatives. The current list of committees that may make recommendations or provide updates to the Board are as follows:
 - a) Class Size Committee
 - b) Extracurricular Committee
 - c) Health Insurance Committee
 - d) Performance Evaluation Reform Act (PERA) Committee
 - e) Reduction in Force Committee
 - f) Salary Schedule Mobility Committee
 - g) Co-curricular Committee
 - h) Workload Analysis: Special Education Committee
 - i) Calendar Committee

ARTICLE IV.

SALARY AND FRINGE BENEFITS

A. Salary

- a) The Board will pay, using the add-on method in accordance with the TRS Handbook. The Board will pay 9.0% of the member's Teacher Retirement System (TRS) contribution. This percentage will apply to the member's base salary.
- b) The Board will pay, using the add-on method in accordance with the TRS Handbook. The Board will pay the following Teacher Retirement System (TRS) contribution percentages to all other credible earnings other than base salary as follows:
School year 2026-2027 – 4.5%
- c) In the event that a certified staff member who is off-schedule qualifies for a lane change, the base salary increase will be applied before the applicable lane change percentage.

School Year 2024-2025

- a) At the beginning of the 2024-2025 school year, certified staff members who were "on schedule" in the 2022-2023 school year or subsequently hired will be placed on the 2024-2025 salary schedule in Appendix A. (certified staff members initial placement and years of service will be in accordance to the agreement between the BOE and negotiations team)
- b) Certified staff members who were "off-schedule" in the 2022-2023 school year will receive a 5.0% increase to their 2023-2024 base salary.
- c) The lane changes for all certified staff members on the 2024-2025 salary schedule are reflected in Appendix A.
- d) Certified staff members who have entered the Retirement Incentive starting with the 2024-2025 school year will receive a 5.0% increase to their 2023-2024 base salary.
- e) Certified staff members will receive no less than a 5.0% increase to their 2023-2024 base salary.

School Year 2025-2026

- a) 5% increase to the base. Step increase of 2.5% on the 2025-2026 salary schedule in Appendix A
- b) Certified staff members who are "off-schedule" will receive a 5.0% increase to their 2024-2025 base salary.
- c) The lane changes for all certified staff members on the 2025-2026 salary schedule are reflected in Appendix A.
- d) Certified staff members who have entered the Retirement Incentive starting with the 2025-2026 school year will receive a 5.0% increase to their 2024-2025 base salary.
- e) Certified staff members will receive no less than a 4.5% increase to their 2024-2025 base salary.

School Year 2026-2027

- a) 2% increase to the base. Step increase of 2.5% on the 2026-2027 salary schedule in Appendix A
- b) Certified staff members who are “off-schedule” will receive a 4.0% increase to their 2025-2026 base salary.
- c) The lane changes for all certified staff members on the 2026-2027 salary schedule are reflected in Appendix A.
- d) Certified staff members who have entered the Retirement Incentive starting with the 2026-2027 school year will receive a 5.0% increase to their 2025-2026 base salary.
- e) Certified staff members will receive no less than a 4.0% increase to their 2025-2026 base salary.

B. 403B Clause

- 1) The district will continue to offer existing 403B plans consistent with IRS requirements. The District will electronically submit all deducted monies to the appropriate vendor(s) within (7) seven business days of each payroll. This benefit will be available to all certified staff members.

C. Error Clause

- 1) The district is responsible for maintaining all certified staff member records as required by school code, state and federal law. The district will provide a checklist that shows certified staff member compliance by October 1st for all new certified staff members or upon completion of their file.

If a certified staff member reports an underpayment over \$50 from their payroll check, the district will provide the employee a separate check to make the certified staff member whole within three (3) business days. In other cases, the correction will come on the next paycheck or electronically as determined by payee.

D. Medical Insurance

- 1) Certified staff members working a minimum of thirty (30) hours per week and for a period of nine (9) months or more shall receive a Board contribution toward medical insurance. The contribution amount for all plans offered shall be equal to 95% of the premium for the District's PPO 2 plan for single coverage and 70% of the premium of the 2nd highest costing plan available for employees electing Emp+1 or Family coverage.
 - a) January 1, 2023 – The contribution amount for all plans offered shall be equal to 75% of the premium of the 2nd highest costing plan available for employees electing Emp+1 or Family coverage.
- 2) If the Board contribution exceeds the annual medical premium and if the certified staff member is enrolled in the District's dental insurance plan, the remaining contribution amount may be applied towards the dental insurance premium.
- 3) If medical insurance premium does not exceed Board's contribution as listed above, the certified staff member shall pay \$10.00 per month towards medical insurance premiums and \$10.00 per month towards dental insurance premiums.

- 4) Married couples working in the District who are eligible for medical and dental benefits will be eligible for dual coverage. One spouse will elect family coverage. The Board of Education will contribute the family contribution equal to the amounts as calculated above and the single contribution equal to the amounts as calculated above.
- 5) Employees hired prior to 2006/2007 that work less than thirty (30) hours and received medical/dental coverage, shall be grandfathered in for continued coverage.
- 6) At a minimum, an HMO and a PPO option will be available to members for the duration of this contract.
- 7) Wellness Screenings

Tier 1 – Those employees who participate in the District funded wellness screening annually and provide evidence of an annual physical to the Human Resources office by December 20, shall receive a \$25 monthly credit toward the cost of their medical insurance for the following insurance year.

Tier 2 – Those employees who participate in the CHC Wellbeing wellness screening annually shall pay the published rates for the following insurance year.

Tier 3 - Those employees who elect not to participate in the CHC Wellbeing wellness screening annually shall contribute an additional \$10 per month toward the cost of medical insurance for the following insurance year.

* If an employee is unable to participate in the health screening due to a medical condition, the employee shall contact the Human Resources department to obtain information on how to submit the necessary paperwork for a medical waiver.

E. Insurance Committee

- 1) Membership: Two (2) HEA members, two (2) Administrators, one (1) Board member, two (2) HESPA members, two (2) district office support staff employees. Chair: Assistant Superintendent for Human Resources who is a non-voting member.
 - a) Each member has one vote.
 - b) The committee meets on a quarterly basis.
 - c) The committee is responsible for review and analysis of providers, coverage, premiums and claim reports. All bids received by the district will be reviewed by the committee. The committee will choose from all bids received.
 - d) The committee will provide HEA leadership with the committee's recommendation prior to a recommendation to the Board for approval.

F. Life Insurance/Long Term Disability

- 1) The Board of Education will provide all full-time certified staff members with life insurance equal to \$50,000 and long-term disability supplement to the TRS long-term disability.

G. Insurance During Disability

- 1) The district shall provide all insurance benefits set forth in this Agreement to certified staff members who are temporarily disabled. Such district paid insurance coverage shall cease when one of the following events first occurs:
 - a) Disability ceases,
 - b) The certified staff member becomes eligible for long term disability, or
 - c) A temporarily disabled certified staff member, when eligible for long term disability, shall be given an opportunity to continue insurance coverage in the school insurance program

during the period of disability, but will be required to pay all premiums connected with this coverage. All premiums are due no later than the last day of the month.

H. Extracurricular Assignments

1) The Extracurricular stipends will be outlined in Appendix B.

a) Experience

With the following provisions, the salary schedule will be followed:

Previous certified credit:

i.) Credit for initial placement on the salary schedule may be counted for each full time year employed, or the equivalent thereof, up to a maximum of ten (10) years.

b) Clarifications to experience (for hired positions)

Internal hires: Assistant coaches promoted to head coach of the same sport will receive credit for internal years' experience in that sport they are hired to coach. External hires: Head coaches/coordinators hired new to Huntley may receive credit for years' experience for the sport/activity they are hired to coach/coordinate. D158: Middle school coaching/coordinating experiences may transfer to high school coaching/coordinating positions for the sport/activity they are hired to coach/coordinate. Volunteers: Volunteers will not receive credit for years' experience as a volunteer (middle or high school) for the sport/activity they are hired to coach/coordinate.

c) Any assignments in addition to the normal load will be open to volunteers. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.

d) Except in emergencies, when extracurricular positions become available, certified staff will have the first opportunity to apply.

e) In the event that two or more certified staff members wish to divide or split a stipend, the involved certified staff members may present a written plan for the dividing of the stipend. The plan shall specify the duties of each certified staff members and the percentage to be paid to each certified staff members. Approval of the plan shall be at the sole discretion of the administration and shall not be subject to the grievance procedures.

f) A certified staff member who is not selected for an extracurricular position for which he/she had applied has the right to written reason(s) for not being selected. A request must be submitted in writing by the certified staff member to the official in charge of the hiring decision within thirty (30) days of notification of not receiving the position. The official in charge of the hiring decision must respond within ten (10) calendar days.

g) If a person is to be discontinued in his/her assignment, the Principal or Athletic/Activities Director shall give written notification of such action to the person within thirty (30) calendar days of the decision.

I. Extracurricular Committee

1) The Extra Curricular Committee will be made up of the Superintendent and/or designee and HEA designees, at least one from elementary level, one from middle school level and one from

high school level and will work to establish equitability between the current schedule and those of other Fox Valley Conference schools. This committee should be equally represented by both HEA Members & District Administration.

- 2) The extracurricular committee will make recommendations to the Board of Education for final approval of extracurricular positions that may be created, changed or eliminated in the schedule on a yearly basis.
- 3) The extracurricular committee will meet on a quarterly basis, outside of school hours, to discuss the current status of the various extracurricular programs throughout the district.
- 4) The extracurricular base stipends for clubs/activities will be increased/adjusted as reflected in Appendix B.
- 5) On an annual basis, the Board of Education is providing the Extracurricular Committee additional funds to be used at the Committee's discretion. These funds can be used for new additional activities or athletic stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities or middle school athletics/activities. The additional funds by year are as follows:
 - a) School year 2024-2025 - \$35,000
 - b) School year 2025-2026 - \$35,000
 - c) School year 2026-2027 - \$35,000
- 6) On an annual basis, the Committee is encouraged to analyze all stipends being paid to make sure that the dollars being spent are maximizing opportunities for students. If the Committee decides to eliminate a stipend and/or a stipend position, these eliminated stipend dollars can be added to the pool of funds above for new additional stipends, activity or athletic lane changes, and/or an increase to the base schedules for high school athletics/activities, middle school athletics/activities. The committee will present a recommendation to the Board of Education by the end of April each year.

J. Co-curricular Committee and Assignments

- 1) The Team Leader Position stipends will be outlined in Appendix C.
 - a) Employees who were in a Team Leader role prior to the start of the 2024-2025 school year will be grandfathered into their stipend until the stipend position in Appendix C is greater than their original stipend.
- 2) The co-curricular will be made up of the Superintendent, and/or designee and HEA designees, at least one from elementary level, one from middle school level and one from high school level and will work to review and establish the Co-curricular_stipends within the district.
- 3) The joint committee will provide recommendations to the School Board for final approval of elementary, middle, and high school team leader positions that may be created, changed or eliminated in the schedule on an annual basis. The Team Leader committee will also make recommendations to the Board of Education as to increases of stipends for team leader positions.
- 4) This committee will meet at least once during the calendar school year to discuss the current status of the various team leader positions throughout the district.

K. Supervision Assignments

- 1) Any assignments as contained in this section, in addition to the normal load will be open to volunteers. All certified staff members will be provided an opportunity to express interest in athletic/activity supervision at the beginning of each school year. Qualifications will be determined by the Administration and/or Board. Any position not filled by volunteers may be assigned by Administration and/or Board. Further, it is understood that the establishment of a schedule does not require the Board to conduct each activity listed on the schedule.
- 2) When supervision positions become available, certified staff, non-certified staff and any individual not currently employed by the District will have the opportunity to apply. The Superintendent or designee shall have the sole discretion to select the individual to fill any assignment and determine the rate of pay for the individual who is not a certified staff member.
- 3) Certified staff members will be paid for the following supervisory duties approved by the principal/designee as follows:

School year 2024-2025 – \$21.00/hour

School year 2025-2026 – \$21.00/hour

School year 2026-2027 – \$22.00/hour

- a) Lunch room Supervisor (Duty free time)
 - b) In School Suspension
 - c) Bus Duty (inside school day) / Car Rider Duty
 - d) Concert Attendance (Non-Supervision)
 - e) Bus Duty (Outside school day)
 - f) Saturday Detention
 - g) 8th Grade Information Night
 - h) All extracurricular supervision assignments (score keeping, ticket taking, athletic supervision, etc.)
- 4) Middle school lunch supervision will be paid at \$30.00/hour
 - 5) Certified staff members will be paid the following supervisory duties approved by the principal/designee as follows:

School years 2024-2027 - \$27.25/hour
 - a) Raider Aide and 9th hour remediation
 - b) Homework Club
 - 6) When someone not covered by this agreement performs the duty, compensation will be at the discretion of the Superintendent or his/her designee.

L. Salary Schedule Mobility

With the following provisions, the salary schedule will be followed:

- 1) Previous certified credit:
 - a) One year-credit is equal to one lettered step on the salary schedule with the first year-credit coinciding with Step A. Credit for initial placement on the salary schedule may be counted for each full-time year employed, or the equivalent thereof, up to a maximum of ten (10) years. Thereafter, one half-year credit shall be given for each fulltime year employed, or the equivalent thereof.
 - b) Certified Staff, hired after July 1, 2011, will be recognized and placed in the lane of pay in accordance with all educational credits earned in the course of attaining their specific designation or certifications which are required for the position in which they were hired.
 - c) Licensed employees receiving Master's degrees in counseling, speech therapy, social work, or school psychology which require more credit hours than the typical Master degree program will be placed in the Master's column according to the following calculation. Thirty-six hours will be subtracted from the credit hours required by the particular program. The difference shall constitute hours post Master's that the employee will be credited with following completion of the program. The employee must provide verification of the number of hours that are required for the degree. All school Psychologists and Speech Language Pathologists (SLP) will be placed in the M45 lane.
 - d) If the parties both agree, on a case by case basis, teachers hired in difficult to fill positions may be provided signing bonuses and/or additional years of service credit for purposes of initial salary schedule placement. Difficult to fill positions, set forth in this contract shall include the following positions: speech language pathologists, psychologists, positions requiring dual language/bilingual endorsement and any other specialized positions.
 - e) A HEA member filling the position as a Vision Itinerant or Orientation/Mobility Specialist will be placed on the salary schedule according to the following language. A current employee would receive an additional 13 steps from his/her current placement on the salary schedule. A new employee would be initially placed according to the current contract language and then given 13 additional steps.
 - f) Full-time school psychologists shall receive \$3,000 in addition to the salary set forth on the teacher salary schedule. The payment for part-time school psychologists shall be prorated. The payment shall be evenly divided and paid over the school year with the regular paycheck. If a school psychologist is hired once the school year has begun, the payment will be prorated to the number of days worked in the school year.
- 2) Certified staff members will be reimbursed per credit hour or the cost of the class (whichever is less), at \$140.00 per credit hour. The Board offers incentives to certified staff to continue their education by earning graduate credits related to degree programs and/or courses that directly apply to assigned teaching responsibilities. Any coursework must be approved by the Superintendent or designee. No program or class will be approved unless there is a demonstrable link to the improvement of teaching and learning in the staff member's content area or assists the staff member in obtaining an additional endorsement on their PEL.
- 3) In order for coursework to be applicable for salary advancement said coursework must fulfill the following requirements:
 - a) Master's or Post graduate degrees, or endorsements/certificate in designated high need areas by the district, or post master's graduate coursework that is in the staff member's content area or literacy
 - b) Courses must be from an accredited college/university
 - c) Must be pre-approved by Superintendent or designee prior to enrollment in the course
 - d) Credit will not be given for courses taken to remove deficiencies for Illinois licensure, or to remove provisional certification.

- e) If a certified staff member feels that a course is germane to their assigned teaching responsibility and does not meet the above criteria the staff member can request approval and may need to provide a rationale as to the demonstrable link to the improvement of teaching and learning in their current teaching assignment. These requests will be reviewed by a committee of HEA members and administration.
- 4) Certified staff members are eligible to change salary lanes in September each year. All paperwork must be received in Human Resources by the third Thursday of August for the current school year. Any lane change beyond a Master can only be made for credits received after the Master was obtained. Additionally, any additional advanced degrees received by certified staff members shall be eligible for a change in salary lane in February each year. All paperwork must be received in Human Resources by the third Thursday of January for the current school year.
- 5) A certified staff member not in an advanced degree program will be reimbursed for a maximum of nine (9) credit hours per contract year. A certified staff member within an advanced degree program will be reimbursed a maximum of twelve (12) credit hours per contract year. When combining non-advanced degree programs with degree programs, a certified staff member will be reimbursed for a maximum of twelve (12) credit hours per contract year.
- 6) First year certified staff members will be excluded from being approved for coursework. Eligibility begins July 1st after your first year of full-time employment.
- 7) Successful completion of the course, a grade of “B” or better, is required.
- 8) Individuals will be required to share their enhanced educational experience as directed by the building principal / designee.
- 9) Deadlines for application for reimbursement:
 - a) First semester: August 30th
 - b) Second semester: January 21st
 - c) Summer: May 1st
- 10) Coursework must be completed within one year of the original application date.
- 11) Huntley University
 - a) The District may from time to time offer internal courses for teachers, the completion of which will be treated like graduate college coursework for purposes of salary schedule mobility. It is contemplated that these courses may be taught by outside consultants, the administration or, in some cases, teachers within the district. No teacher shall be required to serve as an instructor for Huntley University and any such assignment shall be paid as provided in this Agreement.
 - b) A HEA member will be paid two hundred dollars (\$200) for the completion of one micro-credential foundational badge through Digital Promise.
 - c) HEA members will be provided the opportunity to complete Teacher Leader Pathways through Digital Promise. A set of guidelines shall be established outlining the criteria that needs to be completed in order to achieve a Teacher Leader Pathway.

M. Sick Leave

- 1) Certified staff members will be granted fifteen (15) sick days per school year.
- 2) Sick leave days shall not have a limit to accumulation.
 - a) Sick leave shall be defined as per the School Code. Immediate family as defined in the law means parents, spouses, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, civil union partners and legal guardians.
 - b) Each year, each certified staff member shall be able to access accumulated sick leave accruals in E-time.
 - c) All sick days will be reported to TRS upon retirement and before any reimbursement will be distributed.
- 3) The Sick Bank will operate according to the Sick Bank Committee's ground rules.

N. National Board Certification

Teachers will be eligible to receive additional compensation for obtaining National Board Certification. Licensed Clinical Professional Counselors (LCPC) and/ Licensed Clinical Social Workers (LCSW) will be eligible to receive the additional compensation.

Year 1	\$2,000.00
Year 2	\$3,000.00
Year 3 continuing while valid	\$4,000.00

- 1) Eligibility Requirements:
 - a) Each year, certified staff members shall successfully complete forty (40) hours of District directed and approved curriculum work, staff development classes to other certified staff members, or principal directed school improvement outside of their standard day in order to request the additional compensation. All work must be pre-approved by the Curriculum Department. This compensation will be paid upon approval of the Superintendent or his or her designee. Opportunities to receive this stipend will be available on an annual basis for eligible staff.
- 2) For those staff that belong to and are certified under the following: National Board for certification of School Nurses (NBCSN), American Speech Language Hearing Association (ASHA) Certificate of Clinical competence (C's), Nationally Certified School Psychologist (NCSP), Licensed Professional Counselor (LPC), Licensed Clinical Professional Counselor (LCPC), and Licensed Clinical Social Worker (LCSW) will be reimbursed for professional dues necessary to maintain their professional license as well as one (1) conference, as funding through the Federal IDEA part B grant or appropriate budget is available. Staff will submit their National Certification to Human Resources within 30 days of issuance of renewal for reimbursement purposes.

O. Personal Leave

- 1) At the beginning of each school term each certified staff member shall be credited with two (2) days of leave to be used for personal business, which cannot be handled during non-school days or hours. All requests shall be made at least five (5) workdays in advance of the desired date of the leave, except in an emergency approved by the Superintendent or designee.
- 2) Personal leave shall not be allowed for participation in a work stoppage.
- 3) Except in the case of an emergency, or a unique circumstance approved in advance by the Superintendent or his or her designee, or for observations of a recognized religious holiday

of the certified staff member's faith, the following days shall not be utilized for personal business leave:

- a) The last two days of the school year,
 - b) A week day immediately preceding or following a week day legal holiday, observed by the district,
 - c) A week day immediately preceding or following a week day of student non-attendance,
 - d) A Friday before a Monday student non-attendance day / half day.
- 4) Personal leave days accumulate up to four (4) days. If a staff member is requesting more than 2 consecutive days, the staff member will need to submit a request to the Assistant Superintendent overseeing Human Resources. These requests are for extenuating circumstances.
- 5) Unused personal leave days after four (4) will accumulate as sick leave.
- 6) Personal leave days can be requested in increments of ½ day or a whole day.

P. Jury Duty

A certified staff member called for jury duty will be paid his or her salary for those days and will turn over to the district the amount received for being a juror, exclusive of the monies received for travel expenses, meals, and days not counted as working days, paid holidays, or weekend jury pay.

Q. Family Medical Leave Act (FMLA)

The District will follow the law in terms of Family Medical Leave. During the approved FMLA, the Certified Staff member's benefits will continue as pursuant to Policy 5:185.

R. Bereavement Leave

Each certified staff member shall be entitled to two (2) days bereavement leave 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 certified staff member's accumulated sick leave. The bereavement days shall be used for the loss of an immediate family member as defined in Section IV, Part L: Sick Leave. In addition, bereavement days can be utilized for aunts, uncles, nephews, nieces, cousins and fiancés.

S. Mileage Reimbursement

The rate of reimbursement for approved mileage shall be at the recognized IRS rate.

T. Providing Curriculum Resources and Compensation

- 1) The district will provide curriculum for all courses and programs taught in the district. The parties recognize that teachers sometimes assist in the development of curriculum for new or revised classes. In those cases, curriculum compensation shall be as outlined below in section 2. Modification of existing materials for special education students and other students requiring accommodations in the general education or co-taught setting does not constitute curriculum work. However, a complete revision of existing curriculum does not constitute a "modification" and shall be eligible for compensation. Under administrative approval, rewriting, revising, or modifying existing curriculum and instruction materials for special education instruction and self-contained class constitutes curriculum work.
- 2) Curriculum work must be approved in advance by the Superintendent or designee. Approval shall include specification of the maximum number of hours per project and the compensation option. For approved curriculum work, certified staff members will be paid \$23.00 per hour for curricula activities that involve training or understanding of new curricular initiatives (for

example, training of Read 180 or technology strategies). For approved curriculum work, certified staff members will be paid \$30.00 per hour for curricula activities that involve the development of curriculum or assessments.

- 3) A member will be paid at the following rates for the creation of a new course approved by the Board of Education or for the creation of a first-time blended course. Teachers developing the new course work for Vanguard Vision will receive the yearlong stipend. This language does not pertain to curriculum revision of existing courses or adoption of a new curricular series occurring as part of a district curriculum review. Each course will be allocated one stipend.
 1. Quarter long course - \$350 (three hundred and fifty dollars)
 2. Semester long course - \$700 (seven hundred dollars)
 3. Yearlong course - \$1,400 (one thousand four hundred dollars)
- 4) Submission by the staff member of the request for compensation must be submitted within thirty (30) days of the completion of the work and should be paid within sixty (60) days.
- 5) Providing curriculum resources: HEA and the Board share the expectation that certified staff members will have access to all necessary instructional materials and professional development in order to prepare and deliver district approved curriculum. If any certified staff member feels that have not received the appropriate materials, they should contact their immediate supervisor in writing within five (5) school days. A written response will be provided to the staff member within five (5) school days on how curriculum will be provided.

U. Compensation for Internal Substituting

- 1) A teacher who supervises another teacher's class(es), as authorized by the building principal/designee, during his/her preparation period or during their contract time not normally assigned to supervising students shall be compensated at the rate of \$40.00 per hour.
 - a) Physical Education Teachers will be paid the \$40.00 per hour if they are covering another teacher's physical education classes teaching two classes instead of one.
- 2) The Superintendent or designee shall first offer the opportunity to available certified staff members within the building, if the vacancy goes unfilled, the designee shall have the right to select any individual, holding the appropriate credentials, to fill any assignment and determine the rate of pay for the individual who is not a certified staff member.

V. Driver Education Pay

- 1) For Driver Education instruction beyond the contract day, the teacher will be paid \$45.00 per student contact hour.

W. Summer School Pay

- 1) Summer school teachers, both traditional and online, will be paid \$3,240 (or \$100 per enrolled student, whichever is greater) per summer session. The additional \$100 per enrolled student refers only to a section that exceeds thirty-two (32) students during a given instructional period. A typical summer session will be defined as sixteen (16) four and a half (4.5) hours days. This equates to \$45.00 per hour. In the event that the summer schedule requires this typical session to be adjusted to a comparable schedule (i.e. fifteen (15) four hours and forty-eight minutes days /4.8 hours) the staff would still receive the same rate of pay; \$45.00 per hour. All other summer programming will be paid at a pro-rated amount of \$45.00 per hour.
 - a) It is expected that special education teachers will utilize one of their release days to prepare for the successful transition of students on their caseload to ESY. In the event that a special education teacher is unable to finalize preparation for students on their caseload

attending ESY, they may seek special education administrative approval for up to 3 hours paid time outside of their regular workday schedule.

- b) ESY teachers will be paid up to 4.5 hours prior to the start of ESY to establish their summer school classroom and evaluate student needs and gather materials.

X. Certified Staff Members Who Live in the District

- 1) Certified Staff Members who live within the District may request their children attend a specific school. The request shall be submitted to the Superintendent, who has the discretion to grant the request provided space is available at the school requested.

Y. Retirement Incentive

- 1) Eligibility: A retirement program shall be available for the certified staff members who meet all of the following eligibility criteria.
 - a) Completed at least fifteen (15) years, twenty (20) years, or twenty-five (25) years of full-time service in the District at the time of retirement; and
 - b) Be eligible for a TRS annuity; and
 - c) Submit a Letter of Intent to Retire accompanied by the TRS member requested "Personal Statement of Benefits" and a "Benefit Estimate" indicating total years of service by June 30th preceding the school year when the retirement enhancement takes effect.
 - d) The incentive is not available unless the certified staff member can retire without obligating the certified member or the District to pay a penalty or any other payment to TRS. In determining these dates, certified staff members must consider and utilize all of their available sick leave for creditable service purposes in TRS as well as any available service credit obtained from other pension systems; and
 - e) Due to penalty provisions of the Illinois Teachers' Retirement System (TRS), no certified staff member upon reaching a date of employment within four (4) years of first becoming eligible for TRS retirement (early or ordinary) shall be entitled to receive an increase in total creditable earnings greater than 6% of the prior year's creditable earnings regardless of any other provisions or salary schedules of this Agreement. Any such earnings over 6% shall be considered forfeited, but shall not preclude the member from future schedule advancements and future earnings, subject to the annual application of the limitations of this provision.
 - f) The incentive is not available unless the certified staff member completes the full school year of their final year. Unless Board of Education approval is obtained.
- 2) Enhancement: As a voluntary retirement enhancement for certified staff member who qualify as provided above, the following shall apply:
 - a) The certified staff member will be removed from the salary schedule and for the final four (4) year(s) of employment, the certified staff member's base salary shall be increased over the certified staff member's base salary for the prior year of employment as follows:
 - a. Fifteen (15) years of service at the time of retirement – four percent (4.0%)
 - b. Twenty (20) years of service at the time of retirement – four and one half percent (4.5%)
 - c. Twenty-five (25) years of service at the time of retirement - five percent (5.0%)

- b) A certified staff member may receive no more than four (4) years of the percentage base salary increases listed above under this program. It is the intent of the parties that the percent increases will be paid in the certified staff member's final years of employment with a range of 1 - 4 years pursuant to the number of years notification indicated in the Letter of Intent. If a certified staff member has already submitted their letter of intent under a previous contract and their percent increase would change under this new agreement, the certified staff member's percent will be adjusted for the remaining years under their initial letter of intent.
 - c) This retirement enhancement shall be in lieu of experience and lane change increases, as well as any additional payments or stipends, with the exception of those that are exempted from TRS creditable earnings by law. No professional employee who has given notice of retirement shall receive a pay increase that will subject the Board to an additional contribution to the TRS.
- 3) Revocation: Should a certified staff member wish to request his/her letter of retirement be revoked, the following shall apply:
 - a) The certified staff member shall submit an appeal with the rationale for this request to the Board of Education. If the Board denies the request of the certified staff member, the Board's decision may not be grieved.

In the event the Letter of Intent is revoked, the certified staff member shall have their salary reduced by an amount that was granted as part of the retirement enhancement which is in excess to the salary amount they would have received without the enhancement. This amount shall be withheld from the regular pay of the certified staff member over twenty-four (24) pay periods during the year of revocation.

- 4) All sick days will be reported to TRS upon retirement and before any reimbursement will be distributed. Starting with the 24-25 school year, if a certified staff member is part of the Retirement Incentive and has 25 years of service with the District, they will be reimbursed at \$80.00 per day for any unused sick leave days not turned into TRS for service credit upon retirement, up to 100 days.
- 5) Certified staff members will receive a letter from Human Resources confirming the receipt of their intent to retire. Certified staff members will sign and return this letter to Human Resources. The signing of this letter will confirm that the certified staff member understands the provisions of the Retirement Incentive in its entirety.
- 6) For the duration of this contract, certified staff members who are in the Retirement Incentive will receive the increase stated in Article IV. A. or Article IV. Y. whichever is greater.

Z. Part-Time Teacher Salary Increases

- 1) Full-time teachers who work 100 full days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the of the next school year, assuming they have not reached the last step in the applicable column.
- 2) Part-time teachers who work full days but less than five days per week and complete at least 100 full days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the of the next school year, assuming they have not reached the last step in the applicable column.

- 3) Part-time teachers scheduled each day for less than a full work day who work at least 100 of their scheduled days in a school year (including days on FMLA or paid leave) will be allowed to move one step on the salary schedule at the beginning of the next school year, assuming they have not reached the last step in the applicable column.

ARTICLE V.

OTHER PROVISIONS

A. Certified Staff Member Participation on Committees

- 1) Certified staff members shall participate on curriculum and policy committees related to the educational program.

B. Planning for Institute and In-service Days

- 1) Institute Days are designed to be comprised of both district and/or building level activities. The planning of district led activities shall be determined by the Curriculum Council/Committee, composed of licensed staff members other than paraprofessionals and administrators. The planning of the building led activities will be determined by a building-based committee comprised of a diverse group of certified staff members and building administrators. If non-teaching licensed staff members maintain that any building level meeting is not applicable to their job duties, they may request to be excused in favor of completing other duties. The building level committee will work with administration to ensure productive use of time, which will include teacher directed work time between four (4) - eight (8) hours per year. Teacher directed work time is defined as time without administrative directives. At least two (2) hours will be provided each day during the first two (2) institute days. Licensed staff members shall participate in the evaluation of such programs within a reasonable time following i.e. before the next such day. The evaluations shall be taken under consideration when planning future institute and in-service days.

C. School Calendar

- 1) A school calendar committee made up of HEA, HESPA and district representation will meet to determine the construction of the school calendar for the upcoming school year(s). Administration will provide HEA Leadership with the committee's recommendation prior to the recommendation going to the Board for approval. If HEA Leadership has any questions or concerns, they will reach out to the administration within five (5) days of receipt of the recommended calendar.
- 2) This calendar will provide a minimum term of no more than 185 days to insure 176 days of actual pupil attendance computed under Section 18-8 of the School Code of Illinois. The 185-day calendar will include built-in emergency days. The calendar shall contain no more than 182 certified staff member workdays, two of which will be considered a floating day.

D. Certified Staff Member Day

- 1) The length of the certified staff member's work week shall be thirty-eight (38) hours and forty-five (45) minutes with a typical work day being defined as seven (7) hours and forty-five (45) minutes as scheduled by the administration. The specific hours will be determined by the Superintendent or his/her designee. It is the intent of both parties that this time be continuous.
- 2) Grades K-5 teachers shall supervise students ten (10) minutes before the start of the student day.
- 3) Supervision of students from the classroom to the bus shall not be required past the 5th Friday of the school year. In the event that the school year begins in a remote learning setting, the

supervision shall not be required past the 5th Friday of the first day of in-person student attendance.

- 4) On Fridays and Holiday Eves (listed below), the certified staff member day will end 15 minutes early or immediately after the last student enrolled in the teacher's assigned grade(s) is scheduled to depart, whichever comes last (*Labor Day Friday, Columbus Day Friday, Veteran's Day Eve, last school day before winter vacation, Lincoln's Birthday Eve, Good Friday Eve, Memorial Day Eve*).
- 5) Certified staff members may leave immediately after student dismissal for those days when they must return to school for an evening meeting or event.
- 6) Certified staff members in Grades PK – 5 shall not be required to supervise recess except in emergencies.
- 7) Certified staff will be available for meetings that may include professional development, grade level articulation, school improvement, general district/school related information, data, assessment and professional learning communities that will not exceed one hundred eighty (180) minutes per month. Staff will be informed seven (7) calendar days in advance of any meeting that will extend past thirty (30) minutes. No meeting shall exceed sixty (60) minutes. All meetings will be held within the contractual certified staff member's work week of thirty-eight (38) hours and forty-five (45) minutes.
 - a) Elementary Collaboration time: Teacher led weekly collaboration time, scheduled for one hour, involves teacher-guided conversations focused on the Professional Learning Community (PLC) questions. Teacher leaders will develop agendas inclusive of norms, topics related to the PLC questions, and notes with evidence of discussion.
 - b) Data Meetings: Administrative led data meeting for teachers to review grade level screening data, pinpoint areas and plan for Tier 1 instructional changes, and identify students needing intervention. These meetings are scheduled per the District Assessment calendar utilizing internal and external substitutes.
- 8) Certified staff members may be allowed to leave the building during unassigned time. Unassigned time shall be defined as those periods of time when a certified staff member has no assigned class or duty, nor any conference scheduled with a parent or student. Prior to leaving the campus, the certified staff member shall notify the principal or designees.
- 9) Certified staff, working in the Middle Schools and High School, shall have a minimum thirty (30) minute duty-free lunch not inclusive of passing times. Certified staff members working in the elementary schools shall have a minimum forty (40) minute duty-free lunch not inclusive of passing times.
- 10) The Board will continue to utilize teacher aides to reduce the amount of duty responsibilities for elementary teachers.
- 11) For those teachers who are required to attend student staffing's, IEP meetings, etc., the administration will provide substitutes if available for such teachers to attend IEP staffing's or meetings.
- 12) Certified staff member planning time at the Elementary level will consist of a minimum of three hundred (300) minutes/week within the student attendance day. Planning time will be scheduled in blocks containing a minimum thirty (30) consecutive minutes, with at least one block scheduled per day. Any plan time schedule under this minimum must be agreed to by

mutual consent and paid at the pro-rata amount of the certified staff member's salary. Administration shall make a reasonable effort to provide an uninterrupted planning period.

- a) For certified staff members teaching music classes at the elementary level, classes will be held three times a week for 30 minutes per period.
 - b) Teachers who teach such special classes shall be paid, at his or her per diem rate as a stipend, for any loss of teacher preparation time.
- 13) Middle School certified staff members will have sixty (60) minutes a day dedicated to planning, organized in blocks of not less than thirty (30) minutes. Middle school teachers who teach high school credit classes will follow the Certified Staff Member's Day language in Article V.D.14.a. where if an additional high school level class is added in lieu of a study hall or planning period, the high school overload language will apply.
- 14) The standard high school schedule shall consist of five (5) regularly scheduled classes, a regularly scheduled planning period, and a supervision period. Supervision periods will not include teacher instructional responsibilities such as planning and direct instruction. Supervision is defined as duties assigned by the administration that takes place during the contractual workday. When a certified staff member serves as an internal substitute during their supervision period, they will not be compensated.
- a.) Neither the District nor the Association will promote the practice of overload teaching assignments. However, in the event that an overload assignment is required, the following guidelines will be applied:
 - 1. One (1) overload shall be paid one-sixth (1/6) of the M0/1 cell on the salary schedule for each additional scheduled class (reflected in Appendix A per year).
 - 2. An overload position will be limited to a single teaching section, no longer than one year in length, and will be in place of the supervision period.
 - 3. Overload positions will be posted within the building prior to the beginning of that regularly scheduled class.
 - 4. Assignments to an overload position must be mutually agreeable to the District and the employee.
- 15) Certified Staff that are titled as an Instructional Coach or a MTSS Facilitator will not be required to teach more than one (1) class.
- 16) Life Instruction Guiding Huntley Transition (LIGHT) certified staff members will have a minimum thirty (30) minute duty-free lunch. The Board will continue to utilize teacher aides to reduce the amount of duties, including lunch supervision of LIGHT students. LIGHT certified staff members will have sixty (60) minutes a day dedicated to planning, organized in blocks of not less than thirty (30) minutes. Planning time will take place prior to student arrival and/or following student dismissal. Any plan time schedule under this daily minimum must be agreed to by mutual consent. Certified staff and Administration shall make a reasonable effort to provide an alternate uninterrupted planning period for missed plan time due to scheduling conflicts and/or other unforeseen circumstances. Missed plan must be accommodated for and communicated to administration within a timely manner, not to exceed seven (7) school days, for payment at the pro-rata amount of the certified staff member's salary. The standard LIGHT schedule shall consist of two regularly scheduled planning periods, two non-teaching assignment periods where teachers supervise experience-based learning opportunities, consistent community-based learning blocks, and

direct instruction courses that enhance post-secondary learning. LIGHT certified staff members will schedule student/teacher and/or parent teacher conferences during the two days of conferences scheduled district-wide.

E. Class Size

- 1) The Huntley Community School District 158 Board of Education recognizes that the student/teacher ratio is an important aspect of an effective educational program. The Board also acknowledges the desire of maintaining optimal class size averages within the parameters of financial responsibility and availability of appropriate facilities. Our community values public education and expects reasonable class sizes. Where disparities in class size exist, the Board shall attempt to minimize these disparities, consistent with the needs of the entire District, utilizing a variety of options, including but not limited to aides, additional faculty, student/special program transfers, provided appropriate resources are available to the District.

As a desirable goal, the District will strive for student/teacher ratios at or below the following on the first day of school (These ratios shall not apply to Dual Language classrooms):

- a) Kindergarten: 23:1
 - b) 1st/2nd Grade: 24:1
 - c) 3rd/4th/5th Grade: 27:1
 - d) 6th/7th/8th Grade: 32:1
 - e) 9th/10th/11th/12th Grade: 32:1
 - f) Physical Education 6th-12th: 48:1 The elementary Physical Education courses regarding student/teacher ratio will seek to be similar to the desired goals set for will follow guidelines above with a maximum of three additional students.
- 2) There will be a standing joint HEA-Administration class size committee. This committee will be made up of up to five (5) members from administration and of up to five (5) members from HEA. This committee will meet at least once per year, within two weeks prior to the start of school and at any other times requested by either administration or the HEA. This committee will meet to review the class size and discuss solutions to class size concerns. The committee may make recommendations addressing class size concerns to the Administration. If a certified staff member has concerns related to the effects of class size on student or staff safety or the effects of class size on the maintenance of an effective learning environment, the certified staff member shall discuss with his/her building principal the concerns and look for possible solutions. A response will be provided to the staff member within ten (10) school days of the meeting. If the certified staff member's concerns remain unresolved after this meeting, the certified staff member may bring their concerns to the committee. The committee will mutually agree to meet within ten (10) school days of the concern being brought forward to the committee. Within ten (10) school days a response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) days if there is an extenuating circumstance or more information is needed for the meeting.

F. Special Education

Special Education certified staff members are defined as special education teachers/case managers, adaptive PE teachers, social workers, psychologists, speech language pathologists, vision itinerants, orientation and mobility specialists and hearing itinerants.

- 1) A Special Education instructor's caseload will not exceed state and federal guidelines at any one time.
- 2) Special Education Case Management requires a great deal of time from those involved in the education of students with special needs. Through mutual agreement and collaboration between the building administrator, special education coordinator and certified staff member,

up to five (5) release days, per certified staff member responsible for special education, will be provided each school year for all case management responsibilities including but not limited to: scheduling, collaboration with related staff, completion of IEP/Re-Evaluation paperwork, progress reports, data collection and analysis, meeting with parents or home visits, curriculum modification, and making preparations for students attending Extended School Year (ESY). Release Days can be used in either full day or half (½) day increments. The staff member making the request for a release day shall seek approval for the desired day from his/her building administrator. S/he will provide documentation, through utilizing a district approved form, that the day(s) is needed due to workload. This request must be submitted at least three (3) school days prior to the requested case management day. All requests shall be processed within two (2) school days in advance of the desired date of the leave, except in an emergency approved by the Superintendent or designee. Once a date is mutually agreed upon, this day should not be denied them unless there is a crisis where the staff member is needed. Should the staff member become unable to take the case management day due to illness or bereavement, the staff member and administration will work mutually to agree on an alternate day. The certified special education staff member may seek approval from their building administrator for additional days of release time if needed. In the event that release time is not appropriate or available, with approval of the Superintendent, the certified staff member will be compensated with extended hourly pay, according to the staff member's standard hourly rate outside of the regular school day hours.

It is understood that IEP minutes must be made up when missed due to professional responsibilities, including but not limited to, IEP/504 meetings, team meetings, case management days, professional development, sick time, and crisis intervention. Related services providers who identify that circumstances are continuing to cause large numbers of missed minutes with difficulty scheduling the make-up minutes, will share this concern in writing with his/her building special education administrator to review the situation and collaboratively work to find solutions for making up the minutes. The administrator will provide a response within five (5) school days. Possible solutions could be assistance with clustering of students in the schedule effectively and efficiently for make-up minutes, suggestions for more efficient scheduling of IEP meetings, working with other related services to assist in the make-up services, authorizing loss of prep payment for servicing minutes, etc.

- 3) Special Education certified staff members and related services providers who service non self-contained classrooms in grades 1-12 may request up to four (4) hours of time prior to the first day of school, paid at a per hour rate, to prepare to meet the needs of students with IEPs and implement the IEP, specifically accommodations, placement, and behavior intervention plans if needed. These hours must be completed in the certified staff member's assigned building with the knowledge of a building administrator.
- 4) A Workload Analysis committee of equal representation of administrators and association members will be established. The committee will include a representative from each special education professional discipline (including but not limited to, special education teacher, school psychologist, social worker, speech/language pathologist, occupational therapist, vision/hearing itinerant, and physical therapist (While not identified as special education staff, a certified school nurse and school counselor will be included)). The purpose of this committee shall be to collaboratively review the workload of special education staff, nurses, and school counselors. They will utilize staff concerns that have been brought forth as well as recommendations from the special education opportunities review. The committee will meet afterschool on a quarterly basis or more if deemed necessary. Beginning with the 3rd quarter

meeting the committee will review caseloads and workloads for the upcoming year, by building and program and collaboratively work to determine potential shifts in staff allocation or additional staffing needs.

The Huntley Community School District 158 Board of Education recognizes that the student/staff ratio is an important aspect of an effective educational program. While appropriate staffing is necessary in order to provide a quality education for our students, identification of specific student to staff ratios is difficult to determine as many factors impact what may constitute an appropriate staffing level. Recommendations from professional organizations shall be considered as part of the review process. When determining building and program staffing needs for each discipline, the District will take into consideration the following factors:

- Total building enrollment
- Age Groups served in the building
- The severity of student needs
- The self-contained classrooms/programs served in the building
- The number of students with IEPs and the minutes of the students in the building
- The number of students in the MTSS process and potential initial reviews in the building
- The number of re-evals in the building
- Maintenance of a safe and adequate learning environment
- The physical size of equipment needed and the physical space of classrooms

If a certified staff member has concerns related to the effects of workload or caseload on student or staff safety, the effects of caseload or workload on the maintenance of an effective learning environment, the ability to provide an effective learning environment, or the ability to meet the minutes of the students on their caseload, the certified staff member shall meet with his/her building special services administrator to discuss the concerns and look for possible solutions. The certified staff member will put these concerns in writing. A written response will be provided to the staff member within ten (10) school days of the meeting. If the certified staff member's concerns remain unresolved after this meeting, the certified staff member may bring their concerns, in writing, to the committee. The committee will mutually agree to meet within ten (10) school days of the concern being brought forward to the committee. The committee will work collaboratively to look for possible solutions which will be provided to the Assistant Superintendent of Student Services. Within ten (10) school days a written response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) school days if there is an extenuating circumstance or more information is needed for the meeting.

- 5) Stipend for Special Education Teachers with more than Five Discrete Course Subjects: Middle school and high school special education teachers are normally required to teach no more than five different discrete course subjects each semester. In the event six or more discrete course subjects are assigned to a middle school or high school special education teacher in any semester, the teacher shall be paid a semester stipend of \$2,500. This provision shall apply to special education teachers assigned to a self-contained classroom teaching more than five discrete subjects are eligible for the stipend.
- 6) The District will maintain inclusion class enrollment levels in line with state and federal guidelines.
- 7) A certified staff member who is asked by administration to respond to crisis events outside of contract hours will be compensated at their pro-rata rate.

G. Co-Teaching

- 1) Co-teaching is an instructional delivery approach between a general education teacher and another licensed educator (other than a paraprofessional) including, but not limited to, special education teachers. Both teachers shall share the responsibility for planning, delivery of instructional services, and evaluation of students and shall work collaboratively to meet the needs of the students. The Board shall provide training to teachers prior to initially placing them in co-teaching assignments and shall endeavor to provide teachers co-planning time during the instructional day. In an effort to maximize student achievement and required teacher co-planning time in co-taught classes, the District shall endeavor to assign no more than three discrete courses and no more than two different co-teachers in a middle or high school special education co-teacher schedule. The District shall endeavor to assign no more than three different co-teachers in an elementary special education co-teacher schedule.
- 2) The District will maintain inclusion class enrollment levels in line with state and federal guidelines. The District shall endeavor to limit students with Section 504 plans in co-taught classrooms with the understanding that there will be some students who will benefit from placement in co-taught classrooms given they have been identified as students who may be considered for the special education services that are provided within co-taught classrooms. If a co-teacher believes that the number of students with Section 504 plans in his/her classroom negatively impacts the learning environment for all students, he/she may request a meeting with his/her building and special services administrator to discuss the concerns and look for possible solutions. If the co-teacher's concerns remain unresolved after this meeting, he/she may bring his/her concerns, in writing, to the Director of Special Services. Within ten (10) school days a written response will be provided to the staff member. HEA and administration can mutually agree to a meeting outside the ten (10) school days if there is an extenuating circumstance or more information is needed for the meeting.

The District also endeavors to keep class sizes of co-taught classrooms comparable to similar non-co-taught regular education classrooms.

H. Lesson Plans

- 1) It is agreed that daily lesson plans are essential for maximizing teaching and learning in the classroom. Each certified staff member shall have written plans completed and readily available, for classroom and community-based instruction, to be turned in to the principal/designee at the end of the school year.
 - a) Non-tenured certified staff member shall turn in lesson plans to the principal/designee for review and suggestions for improvements.
 - b) Tenured certified staff member shall keep daily lesson plans readily available in the classroom for review by the principal/designee. A tenured certified staff member will be required to submit lesson plans to the principal/designee if the certified staff member has been notified in writing that a specific problem in planning exists, i.e. no completed plans available, plans insufficient or ineffective.

I. Voluntary Transfers

- 1) Voluntary transfers will be considered before involuntary transfers. The Superintendent or designee shall have posted in all school buildings and on the Human Resource's "Internal Applicants Only" website, a notice of all vacancies in the bargaining unit. A copy of such notice shall be given or mailed to the Association President or designee. Such notice shall be accompanied by a statement of minimum qualifications and anticipated salary range. If a vacancy occurs during summer vacation, notice thereof shall be posted in all school buildings, sent through district email to HEA Presidents, and on the District website. Such vacancies

shall be permanently filled only after the lapse of ten (10) calendar days from the posting date unless emergency occurs. During the hiring process any qualified internal candidate shall be given priority to fill the position consistent with the criteria stated below:

- a) Certified staff members wishing to apply for a transfer shall notify the Human Resources Department in writing. The internal applicant will receive confirmation of request and the process that will follow from the district office. After qualified certified staff members are interviewed for such vacancies, they shall be notified in writing of the District's decision when the vacancy is filled. The District may consider the following criteria in filling the vacancies:
 - 1. Qualifications, including years in subject area, degrees, overall teaching experience and evaluations
 - 2. Seniority
 - 3. Balancing the skill set within each building

J. Involuntary Transfers

- 1) From time to time the involuntary transfer of teachers may become necessary due to the pupil distribution, instructional requirements and/or for other reasons. When a reduction in the number of teachers in a school or grade level is necessary, volunteers shall be given consideration and the Voluntary Transfer process per Article V I1 will be followed.
- 2) A certified staff member who is involuntarily transferred, shall be given written notification by the appropriate administrator, and if a request is submitted in writing by the certified staff member to the appropriate administrator within thirty (30) days of notification, the appropriate administrator must provide the reasons for the transfer in writing within ten (10) calendar days.
- 3) District Administration will meet with the Association President(s) prior to the transfer process to discuss the needs of the district and the process being used to determine the transfers needed.
- 4) Any staff member who is involuntarily transferring classrooms or buildings will have boxes provided by the district, for packing of district owned materials. The district will also be responsible for moving these boxes/materials to the new classroom.
- 5) Once Voluntary applicants have been reviewed and considered and it has been deemed by administration that involuntary transfer still need to occur, the District may consider the following criteria in filling the vacancies:
 - i) Qualifications, including years in subject area, degrees, overall teaching experience and evaluations
 - ii) Seniority
 - iii) Balancing the skill set within each building
 - iv) Previous involuntary transfers within the last three (3) years
- 6) If a vacancy in the building and grade level where an involuntarily transferred staff member becomes available the same year of the involuntary transfer and prior to two (2) weeks of the start of the school year, then the District will contact that staff member asking if they would like to be placed in that vacancy.

K. Seniority

- 1) Length of continuous service shall be computed from the most recent date on which the certified staff member commenced working on a full-time basis, and will apply irrespective of intervening transfers from one area to another; in the event two or more certified staff members possess the same length of continuous service, the length of service will be computed from the date of hire. If the date of hire is the same, the date upon which the certified staff member(s)

signed a contract shall be used. Sabbaticals and/or leaves shall not generate additional seniority or break the continuous service record of any employee.

L. Seniority List Procedures

- 1) At least seventy-five (75) days from the end of each school year, the Superintendent or designee shall post a tentative listing, categorized by years of service, listed by hire date, showing the seniority of all certified staff members employed by District 158. The listing shall provide the following information for each certified staff member:
 - a) Name
 - b) Current position
 - c) Years of continuing tenured service
 - d) Other certifications/endorsements
- 2) Each certified staff member shall have thirty (30) calendar days thereafter to file written objections to his/her ranking. A certified staff member's failure to make a timely objection shall be deemed in acceptance of the ranking, and the certified staff member cannot thereafter challenge his/her seniority until the following year.
- 3) At least seventy-five (75) days before the end of the school year, the Superintendent or designee shall provide a list of the groupings of certified staff members, to the HEA leadership, as required by the Illinois School Code.

M. Returning from Leave of Absence

All certified staff members on a one (1) year leave will notify the district, in writing, of their intent for the next school year by February 15.

N. Leave of Absence

All certified staff members may request a one (1) year leave of absence without pay for personal reasons. Requests shall be submitted to Human Resources for Board approval. During a yearlong leave of absence, the staff member shall not accrue a year of service for seniority purposes.

O. Flex Days

Flex days are intended to be used for needed activities outside the regular school day and these activities will be mutually agreed upon between the certified staff member and administration.

Day 1: Certified Staff: To be used for Mandated Trainings and additional activities outside of the school hours to be identified by the District at the beginning of the school year. For example, Open House, Back to School Night, Graduation/Promotion, etc.

Day 2: To be used as a teacher preparation/classroom set up day at any point in the school year.

All certified staff members must turn into their building administrator, by the last day of school, written documentation of the dates and times supporting the 7 ³/₄ hours.

P. Reduction in Force

- 1) When the Board decides that it is necessary to terminate the employment of tenured certified staff in order to reduce the number of certified staff members in the district, the President of the Association will be notified in writing of such action in advance of any public announcement. Upon written request of the Association to the Superintendent, representatives of the Association shall be given an opportunity to discuss and provide input relative to such reductions in staff at a meeting with the Superintendent.

Q. Online and Blended Classes

The District offers non-traditional courses which are taught on-line or on a blended basis where instruction is provided in a traditional classroom with an on-line component. The purpose of these courses is to provide high quality instruction in different learning environments. The parties agree that the purpose of offering on-line and blended classes are not to eliminate teachers within the district.

Blended and online courses offered during the school day shall be treated the same as traditional classes for purpose of workload, class size, and days worked. Teaching a blended course or online course is voluntary and no certified staff shall be required to teach in the blended or online format.

Online Courses offered during the summer shall be organized and compensated as follows:

1. Non-traditional courses may be offered on a different schedule than traditional coursework with different start and ending times.
2. The total number of students permitted in a course will be decided upon mutual agreement between the principal or his or her designee and the teacher.
3. All communications with students will be through District provided programs, platforms and applications.
4. Non-traditional courses taught shall be offered to qualified existing District 158 staff first.
5. Each online class section shall be considered one (1) class and shall be paid based on the language in Article V, Section W: Summer School Pay.
6. The meeting site for all summative assessments and final exams will be determined by the administration and licensed staff member and must be located at the coordinated D158 location.

ARTICLE VI.

CERTIFIED STAFF EVALUATION

The Board and the HEA shall meet during the term of this Agreement to discuss changes to the evaluation plan and instrument required by Public Acts 96-0861, 97-008 and 97-0007. The parties recognize that the Performance Evaluation Reform Act (PERA) requires a committee, consisting of equally numbered representation from the Board and HEA be formed to determine how the district will incorporate the use of student data and indicators of student growth as a significant factor in rating teacher performance in evaluation plans. The parties will work together to discuss formation of such a committee and to implement the changes as required by law. Changes to the evaluation plan may be prospective unless otherwise required by any new or existing state laws/mandates.

- 1) The purpose of evaluation shall be to improve the instructional skills of certified staff member with the goal of maximizing learning by students in the classroom. Accordingly, the evaluative process defined below shall include both the identification of teaching deficiencies and constructive suggestions needed for improvement.

A. Annual Notification

- 1) By October 15th, the Superintendent (or designee) and/or the building principal shall inform the teaching staff of the procedures of evaluation, including who may evaluate the certified staff member's performance. Each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation. All certified staff members will be given a copy of the Huntley CSD 158 Teacher Evaluation Plan. No formal evaluation may be conducted until this has been completed. Specialists shall be

evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.

B. Evaluation of Tenured Certified Staff Members

- 1) Tenured certified staff members shall be formally evaluated at least once in every three (3) years. All tenured certified staff members, by mutual agreement, may participate in either the Clinical Model, Hybrid Clinical Model, or Professional Growth Plan Methods of Evaluation, with the exception of those participating in the Professional Assistance component. Numerical ratings shall be utilized for each model in accordance with PERA.
- 2) The Professional Growth Plan Method of Evaluation consists of the following required meetings between the evaluator and the certified staff member, all of which shall happen during the certified staff member's work day:
 - a) A meeting prior to October 15th of the school year to establish a new Professional Growth Plan or review the status of previously submitted Professional Growth Plans. The goals in the plan will be mutually agreed upon by the certified staff member and evaluator,
 - b) A mid-year conference to discuss progress made toward achieving outlined goals,
 - c) A meeting no later than May 15th of the school year. An Annual Summary will be completed by the evaluator and discussed with the certified staff member. Both the certified staff member and the principal/designee will sign the Annual Summary, which will be forwarded with all progress review reports to the District Office for placement in the certified staff member personnel file. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate Agreement with its contents.
- 3) All forms and paperwork to be completed by the certified staff members, which have been mutually agreed upon. The evaluation tool to be used must be mutually agreed upon by the Association and the District.
- 4) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.
- 5) The PERA Committee will meet to determine the initial yearly groupings for tenured certified staff member. These groupings will determine which school year a tenured certified staff member will be evaluated during the three-year cycle. The first cycle will begin in the 2024-2025 school year.

C. Evaluation of Non-Tenured Certified Staff Members

- 1) Non-tenured certified staff members shall be formally evaluated in the classroom twice each school year. A third formal evaluation can be conducted if a certified staff a member receives and overall rating of "Unsatisfactory" on one of their first two formal evaluation. Certified staff members in year one or two will be evaluated using the Clinical Model of evaluation. Certified staff members in years three or four may be evaluated using the Clinical or Hybrid Clinical Models of evaluation at the choice of their evaluator. The building principal/designee must complete these evaluations before January 20th. Numerical rating shall be utilized for each model in accordance with PERA.
- 2) Specialists shall be evaluated using the Educational Specialist Evaluation Form. They shall also use the Performance Indicators for their specific specialty to choose their goals.
- 3) Prior to the initiation of the evaluation process, each certified staff member shall be acquainted with the process and instrument to be used. The building principal/designee will complete the orientation.

- 4) Announced classroom observations will be accompanied by the following required meetings, to be held during the certified staff member's work day:
 - a) Pre-Observation conference to discuss the Pre-Observation Information Sheet and to set a time and date for the formal observation.
 - b) A Post-Observation conference between the building principal/designee and the certified staff member within ten (10) school days after each classroom observation. At this conference, the written evaluation being placed in that certified staff member's personnel file shall be signed and dated by the teacher and the principal/designee. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.
- 5) All forms and paperwork to be completed by the certified staff member, which have been mutually agreed upon can be found in the Appendix. Any forms used for evaluation in addition to those in the Appendix must be mutually agreed upon by the Association.
- 6) Any classroom observation for the purpose of evaluation shall be conducted with the full knowledge of the certified staff member. The certified staff member and evaluator will mutually agree upon the date of the observation and the lesson being observed.
- 7) Observations shall not be conducted during the day immediately preceding or following a student non-attendance day.
- 8) Within ten (10) school days after each classroom observation, a conference between the principal/designee and the certified staff member will be held. At this conference, the written evaluation being placed in that certified staff member's personnel file shall be signed and dated by the certified staff member and the principal/designee.
- 9) By February 15th, or by March 1st if hired after the start of the school year or on a part-time basis, the principal/designee will complete a final summative evaluation report for each certified staff member. The report will be discussed with the teacher, signed and dated by the certified staff member and principal/designee, and forwarded to the District Office for placement in the certified staff member's file.
- 10) All dates listed above are not binding should the certified staff member not be available to meet within, or on, the requested dates or by the requested time-lines.

D. Informal Evaluation

- 1) Informal observations may be held as determined by the principal/designee or requested by the certified staff member.
- 2) Any informal observations, which are to be used to evaluate the certified staff member, shall be reduced to writing within ten (10) school days. Such written report may contain references to documented prior occurrences of similar incidents without regard to the ten (10) day limitation. The administrator will meet with the certified staff member to present this report and discuss this observation.
- 3) All dates listed above are not binding should the certified staff member not be available to meet within, or at, the requested dates or by the requested time-lines.

E. Procedure for Records

- 1) The certified staff member shall be given a copy of any formal and/or informal evaluation placed in his/her personnel file. Such copies will be signed by the principal/designee and certified staff member, with a copy given to the certified staff member in accordance with the

time limitations specified above. Such signature by the certified staff member only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents.

- 2) The certified staff member shall have the right to review the contents of his or her personnel file.
- 3) The certified staff member shall have the right to respond in writing to any evaluative material, to place said response in the certified staff member's personnel file, and to forward a copy of the response to the evaluator and to the Superintendent.

F. Ratings

- 1) The final summative evaluation report for each certified staff member shall contain an overall rating of "Excellent", "Proficient", "Needs Improvement" or "Unsatisfactory" based on his/her evaluation(s). Certified staff members who are rated "Unsatisfactory" will be provided with a Professional Assistance Plan, as outlined in the Huntley CSD 158 Teacher Evaluation Plan. A certified staff member rated "Proficient" or "Needs Improvement" will be provided with input, if requested, for improved professional performance.

ARTICLE VII.

GRIEVANCE PROCEDURE

A. Definitions

- 1) A grievance shall be any claim by an employee, group of employees or the Association that there has been violation, misinterpretation or misapplication of the terms of this Agreement.
- 2) All time limits shall consist of school days, unless otherwise stated. School days shall be defined as student attendance days. Should the grievance occur during the last two weeks of the school year or prior to the start of the new school year, "school days" become "business days".

B. Procedure

- 1) The parties hereto acknowledge that it is usually most desirable for a grievant and the immediate supervisor to resolve problems through free and informal communications. If, however, such informal processes fail to satisfy the grievant, a grievance may be filed. The following steps establish the grievance process:
 - a) The grievant presents the grievance, in writing, to the building principal within ten (10) school days of the claim of the contractual violation. The principal will arrange a time and date for a meeting to take place within ten (10) school days after receipt of the grievance. The principal or grievant may also include at this meeting such persons as they deem beneficial to the successful resolution of this problem. The principal shall provide the aggrieved a written answer to the grievance within ten (10) school days after the meeting.
 - b) If the grievance is not resolved at step number one, then the grievant shall refer the grievance in writing to the Superintendent or his official designee within ten (10) school days after receipt of the step number one answer. The same procedures as outlined in step number one regarding meeting arrangements, time limitations, persons present at the meeting, and written answers to the grievance shall be in effect for step number two.
 - c) If the grievance is not resolved at steps number one or number two, then the grievant has the option of requesting in writing that the grievance be placed on the agenda of the next regularly scheduled Board meeting. The grievant may then present the grievance

personally to the Board for their consideration and decision. The Board shall provide the grievant with their written decision within twenty (20) school days after the date of which the grievance was heard.

- d) If the Association is not satisfied with the disposition of the grievance in step three, the Association must file its demand for arbitration with the AAA within thirty (30) school days from the date the decision at step three was rendered. The voluntary labor arbitration rules of the AAA shall apply. The cost of the arbitrator services and other costs of a transcript will be borne equally by the parties.
 - i) Neither party shall be permitted to present any grounds or evidence before the arbitrator, which had not previously been disclosed, to the other party.
 - ii) The arbitrator shall have no power to amend, modify, nullify, ignore, and/or add to the terms of this Agreement. The arbitrator's authority shall be strictly and narrowly limited to deciding only the issues of the grievance filed at the step one level within the limits established in the definition of a "grievance".
- 2) Other Conditions
- a) First Step Bypass
By mutual written agreement between the Superintendent and grievant, the first step of the grievance procedure can be by-passed.
 - b) Meetings Outside of Regular Working Hours
All scheduled step meetings will be held outside regular work hours for employees unless mutually agreed between the Superintendent and grievant to meet at another time.
 - c) Grievant and Association Cooperation
The grievant and the Association shall not interrupt the operation of the District in the investigation of any alleged grievance.
 - d) Timeliness by Parties
Failure of any grievant to act on a grievance within the prescribed time limits will bar any further appeal. Failure by the Administration or Board to act on a grievance response within the prescribed time limits will permit the grievance to automatically move to the next step within the time limits provided in that step.
 - e) Extension of Time Limits
Time limits can be extended by mutual written agreement by the Superintendent and the grievant.
 - f) No Reprisals
No reprisals of any kind shall be taken by the grievant, Association, Administration and/or Board against any certified staff member because of his/her participation or lack of participation in the grievance procedure.
 - g) Filing of Materials
All documents dealing with a grievance shall be filed separately from a certified staff member's personnel file.
 - h) Exclusion of Remedies
In the event a grievant commences a proceeding in any state or federal court or administrative agency against the Board and/or Administration, charging the Board and/or Administration with an alleged violation of this Agreement, such remedy shall be exclusive and said grievant shall be barred from invoking any remedy by this grievance procedure while pursuing a remedy in another jurisdiction. Upon being knowledgeable of the decision by another jurisdiction, a grievant has the right to re-instate the grievance within ten (10) school days.
 - i) Expedited Arbitration
Upon completing a mutual written agreement by the Superintendent and the grievant, the expedited arbitration rules of the AAA shall be utilized instead of the voluntary labor arbitration rules.

j) Bypass of Arbitration to Grievance Mediation

By mutual written agreement, the Superintendent and grievant may elect to enter into grievance mediation prior to submitting the grievance to arbitration. The parties shall mutually agree, in writing, on the procedures for mediation, including the handling of costs to implement the process.

ARTICLE VIII.

TERM OF AGREEMENT

A. Scope

- 1) The terms and conditions set forth in this Agreement represent the full and complete understanding and agreement between the parties hereto. The terms and conditions of this Agreement may be modified only by mutual consent of the parties.

B. Management Rights

- 1) The Board hereby retains and reserves unto itself, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the statutes of the State of Illinois provided that, to the extent allowed by law, such rights and responsibilities shall be exercised in accordance with the provisions of this Agreement. The Board agrees to participate in good faith negotiations with the duly designated representatives of the Association.

C. No Strike Clause

- 1) The Association hereby agrees not to strike for the duration of this Agreement.

D. Duration

- 1) This Agreement shall commence at 12:01 a.m., July 1, 2024 and expire at 11:59 p.m. on June 30, 2027.

E. Reopening:

- 1) This Contract shall remain in force from year to year unless notice is given prior to April 1st, by both parties, of its desire to terminate, amend, or modify this Agreement for the following year.

Bradley Aney, Huntley Education Association, President

Date

Andrew Bittman, Board of Education, President

Date

Appendix A - HEA Salary Schedules
Huntley Community School District 158
HEA Total Salary Schedule for School Year 2024-2025 TRS Included

	HEA Salary Schedule 2024 - 2025 W/TRS								
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 49,727	\$ 50,846	\$ 51,990	\$ 53,160	\$ 54,356	\$ 55,579	\$ 56,829	\$ 58,108	\$ 59,415
2	\$ 50,970	\$ 52,117	\$ 53,290	\$ 54,489	\$ 55,715	\$ 56,968	\$ 58,250	\$ 59,561	\$ 60,901
3	\$ 52,244	\$ 53,420	\$ 54,622	\$ 55,851	\$ 57,107	\$ 58,392	\$ 59,706	\$ 61,050	\$ 62,423
4	\$ 53,551	\$ 54,755	\$ 55,987	\$ 57,247	\$ 58,535	\$ 59,852	\$ 61,199	\$ 62,576	\$ 63,984
5	\$ 54,889	\$ 56,124	\$ 57,387	\$ 58,678	\$ 59,999	\$ 61,349	\$ 62,729	\$ 64,140	\$ 65,583
6	\$ 56,262	\$ 57,527	\$ 58,822	\$ 60,145	\$ 61,499	\$ 62,882	\$ 64,297	\$ 65,744	\$ 67,223
7	\$ 57,668	\$ 58,966	\$ 60,292	\$ 61,649	\$ 63,036	\$ 64,454	\$ 65,905	\$ 67,387	\$ 68,904
8	\$ 59,110	\$ 60,440	\$ 61,800	\$ 63,190	\$ 64,612	\$ 66,066	\$ 67,552	\$ 69,072	\$ 70,626
9	\$ 60,587	\$ 61,951	\$ 63,345	\$ 64,770	\$ 66,227	\$ 67,717	\$ 69,241	\$ 70,799	\$ 72,392
10	\$ 62,102	\$ 63,499	\$ 64,928	\$ 66,389	\$ 67,883	\$ 69,410	\$ 70,972	\$ 72,569	\$ 74,202
11	\$ 63,655	\$ 65,087	\$ 66,551	\$ 68,049	\$ 69,580	\$ 71,145	\$ 72,746	\$ 74,383	\$ 76,057
12	\$ 65,246	\$ 66,714	\$ 68,215	\$ 69,750	\$ 71,319	\$ 72,924	\$ 74,565	\$ 76,243	\$ 77,958
13	\$ 66,877	\$ 68,382	\$ 69,921	\$ 71,494	\$ 73,102	\$ 74,747	\$ 76,429	\$ 78,149	\$ 79,907
14		\$ 70,092	\$ 71,669	\$ 73,281	\$ 74,930	\$ 76,616	\$ 78,340	\$ 80,102	\$ 81,905
15		\$ 71,844	\$ 73,460	\$ 75,113	\$ 76,803	\$ 78,531	\$ 80,298	\$ 82,105	\$ 83,952
16			\$ 75,297	\$ 76,991	\$ 78,723	\$ 80,495	\$ 82,306	\$ 84,158	\$ 86,051
17			\$ 77,179	\$ 78,916	\$ 80,691	\$ 82,507	\$ 84,363	\$ 86,262	\$ 88,202
18				\$ 80,889	\$ 82,709	\$ 84,570	\$ 86,472	\$ 88,418	\$ 90,407
19				\$ 82,911	\$ 84,776	\$ 86,684	\$ 88,634	\$ 90,628	\$ 92,668
20					\$ 86,896	\$ 88,851	\$ 90,850	\$ 92,894	\$ 94,984
21					\$ 89,068	\$ 91,072	\$ 93,121	\$ 95,217	\$ 97,359
22						\$ 93,349	\$ 95,449	\$ 97,597	\$ 99,793
23						\$ 95,683	\$ 97,836	\$ 100,037	\$ 102,288
24							\$ 100,281	\$ 102,538	\$ 104,845
25							\$ 102,789	\$ 105,101	\$ 107,466
26								\$ 107,729	\$ 110,153
27								\$ 110,422	\$ 112,907
28									\$ 115,729
29									\$ 118,622

Huntley Community School District 158
HEA Total Salary Schedule for School Year 2024-2025 Base Salaries

	HEA Salary Schedule 2024 - 2025 Base Salaries								
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 45,252	\$ 46,270	\$ 47,311	\$ 48,375	\$ 49,464	\$ 50,577	\$ 51,715	\$ 52,878	\$ 54,068
2	\$ 46,383	\$ 47,426	\$ 48,494	\$ 49,585	\$ 50,700	\$ 51,841	\$ 53,007	\$ 54,200	\$ 55,420
3	\$ 47,542	\$ 48,612	\$ 49,706	\$ 50,824	\$ 51,968	\$ 53,137	\$ 54,333	\$ 55,555	\$ 56,805
4	\$ 48,731	\$ 49,827	\$ 50,949	\$ 52,095	\$ 53,267	\$ 54,466	\$ 55,691	\$ 56,944	\$ 58,225
5	\$ 49,949	\$ 51,073	\$ 52,222	\$ 53,397	\$ 54,599	\$ 55,827	\$ 57,083	\$ 58,368	\$ 59,681
6	\$ 51,198	\$ 52,350	\$ 53,528	\$ 54,732	\$ 55,964	\$ 57,223	\$ 58,510	\$ 59,827	\$ 61,173
7	\$ 52,478	\$ 53,659	\$ 54,866	\$ 56,100	\$ 57,363	\$ 58,653	\$ 59,973	\$ 61,322	\$ 62,702
8	\$ 53,790	\$ 55,000	\$ 56,238	\$ 57,503	\$ 58,797	\$ 60,120	\$ 61,472	\$ 62,856	\$ 64,270
9	\$ 55,135	\$ 56,375	\$ 57,644	\$ 58,941	\$ 60,267	\$ 61,623	\$ 63,009	\$ 64,427	\$ 65,877
10	\$ 56,513	\$ 57,785	\$ 59,085	\$ 60,414	\$ 61,773	\$ 63,163	\$ 64,584	\$ 66,038	\$ 67,523
11	\$ 57,926	\$ 59,229	\$ 60,562	\$ 61,924	\$ 63,318	\$ 64,742	\$ 66,199	\$ 67,689	\$ 69,212
12	\$ 59,374	\$ 60,710	\$ 62,076	\$ 63,473	\$ 64,901	\$ 66,361	\$ 67,854	\$ 69,381	\$ 70,942
13	\$ 60,858	\$ 62,228	\$ 63,628	\$ 65,059	\$ 66,523	\$ 68,020	\$ 69,550	\$ 71,115	\$ 72,715
14		\$ 63,783	\$ 65,218	\$ 66,686	\$ 68,186	\$ 69,720	\$ 71,289	\$ 72,893	\$ 74,533
15		\$ 65,378	\$ 66,849	\$ 68,353	\$ 69,891	\$ 71,463	\$ 73,071	\$ 74,716	\$ 76,397
16			\$ 68,520	\$ 70,062	\$ 71,638	\$ 73,250	\$ 74,898	\$ 76,583	\$ 78,307
17			\$ 70,233	\$ 71,813	\$ 73,429	\$ 75,081	\$ 76,771	\$ 78,498	\$ 80,264
18				\$ 73,609	\$ 75,265	\$ 76,958	\$ 78,690	\$ 80,460	\$ 82,271
19				\$ 75,449	\$ 77,147	\$ 78,882	\$ 80,657	\$ 82,472	\$ 84,328
20					\$ 79,075	\$ 80,854	\$ 82,674	\$ 84,534	\$ 86,436
21					\$ 81,052	\$ 82,876	\$ 84,740	\$ 86,647	\$ 88,597
22						\$ 84,948	\$ 86,859	\$ 88,813	\$ 90,812
23						\$ 87,071	\$ 89,030	\$ 91,034	\$ 93,082
24							\$ 91,256	\$ 93,309	\$ 95,409
25							\$ 93,538	\$ 95,642	\$ 97,794
26								\$ 98,033	\$ 100,239
27								\$ 100,484	\$ 102,745
28									\$ 105,314
29					262				\$ 107,946

Huntley Community School District 158
HEA Total Salary Schedule for School Year 2025-2026 TRS Included

	HEA Salary Schedule 2025-2026 W/ TRS								
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 52,213	\$ 53,388	\$ 54,589	\$ 55,818	\$ 57,213	\$ 58,643	\$ 60,109	\$ 61,762	\$ 63,461
2	\$ 53,519	\$ 54,723	\$ 55,954	\$ 57,213	\$ 58,643	\$ 60,109	\$ 61,612	\$ 63,307	\$ 65,047
3	\$ 54,857	\$ 56,091	\$ 57,353	\$ 58,643	\$ 60,109	\$ 61,612	\$ 63,153	\$ 64,889	\$ 66,674
4	\$ 56,228	\$ 57,493	\$ 58,787	\$ 60,109	\$ 61,612	\$ 63,153	\$ 64,731	\$ 66,511	\$ 68,340
5	\$ 57,634	\$ 58,930	\$ 60,256	\$ 61,612	\$ 63,153	\$ 64,731	\$ 66,350	\$ 68,174	\$ 70,049
6	\$ 59,075	\$ 60,404	\$ 61,763	\$ 63,153	\$ 64,731	\$ 66,350	\$ 68,008	\$ 69,879	\$ 71,800
7	\$ 60,551	\$ 61,914	\$ 63,307	\$ 64,731	\$ 66,350	\$ 68,008	\$ 69,709	\$ 71,626	\$ 73,595
8	\$ 62,065	\$ 63,462	\$ 64,890	\$ 66,350	\$ 68,008	\$ 69,709	\$ 71,451	\$ 73,416	\$ 75,435
9	\$ 63,617	\$ 65,048	\$ 66,512	\$ 68,008	\$ 69,709	\$ 71,451	\$ 73,238	\$ 75,252	\$ 77,321
10	\$ 65,207	\$ 66,674	\$ 68,175	\$ 69,709	\$ 71,451	\$ 73,238	\$ 75,068	\$ 77,133	\$ 79,254
11	\$ 66,837	\$ 68,341	\$ 69,879	\$ 71,451	\$ 73,238	\$ 75,068	\$ 76,945	\$ 79,061	\$ 81,235
12	\$ 68,508	\$ 70,050	\$ 71,626	\$ 73,238	\$ 75,068	\$ 76,945	\$ 78,869	\$ 81,038	\$ 83,266
13	\$ 70,221	\$ 71,801	\$ 73,417	\$ 75,068	\$ 76,945	\$ 78,869	\$ 80,841	\$ 83,064	\$ 85,348
14		\$ 73,596	\$ 75,252	\$ 76,945	\$ 78,869	\$ 80,841	\$ 82,862	\$ 85,140	\$ 87,482
15		\$ 75,436	\$ 77,133	\$ 78,869	\$ 80,841	\$ 82,862	\$ 84,933	\$ 87,269	\$ 89,669
16			\$ 79,062	\$ 80,841	\$ 82,862	\$ 84,933	\$ 87,056	\$ 89,450	\$ 91,910
17			\$ 81,038	\$ 82,862	\$ 84,933	\$ 87,056	\$ 89,233	\$ 91,687	\$ 94,208
18				\$ 84,933	\$ 87,056	\$ 89,233	\$ 91,464	\$ 93,979	\$ 96,563
19				\$ 87,056	\$ 89,233	\$ 91,464	\$ 93,750	\$ 96,328	\$ 98,977
20					\$ 91,464	\$ 93,750	\$ 96,094	\$ 98,737	\$ 101,452
21					\$ 93,750	\$ 96,094	\$ 98,496	\$ 101,205	\$ 103,988
22						\$ 98,496	\$ 100,959	\$ 103,735	\$ 106,588
23						\$ 100,959	\$ 103,483	\$ 106,329	\$ 109,253
24							\$ 106,070	\$ 108,987	\$ 111,984
25							\$ 108,722	\$ 111,711	\$ 114,783
26								\$ 114,504	\$ 117,653
27								\$ 117,367	\$ 120,594
28									\$ 123,609
29									\$ 126,699

Huntley Community School District 158
HEA Total Salary Schedule for School Year 2025-2026 Base Salaries

	HEA Salary Schedule 2025 - 2026 Base Salaries								
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 47,514	\$ 48,583	\$ 49,676	\$ 50,794	\$ 52,064	\$ 53,365	\$ 54,700	\$ 56,204	\$ 57,749
2	\$ 48,702	\$ 49,798	\$ 50,918	\$ 52,064	\$ 53,365	\$ 54,700	\$ 56,067	\$ 57,609	\$ 59,193
3	\$ 49,920	\$ 51,043	\$ 52,191	\$ 53,365	\$ 54,700	\$ 56,067	\$ 57,469	\$ 59,049	\$ 60,673
4	\$ 51,168	\$ 52,319	\$ 53,496	\$ 54,700	\$ 56,067	\$ 57,469	\$ 58,906	\$ 60,525	\$ 62,190
5	\$ 52,447	\$ 53,627	\$ 54,833	\$ 56,067	\$ 57,469	\$ 58,906	\$ 60,378	\$ 62,039	\$ 63,745
6	\$ 53,758	\$ 54,967	\$ 56,204	\$ 57,469	\$ 58,906	\$ 60,378	\$ 61,888	\$ 63,590	\$ 65,338
7	\$ 55,102	\$ 56,342	\$ 57,609	\$ 58,906	\$ 60,378	\$ 61,888	\$ 63,435	\$ 65,179	\$ 66,972
8	\$ 56,479	\$ 57,750	\$ 59,050	\$ 60,378	\$ 61,888	\$ 63,435	\$ 65,021	\$ 66,809	\$ 68,646
9	\$ 57,891	\$ 59,194	\$ 60,526	\$ 61,888	\$ 63,435	\$ 65,021	\$ 66,646	\$ 68,479	\$ 70,362
10	\$ 59,339	\$ 60,674	\$ 62,039	\$ 63,435	\$ 65,021	\$ 66,646	\$ 68,312	\$ 70,191	\$ 72,121
11	\$ 60,822	\$ 62,191	\$ 63,590	\$ 65,021	\$ 66,646	\$ 68,312	\$ 70,020	\$ 71,946	\$ 73,924
12	\$ 62,343	\$ 63,745	\$ 65,180	\$ 66,646	\$ 68,312	\$ 70,020	\$ 71,771	\$ 73,744	\$ 75,772
13	\$ 63,901	\$ 65,339	\$ 66,809	\$ 68,312	\$ 70,020	\$ 71,771	\$ 73,565	\$ 75,588	\$ 77,667
14		\$ 66,972	\$ 68,479	\$ 70,020	\$ 71,771	\$ 73,565	\$ 75,404	\$ 77,478	\$ 79,608
15		\$ 68,647	\$ 70,191	\$ 71,771	\$ 73,565	\$ 75,404	\$ 77,289	\$ 79,415	\$ 81,598
16			\$ 71,946	\$ 73,565	\$ 75,404	\$ 77,289	\$ 79,221	\$ 81,400	\$ 83,638
17			\$ 73,745	\$ 75,404	\$ 77,289	\$ 79,221	\$ 81,202	\$ 83,435	\$ 85,729
18				\$ 77,289	\$ 79,221	\$ 81,202	\$ 83,232	\$ 85,521	\$ 87,873
19				\$ 79,221	\$ 81,202	\$ 83,232	\$ 85,313	\$ 87,659	\$ 90,069
20					\$ 83,232	\$ 85,313	\$ 87,446	\$ 89,850	\$ 92,321
21					\$ 85,313	\$ 87,446	\$ 89,632	\$ 92,097	\$ 94,629
22						\$ 89,632	\$ 91,872	\$ 94,399	\$ 96,995
23						\$ 91,872	\$ 94,169	\$ 96,759	\$ 99,420
24							\$ 96,524	\$ 99,178	\$ 101,905
25							\$ 98,937	\$ 101,657	\$ 104,453
26								\$ 104,199	\$ 107,064
27								\$ 106,804	\$ 109,741
28									\$ 112,484
29					263				\$ 115,297

Huntley Community School District 158
HEA Total Salary Schedule for School Year 2026-2027 TRS Included

HEA Salary Schedule 2026-2027 W/ TRS									
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 53,258	\$ 54,456	\$ 55,681	\$ 56,934	\$ 58,500	\$ 60,108	\$ 61,912	\$ 63,769	\$ 65,682
2	\$ 54,589	\$ 55,817	\$ 57,073	\$ 58,357	\$ 59,962	\$ 61,611	\$ 63,459	\$ 65,363	\$ 67,324
3	\$ 55,954	\$ 57,213	\$ 58,500	\$ 59,816	\$ 61,461	\$ 63,151	\$ 65,046	\$ 66,997	\$ 69,007
4	\$ 57,353	\$ 58,643	\$ 59,962	\$ 61,312	\$ 62,998	\$ 64,730	\$ 66,672	\$ 68,672	\$ 70,732
5	\$ 58,786	\$ 60,109	\$ 61,462	\$ 62,844	\$ 64,573	\$ 66,348	\$ 68,339	\$ 70,389	\$ 72,501
6	\$ 60,256	\$ 61,612	\$ 62,998	\$ 64,416	\$ 66,187	\$ 68,007	\$ 70,047	\$ 72,149	\$ 74,313
7	\$ 61,762	\$ 63,152	\$ 64,573	\$ 66,026	\$ 67,842	\$ 69,707	\$ 71,799	\$ 73,952	\$ 76,171
8	\$ 63,307	\$ 64,731	\$ 66,187	\$ 67,677	\$ 69,538	\$ 71,450	\$ 73,593	\$ 75,801	\$ 78,075
9	\$ 64,889	\$ 66,349	\$ 67,842	\$ 69,369	\$ 71,276	\$ 73,236	\$ 75,433	\$ 77,696	\$ 80,027
10	\$ 66,511	\$ 68,008	\$ 69,538	\$ 71,103	\$ 73,058	\$ 75,067	\$ 77,319	\$ 79,639	\$ 82,028
11	\$ 68,174	\$ 69,708	\$ 71,277	\$ 72,880	\$ 74,884	\$ 76,944	\$ 79,252	\$ 81,630	\$ 84,079
12	\$ 69,879	\$ 71,451	\$ 73,058	\$ 74,702	\$ 76,757	\$ 78,867	\$ 81,233	\$ 83,670	\$ 86,181
13	\$ 71,626	\$ 73,237	\$ 74,885	\$ 76,570	\$ 78,676	\$ 80,839	\$ 83,264	\$ 85,762	\$ 88,335
14		\$ 75,068	\$ 76,757	\$ 78,484	\$ 80,642	\$ 82,860	\$ 85,346	\$ 87,906	\$ 90,543
15		\$ 76,945	\$ 78,676	\$ 80,446	\$ 82,658	\$ 84,932	\$ 87,480	\$ 90,104	\$ 92,807
16			\$ 80,643	\$ 82,457	\$ 84,725	\$ 87,055	\$ 89,667	\$ 92,357	\$ 95,127
17			\$ 82,659	\$ 84,519	\$ 86,843	\$ 89,231	\$ 91,908	\$ 94,665	\$ 97,505
18				\$ 86,632	\$ 89,014	\$ 91,462	\$ 94,206	\$ 97,032	\$ 99,943
19				\$ 88,798	\$ 91,239	\$ 93,749	\$ 96,561	\$ 99,458	\$ 102,442
20					\$ 93,520	\$ 96,092	\$ 98,975	\$ 101,944	\$ 105,003
21					\$ 95,858	\$ 98,495	\$ 101,449	\$ 104,493	\$ 107,628
22						\$ 100,957	\$ 103,986	\$ 107,105	\$ 110,318
23						\$ 103,481	\$ 106,585	\$ 109,783	\$ 113,076
24							\$ 109,250	\$ 112,527	\$ 115,903
25							\$ 111,981	\$ 115,341	\$ 118,801
26								\$ 118,224	\$ 121,771
27								\$ 121,180	\$ 124,815
28									\$ 127,936
29									\$ 131,134

Huntley Community School District 158
HEA Total Salary Schedule for School Year 2026-2027 Base Salaries

HEA Salary Schedule 2026 - 2027 Base Salaries									
	B+0	B+12	B+24	B+36	M+0	M+12	M+24	M+36	M+45
1	\$ 48,464	\$ 49,555	\$ 50,670	\$ 51,810	\$ 53,235	\$ 54,699	\$ 56,340	\$ 58,030	\$ 59,771
2	\$ 49,676	\$ 50,794	\$ 51,937	\$ 53,105	\$ 54,566	\$ 56,066	\$ 57,748	\$ 59,481	\$ 61,265
3	\$ 50,918	\$ 52,064	\$ 53,235	\$ 54,433	\$ 55,930	\$ 57,468	\$ 59,192	\$ 60,968	\$ 62,797
4	\$ 52,191	\$ 53,365	\$ 54,566	\$ 55,794	\$ 57,328	\$ 58,904	\$ 60,672	\$ 62,492	\$ 64,366
5	\$ 53,496	\$ 54,699	\$ 55,930	\$ 57,188	\$ 58,761	\$ 60,377	\$ 62,188	\$ 64,054	\$ 65,976
6	\$ 54,833	\$ 56,067	\$ 57,328	\$ 58,618	\$ 60,230	\$ 61,886	\$ 63,743	\$ 65,655	\$ 67,625
7	\$ 56,204	\$ 57,468	\$ 58,761	\$ 60,084	\$ 61,736	\$ 63,434	\$ 65,337	\$ 67,297	\$ 69,316
8	\$ 57,609	\$ 58,905	\$ 60,231	\$ 61,586	\$ 63,279	\$ 65,019	\$ 66,970	\$ 68,979	\$ 71,049
9	\$ 59,049	\$ 60,378	\$ 61,736	\$ 63,125	\$ 64,861	\$ 66,645	\$ 68,644	\$ 70,704	\$ 72,825
10	\$ 60,525	\$ 61,887	\$ 63,280	\$ 64,703	\$ 66,483	\$ 68,311	\$ 70,360	\$ 72,471	\$ 74,645
11	\$ 62,039	\$ 63,434	\$ 64,862	\$ 66,321	\$ 68,145	\$ 70,019	\$ 72,119	\$ 74,283	\$ 76,512
12	\$ 63,590	\$ 65,020	\$ 66,483	\$ 67,979	\$ 69,849	\$ 71,769	\$ 73,922	\$ 76,140	\$ 78,424
13	\$ 65,179	\$ 66,646	\$ 68,145	\$ 69,679	\$ 71,595	\$ 73,564	\$ 75,770	\$ 78,044	\$ 80,385
14		\$ 68,312	\$ 69,849	\$ 71,421	\$ 73,385	\$ 75,403	\$ 77,665	\$ 79,995	\$ 82,395
15		\$ 70,020	\$ 71,595	\$ 73,206	\$ 75,219	\$ 77,288	\$ 79,606	\$ 81,995	\$ 84,454
16			\$ 73,385	\$ 75,036	\$ 77,100	\$ 79,220	\$ 81,597	\$ 84,044	\$ 86,566
17			\$ 75,220	\$ 76,912	\$ 79,027	\$ 81,200	\$ 83,636	\$ 86,146	\$ 88,730
18				\$ 78,835	\$ 81,003	\$ 83,230	\$ 85,727	\$ 88,299	\$ 90,948
19				\$ 80,806	\$ 83,028	\$ 85,311	\$ 87,871	\$ 90,507	\$ 93,222
20					\$ 85,104	\$ 87,444	\$ 90,067	\$ 92,769	\$ 95,552
21					\$ 87,231	\$ 89,630	\$ 92,319	\$ 95,089	\$ 97,941
22						\$ 91,871	\$ 94,627	\$ 97,466	\$ 100,390
23						\$ 94,168	\$ 96,993	\$ 99,902	\$ 102,899
24							\$ 99,417	\$ 102,400	\$ 105,472
25							\$ 101,903	\$ 104,960	\$ 108,109
26								\$ 107,584	\$ 110,811
27								\$ 110,274	\$ 113,582
28									\$ 116,421
29									\$ 119,332

Appendix B – Extra Curricular Salary Schedules

This section will need to be added following the committee recommendation and Board approval in the Spring of 2024.

Appendix C – Team Leader Co-curricular Stipends

High School Band Director	Group A
High School Choral Director	Group B
High School Orchestra Director	Group B
Child Find Team Leader	Group B
High School Musical Director (Head)	Group C
Middle School Band Director	Group C
Middle School Musical Director	Group C
Middle School Choral Director	Group C
Middle School Orchestra Director	Group C
6th Grade Team Leader	Group D
7th Grade Team Leader	Group D
8th Grade Team Leader	Group D
Middle School Special Education Team Leader	Group D
Middle School Exploratory Team Leader	Group D
Middle School PE/Health Team Leader	Group D
Middle School Counseling Team Leader	Group D
Middle School Music Team Leader	Group D
Multilingual Team Leader	Group D
Nurse Team Leader	Group D
Psychologist Team Leader	Group D
Social Work Team Leader	Group D
Speech Pathologist Team Leader	Group D
Vanguard Program Team Leader	Group D
Homeless Liaison Team Leader	Group D
Vision and Hearing Team Leader	Group D
Elementary Grade Level Leader (one per grade level, per building)	Group D
Elementary Specials Leader (one per special - Music, Art, P.E., Explore)	Group D
Elementary MTSS Facilitator Stipend (5)	Group D
High School T.V. Production	Group E
High School Yearbook	Group E
High School Newspaper	Group E
High School Link Crew (3)	Group E
Middle School Chamber Orchestra	Group F
Elementary Band (Martin, Leggee, Conley)	Group G
Elementary Orchestra (Martin, Leggee, Conley)	Group G
High School Art Exhibits (4)	Group G
Young Authors K-2	Group H
Young Authors 3-5	Group H
Young Authors 6-8	Group H

Co-curricular Activity Groups

Years	Group A	Group B	Group C	Group D	Group E	Group F	Group G	Group H
1	\$3,607	\$3,156	\$2,910	\$2,504	\$2,163	\$1,728	\$1,116	\$715
2-3	\$3,787	\$3,314	\$3,056	\$2,630	\$2,271	\$1,815	\$1,172	\$751
4-6	\$4,166	\$3,646	\$3,361	\$2,893	\$2,499	\$1,996	\$1,289	\$826
7-9	\$4,625	\$4,046	\$3,731	\$3,211	\$2,773	\$2,216	\$1,431	\$917
10+	\$4,902	\$4,289	\$3,955	\$3,403	\$2,940	\$2,349	\$1,517	\$972

*There will be one (1) Elementary Grade Level Leader for each grade level at each building.

**There will be one (1) Elementary Specials Leader for each specials group listed above. The position will represent all elementary buildings.

To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 21, 2023

Subject: **Supplemental Purchase Order Summary**
Board of Education Meeting, December 21, 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 November 30, 2023 to December 14, 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	\$ 2,322,394.75
Operations & Maintenance Fund	406,465.24
Debt Service Fund	618.00
Transporation Fund	165,880.21
Municipal Retirement and Social Security Fund	0.00
Capital Projects Fund	0.00
Working Cash Fund	0.00
Fire Prevention and Safety Fund	0.00
Total	<u>\$ 2,895,358.20</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Purchase Orders Report at the December 21, 2023 Regular Board meeting.



Huntley Community School District 158

P.O. Summary by Vendor (Custom)

From: 11/30/2023 to 12/14/2023

Printed: 12/14/2023 1:31 PM

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
1ST Ayd Corporation					
24120677	40-2554-410-00-79	Fleet Supplies	12/01/2023	500.00	40-2554-410-00-79
Total				\$500.00	
A Parts Warehouse					
20241660	40-2554-410-00-79	Fleet Supplies	12/11/2023	344.56	40-2554-410-00-79
20241715	40-2554-410-00-79	Fleet Supplies	12/12/2023	468.00	40-2554-410-00-79
20241660	40-2554-410-00-79	Fleet Supplies	12/11/2023	1,742.68	40-2554-410-00-79
Total				\$2,555.24	
Accountable Healthcare Staffing Inc					
24120637	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	30,000.00	10-1101-310-00-79-605-14
Total				\$30,000.00	269
Accurate Translation Bureau					
20241584	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	951.92	10-1200-310-92-79-600-14
20241583			11/30/2023	0.00	
20241583	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	125.36	10-1200-310-92-79-600-14
20241584	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	0.00	10-1200-310-92-79-600-14
Total				\$1,077.28	
ACIA CL LLC (DBA CL Chrysler Dodge Jeep Ram)					
20241661	40-2550-323-00-79	Repairs and Maintenance	12/11/2023	90.84	40-2550-323-00-79
20241661	40-2550-323-00-79	Repairs and Maintenance	12/11/2023	90.84	40-2550-323-00-79
Total				\$181.68	
ADP LLC					
24120337	10-1100-220-00-79-600-14	Regular Programs Insurance	12/01/2023	2,000.00	10-1100-220-00-79-600-14
24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	2,200.00	10-2520-310-00-74-500-14
24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	2,200.00	10-2520-310-00-74-500-14
24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	3,200.00	10-2520-310-00-74-500-14
24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	3,300.00	10-2520-310-00-74-500-14



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24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	3,300.00	10-2520-310-00-74-500-14
24120437	10-2520-310-00-74-500-14	Prof & Tech Fiscal	12/01/2023	4,500.00	10-2520-310-00-74-500-14
Total				\$20,700.00	

Advance Auto Parts

24120717	40-2554-410-00-79	Fleet Supplies	12/01/2023	2,000.00	40-2554-410-00-79
Total				\$2,000.00	

Advantage Mechanical Inc

24120317	20-2542-390-00-79	Other Purchased Service	12/01/2023	4,695.96	20-2542-390-00-79
24120027	20-2542-323-00-79	Repairs & Maint Buildings	12/01/2023	2,500.00	20-2542-323-00-79
20241662	20-2542-323-00-79	Repairs & Maint Buildings	12/11/2023	2,339.00	20-2542-323-00-79
20241662			12/11/2023	0.00	
20241662	20-2542-323-00-79	Repairs & Maint Buildings	12/11/2023	1,024.65	20-2542-323-00-79
Total				\$10,559.61	

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AED Professionals

20241707	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	179.80	10-2546-490-00-79-600-14
20241707			12/12/2023	0.00	
20241707	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	14.95	10-2546-490-00-79-600-14
Total				\$194.75	

AFLAC Group

24120427	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	12/01/2023	5,000.00	10-2310-220-00-79-600-14
Total				\$5,000.00	

AHW LLC - Hampshire

20241585			11/30/2023	0.00	
20241585	20-2543-410-00-79	Grounds Supplies	11/30/2023	554.80	20-2543-410-00-79
Total				\$554.80	

Air Products Equipment Co



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20241696	20-2542-410-00-79	Supplies B & G	12/12/2023	240.00	20-2542-410-00-79
20241696			12/12/2023	0.00	
Total				\$240.00	
Airgas USA LLC					
24120237	20-2542-410-00-79	Supplies B & G	12/01/2023	500.00	20-2542-410-00-79
Total				\$500.00	
Albourn & Associates LLC					
20241697	10-2213-310-00-79-600-14	Special Svcs Pur Svc	12/12/2023	198.24	10-2213-310-00-79-600-14
20241697	10-2213-310-00-79-600-14	Special Svcs Pur Svc	12/12/2023	60.00	10-2213-310-00-79-600-14
Total				\$258.24	271
Alexander Leigh Center for Autism					
24121617	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	40,000.00	10-4220-670-00-79-600-14
Total				\$40,000.00	
Alpha Baking Company Inc					
24121077	10-2560-415-00-71-100-13	Cafe Food Leggee	12/01/2023	650.00	10-2560-415-00-71-100-13
24121087	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	5,000.00	10-2560-415-00-71-300-13
24121097	10-2560-415-00-72-110-13	Cafe Food Chesak	12/01/2023	700.00	10-2560-415-00-72-110-13
24121107	10-2560-415-00-72-120-13	Cafe Food Martin	12/01/2023	1,000.00	10-2560-415-00-72-120-13
24121127	10-2560-415-00-74-140-13	Cafe Food Mackeben	12/01/2023	600.00	10-2560-415-00-74-140-13
24121147	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	800.00	10-2560-415-00-74-210-13
24121117	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	1,000.00	10-2560-415-00-72-220-13
24121137	10-2560-415-00-74-150-13	Cafe Food Conley	12/01/2023	600.00	10-2560-415-00-74-150-13
Total				\$10,350.00	
AmeriGas					
24120567	40-2552-461-00-79	Propane	12/01/2023	25,000.00	40-2552-461-00-79
Total				\$25,000.00	
Amita GlenOaks School					



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24120497	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	18,000.00	10-4220-670-00-79-600-14
Total				\$18,000.00	
AMS Store and Shred					
20241586	10-2321-390-00-74-500-14	Purchased Service Supt	11/30/2023	1,308.00	10-2321-390-00-74-500-14
Total				\$1,308.00	
Anderson Lock Co Inc					
20241691	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	187.55	10-2546-490-00-79-600-14
20241691	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	19.56	10-2546-490-00-79-600-14
20241691			12/12/2023	0.00	
24120087	20-2542-410-00-79	Supplies B & G	12/01/2023	1,000.00	20-2542-410-00-79
20241691	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	61.81	10-2546-490-00-79-600-14
20241691	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	21.60	10-2546-490-00-79-600-14
Total				\$1,290.52	
Anderson Pest Solutions					
24120037	20-2542-321-00-79	Sanitation/Exterminating	12/01/2023	554.47	20-2542-321-00-79
Total				\$554.47	
AnthroMed LLC					
24120667	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	12,000.00	10-1101-310-00-79-605-14
Total				\$12,000.00	
Applied Maintenance					
24120807	40-2554-410-00-79	Fleet Supplies	12/01/2023	350.00	40-2554-410-00-79
Total				\$350.00	
ArbiterSports LLC					
20241587	10-1500-319-00-72-220-13	Sports Officials Marlowe	11/30/2023	808.00	10-1500-319-00-72-220-13
20241587	10-1500-319-00-74-210-13	Sports Officials Heineman	11/30/2023	808.00	10-1500-319-00-74-210-13
20241587	10-1500-319-00-71-300-13	Sports Officials HS	11/30/2023	1,616.00	10-1500-319-00-71-300-13

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20241587			11/30/2023	0.00	
				Total	\$3,232.00
Arctic Snow and Ice Control Inc					
24120247	20-2542-322-00-79-605-14	Snow Removal	12/01/2023	68,700.00	20-2542-322-00-79-605-14
				Total	\$68,700.00
Associated Electrical Contractors					
24120057	20-2542-323-00-79	Repairs & Maint Buildings	12/01/2023	1,000.00	20-2542-323-00-79
				Total	\$1,000.00
AT&T 5080					
24120347	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	5,000.00	20-2540-340-00-79
				Total	\$5,000.00
AT&T					
24120327	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	10,000.00	20-2540-340-00-79
				Total	\$10,000.00
Auto Tech Centers Inc					
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	309.95	20-2545-323-00-79-600-14
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	84.90	20-2545-323-00-79-600-14
20241589	10-1700-323-21-71-300-13	Driver Ed Repair & Maintenance	11/30/2023	491.72	10-1700-323-21-71-300-13
20241716	40-2554-410-00-79	Fleet Supplies	12/12/2023	1,073.22	40-2554-410-00-79
20241588	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	76.40	20-2545-323-00-79-600-14
				Total	\$2,036.19
Batteries Plus LLC					
24120257	20-2542-410-00-79	Supplies B & G	12/01/2023	250.00	20-2542-410-00-79
				Total	\$250.00
Behavioral Perspective Inc					



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20241663	10-2310-318-00-74-500-14	Legal Board	12/11/2023	2,100.00	10-2310-318-00-74-500-14
20241663	10-2310-318-00-74-500-14	Legal Board	12/11/2023	0.00	10-2310-318-00-74-500-14
Total				\$2,100.00	
Benefitfocus.com Inc					
24120197	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	12/01/2023	2,000.00	10-2310-220-00-79-600-14
Total				\$2,000.00	
Bernard Food Industries					
20241698	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/12/2023	1,026.28	10-2560-415-00-72-220-13
20241698	10-2560-415-00-71-100-13	Cafe Food Leggee	12/12/2023	741.00	10-2560-415-00-71-100-13
20241698	10-2560-415-00-72-120-13	Cafe Food Martin	12/12/2023	494.00	10-2560-415-00-72-120-13
20241698	10-2560-415-00-74-140-13	Cafe Food Mackeben	12/12/2023	247.00	10-2560-415-00-74-140-13
20241698	10-2560-415-00-74-150-13	Cafe Food Conley	12/12/2023	494.00	10-2560-415-00-74-150-13
20241698	10-2560-415-00-74-210-13	Cafe Food Heineman	12/12/2023	777.37	10-2560-415-00-74-210-13
20241698	10-2560-415-00-72-110-13	Cafe Food Chesak	12/12/2023	494.00	10-2560-415-00-72-110-13
Total				\$4,273.65	
Blazerworks					
24120527	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	20,000.00	10-1101-310-00-79-605-14
Total				\$20,000.00	
Blick Art Materials					
20241646	10-1110-410-02-74-150-13	Art Supplies Conley	12/06/2023	512.26	10-1110-410-02-74-150-13
Total				\$512.26	
Blu Petroleum					
20241699	40-2552-464-00-79	Diesel/Gasoline	12/12/2023	350.57	40-2552-464-00-79
24120827	40-2552-464-00-79	Diesel/Gasoline	12/01/2023	40,000.00	40-2552-464-00-79
24121647	40-2552-464-00-79	Diesel/Gasoline	12/01/2023	2,000.00	40-2552-464-00-79
Total				\$42,350.57	
Blue Cross Blue Shield					

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24120417	10-1100-220-00-79-600-14	Regular Programs Insurance	12/01/2023	1,000,000.00	10-1100-220-00-79-600-14
Total				\$1,000,000.00	
Blue Star Medical Sales					
20241705	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	21.97	10-2546-490-00-79-600-14
20241705			12/12/2023	0.00	
20241705	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	640.00	10-2546-490-00-79-600-14
Total				\$661.97	
BMO Mastercard					
20241632	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/30/2023	131.78	10-1120-410-00-72-220-13
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	43.80	20-2542-410-00-79
20241630	10-1110-410-00-74-150-13	Inst Supplies Conley	11/30/2023	57.84	10-1110-410-00-74-150-13
20241632	10-1120-410-22-72-220-13	Tech Lab Supplies Marlowe	11/30/2023	111.98	10-1120-410-22-72-220-13
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	275.45	20-2542-410-00-79
20241639	10-2560-415-00-72-110-13	Cafe Food Chesak	11/30/2023	129.51	10-2560-415-00-72-110-13
20241632	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/30/2023	49.99	10-1120-410-00-72-220-13
20241632	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	11/30/2023	39.99	10-1120-490-00-72-220-13
20241638	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/30/2023	51.55	10-2213-415-00-72-165-13
20241630	10-2213-415-00-74-150-13	Conley Staff Devel Supplies	11/30/2023	844.95	10-2213-415-00-74-150-13
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	160.04	10-2660-410-00-79-600-14
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	69.99	10-2660-410-00-79-600-14
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	21.58	10-2660-410-00-79-600-14
20241638	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/30/2023	545.05	10-2213-415-00-72-165-13
20241641	10-2660-319-61-79-600-14	Software Maintenance	11/30/2023	29.00	10-2660-319-61-79-600-14
20241745	10-1200-310-66-71-300-13	STEP Purchased Services	12/13/2023	61.50	10-1200-310-66-71-300-13
20241745	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	94.03	10-1200-410-66-71-300-13
20241632	10-1120-360-00-72-220-13	Printing Marlowe	11/30/2023	380.00	10-1120-360-00-72-220-13
20241632	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/30/2023	74.67	10-1120-410-00-72-220-13
20241745	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	42.50	10-1200-410-66-71-300-13
20241631	10-158	Activity Funds	11/30/2023	29.95	10-120
20241631	10-158	Activity Funds	11/30/2023	51.99	10-120
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	34.14	10-2660-410-00-79-600-14

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20241749	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	131.31	10-1200-410-66-71-300-13
20241749	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	92.41	10-1200-410-66-71-300-13
20241631	10-158	Activity Funds	11/30/2023	59.42	10-120
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	29.99	10-2660-410-00-79-600-14
20241631	10-158	Activity Funds	11/30/2023	229.78	10-120
20241632	10-1120-410-00-72-220-13	Inst Supplies Marlowe	11/30/2023	41.37	10-1120-410-00-72-220-13
20241631	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/30/2023	14.99	10-1110-410-00-71-100-13
20241631	10-158	Activity Funds	11/30/2023	24.99	10-120
20241633	10-158	Activity Funds	11/30/2023	45.98	10-120
20241631	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/30/2023	96.18	10-1110-410-00-71-100-13
20241734	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/13/2023	41.94	10-1200-410-92-79-600-14
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	120.50	20-2542-410-00-79
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	436.91	20-2542-410-00-79
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	407.24	20-2542-410-00-79
20241640	20-2542-410-00-79	Supplies B & G	11/30/2023	141.22	20-2542-410-00-79
20241631	10-1110-410-00-71-100-13	Inst Supplies Leggee	11/30/2023	59.99	10-1110-410-00-71-100-13
20241641	10-2660-410-00-79-600-14	Supplies Tech	11/30/2023	76.87	10-2660-410-00-79-600-14
20241637	10-1200-310-66-71-300-13	STEP Purchased Services	11/30/2023	286.00	10-1200-310-66-71-300-13
20241734	10-1200-310-66-71-300-13	STEP Purchased Services	12/13/2023	312.00	10-1200-310-66-71-300-13
20241638	10-1225-410-95-79-600-14	ECE Instr Supplies	11/30/2023	22.31	10-1225-410-95-79-600-14
20241636	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/30/2023	68.14	10-1110-410-00-74-140-13
20241636	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/30/2023	7.99	10-1110-410-00-74-140-13
20241636	10-2410-410-00-74-140-13	Office Supplies Mackeben	11/30/2023	59.99	10-2410-410-00-74-140-13
20241638	10-1125-410-97-79-600-14	All Children Supplies	11/30/2023	101.06	10-1125-410-97-79-600-14
20241636	10-1110-410-00-74-140-13	Inst Supplies Mackeben	11/30/2023	99.00	10-1110-410-00-74-140-13
20241638	10-158	Activity Funds	11/30/2023	109.98	10-120
20241636	10-2220-490-00-74-140-13	Media Center Tech Mackeben	11/30/2023	1.00	10-2220-490-00-74-140-13
20241635	10-1200-410-66-71-300-13	STEP Supplies	11/30/2023	40.00	10-1200-410-66-71-300-13
20241636	10-1110-410-50-74-140-14	Mackeben PE Supplies	11/30/2023	92.94	10-1110-410-50-74-140-14
20241734	10-1200-410-00-79-600-14	Supplies Sp Ed	12/13/2023	99.40	10-1200-410-00-79-600-14
20241638	10-1125-410-97-79-600-14	All Children Supplies	11/30/2023	64.56	10-1125-410-97-79-600-14
20241734	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/13/2023	294.22	10-1200-410-92-79-600-14
20241734	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	12/13/2023	109.00	10-2210-314-92-79-605-14
20241638	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/30/2023	39.95	10-2213-415-00-72-165-13

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241638	10-2300-410-97-79-600-14	All Children Gen Admin Sup	11/30/2023	11.71	10-2300-410-97-79-600-14
20241637	10-1200-410-66-71-300-13	STEP Supplies	11/30/2023	169.79	10-1200-410-66-71-300-13
20241637	10-1200-310-66-71-300-13	STEP Purchased Services	11/30/2023	199.17	10-1200-310-66-71-300-13
20241637	10-1200-410-66-71-300-13	STEP Supplies	11/30/2023	25.00	10-1200-410-66-71-300-13
20241629	10-1538-410-00-71-305-13	TV Production Supplies	11/30/2023	1,697.00	10-1538-410-00-71-305-13
20241636	10-2410-640-00-74-140-13	Office Dues & Fees Mackeben	11/30/2023	175.00	10-2410-640-00-74-140-13
20241634	10-158	Activity Funds	11/30/2023	10.33	10-120
20241734	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	1,222.61	10-1200-410-66-71-300-13
20241632	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	11/30/2023	804.00	10-1120-490-02-72-220-13
20241632	10-2220-430-00-72-220-13	Media Center Marlowe	11/30/2023	339.75	10-2220-430-00-72-220-13
20241632	10-1120-410-09-72-220-13	Home Ec Marlowe	11/30/2023	107.91	10-1120-410-09-72-220-13
20241632	10-1120-490-00-72-220-13	Instruc Coach/1:1 Supplies MMS	11/30/2023	166.18	10-1120-490-00-72-220-13
20241633	10-158	Activity Funds	11/30/2023	50.00	10-120
20241633	10-158	Activity Funds	11/30/2023	50.00	10-120
20241633	10-158	Activity Funds	11/30/2023	50.00	10-120
20241633	10-158	Activity Funds	11/30/2023	50.00	10-120
20241734	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	48.88	10-1200-410-66-71-300-13
20241638	10-2213-415-00-72-165-13	Preschool Staff Devel Supplies	11/30/2023	61.65	10-2213-415-00-72-165-13
20241734	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12/13/2023	9.97	10-2130-410-92-79-605-14
20241734	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	12/13/2023	70.16	10-2210-410-92-79-600-14
20241734	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/13/2023	49.95	10-1200-410-92-79-600-14
20241734	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	72.58	10-1200-410-66-71-300-13
20241734	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/13/2023	14.34	10-1200-410-92-79-600-14
20241634	10-158	Activity Funds	11/30/2023	79.93	10-120
20241634	10-158	Activity Funds	11/30/2023	0.59	10-120
20241635	10-1200-410-66-71-300-13	STEP Supplies	11/30/2023	20.00	10-1200-410-66-71-300-13
20241734	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	78.87	10-1200-410-66-71-300-13
20241734	10-1200-410-66-71-300-13	STEP Supplies	12/13/2023	83.94	10-1200-410-66-71-300-13
20241638	10-158	Activity Funds	11/30/2023	38.46	10-120
20241642	10-158	Activity Funds	11/30/2023	63.55	10-120
20241621	10-1412-410-63-71-300-14	CTEI Supplies	11/30/2023	1,567.12	10-1412-410-63-71-300-14
20241621	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	11/30/2023	40.00	10-2212-310-00-79-505-14
20241622	10-2520-410-00-74-500-14	Supplies Fiscal	11/30/2023	50.75	10-2520-410-00-74-500-14
20241622	10-2321-415-00-74-500-14	Community Supplies	11/30/2023	137.67	10-2321-415-00-74-500-14



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20241642	10-158	Activity Funds	11/30/2023	262.00	10-120
20241642	10-158	Activity Funds	11/30/2023	1,168.00	10-120
20241624	10-1200-310-92-79-600-14	IDEA General Purchased Service	11/30/2023	118.36	10-1200-310-92-79-600-14
20241624	10-1200-410-00-79-600-14	Supplies Sp Ed	11/30/2023	31.05	10-1200-410-00-79-600-14
20241624	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/30/2023	139.78	10-2130-410-92-79-605-14
20241624	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	11/30/2023	18.24	10-2130-410-92-79-605-14
20241624	10-1200-410-66-71-300-13	STEP Supplies	11/30/2023	68.41	10-1200-410-66-71-300-13
20241624	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/30/2023	375.00	10-2210-314-92-79-605-14
20241625	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/30/2023	31.47	10-1120-410-00-74-210-13
20241624	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/30/2023	(270.00)	10-2210-314-92-79-605-14
20241621	10-1200-410-00-79-600-14	Supplies Sp Ed	11/30/2023	230.89	10-1200-410-00-79-600-14
20241624	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/30/2023	157.46	10-2210-410-92-79-600-14
20241624	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/30/2023	136.97	10-2210-410-92-79-600-14
20241624	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/30/2023	130.70	10-2210-410-92-79-600-14
20241625	10-2220-430-00-74-210-13	Media Center Heineman	11/30/2023	(14.24)	10-2220-430-00-74-210-13
20241625	10-2220-430-00-74-210-13	Media Center Heineman	11/30/2023	(10.99)	10-2220-430-00-74-210-13
20241625	10-2220-430-00-74-210-13	Media Center Heineman	11/30/2023	(8.08)	10-2220-430-00-74-210-13
20241625	10-2220-430-00-74-210-13	Media Center Heineman	11/30/2023	24.99	10-2220-430-00-74-210-13
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	30.70	10-2410-410-00-74-210-13
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	38.70	10-2410-410-00-74-210-13
20241629	10-1538-410-00-71-305-13	TV Production Supplies	11/30/2023	328.90	10-1538-410-00-71-305-13
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	138.44	10-2410-410-00-74-210-13
20241630	10-1110-410-00-74-150-13	Inst Supplies Conley	11/30/2023	15.78	10-1110-410-00-74-150-13
20241624	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/30/2023	725.00	10-2210-314-92-79-605-14
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	85.16	10-2210-490-00-74-500-14
20241642	10-158	Activity Funds	11/30/2023	471.96	10-120
20241642	10-158	Activity Funds	11/30/2023	562.64	10-120
20241642	10-158	Activity Funds	11/30/2023	462.80	10-120
20241642	10-158	Activity Funds	11/30/2023	648.00	10-120
20241643	10-2130-220-00-79-600-14	Health Services Insurance	11/30/2023	79.95	10-2130-220-00-79-600-14
20241642	10-158	Activity Funds	11/30/2023	92.06	10-120
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	0.00	10-2210-490-00-74-500-14
20241642	10-158	Activity Funds	11/30/2023	495.00	10-120
20241619	10-1130-410-00-71-300-13	Inst Supplies HS	11/30/2023	157.93	10-1130-410-00-71-300-13

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20241620	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	11/30/2023	52.19	10-1120-490-02-72-220-13
20241620	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	11/30/2023	384.04	10-1120-490-02-72-220-13
20241620	10-158	Activity Funds	11/30/2023	20.94	10-120
20241621	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/30/2023	275.00	10-1800-410-84-79-605-14
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	38.05	10-2210-490-00-74-500-14
20241621	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/30/2023	4.07	10-1800-410-84-79-605-14
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	492.00	10-2210-490-00-74-500-14
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	490.95	10-2210-490-00-74-500-14
20241621	10-1800-410-84-79-605-14	Title III LIPLEPS Supplies	11/30/2023	47.99	10-1800-410-84-79-605-14
20241621	10-1100-423-00-74-500-14	New Adoption 6-12	11/30/2023	107.67	10-1100-423-00-74-500-14
20241621	10-1100-423-00-74-500-14	New Adoption 6-12	11/30/2023	15.29	10-1100-423-00-74-500-14
20241621	10-1100-423-00-74-500-14	New Adoption 6-12	11/30/2023	59.67	10-1100-423-00-74-500-14
20241621	10-1100-423-00-74-500-14	New Adoption 6-12	11/30/2023	87.58	10-1100-423-00-74-500-14
20241621	10-1100-423-00-74-500-14	New Adoption 6-12	11/30/2023	161.99	10-1100-423-00-74-500-14
20241621	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	11/30/2023	692.99	10-1412-710-63-71-300-14
20241621	10-1412-710-63-71-300-14	CTEI Non-Capitalized Eqpt	11/30/2023	799.00	10-1412-710-63-71-300-14
20241621	10-1200-410-00-79-600-14	Supplies Sp Ed	11/30/2023	223.88	10-1200-410-00-79-600-14
20241621	10-1200-410-00-79-600-14	Supplies Sp Ed	11/30/2023	169.90	10-1200-410-00-79-600-14
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	39.95	10-2410-410-00-74-210-13
20241621	10-2210-490-00-74-500-14	Supplies Curr & Inst 6-12	11/30/2023	36.48	10-2210-490-00-74-500-14
20241629	10-1130-410-13-71-300-13	Science Supplies HS	11/30/2023	46.50	10-1130-410-13-71-300-13
20241629	10-2410-410-00-71-300-13	Office Supplies HS	11/30/2023	6.98	10-2410-410-00-71-300-13
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	47.99	10-2410-410-00-74-210-13
20241629	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/30/2023	9.99	10-1130-410-50-71-300-13
20241629	10-1130-410-13-71-300-13	Science Supplies HS	11/30/2023	11.98	10-1130-410-13-71-300-13
20241629	10-1130-410-13-71-300-13	Science Supplies HS	11/30/2023	98.80	10-1130-410-13-71-300-13
20241629	10-2223-410-00-79-600-14	Supplies PAC	11/30/2023	119.00	10-2223-410-00-79-600-14
20241629	10-2410-490-00-71-300-13	HS Staff Recognition	11/30/2023	41.69	10-2410-490-00-71-300-13
20241629	10-1538-410-00-71-305-13	TV Production Supplies	11/30/2023	199.00	10-1538-410-00-71-305-13
20241629	10-1538-410-00-71-305-13	TV Production Supplies	11/30/2023	1,098.00	10-1538-410-00-71-305-13
20241642	10-158	Activity Funds	11/30/2023	299.00	10-120
20241629	10-1538-410-00-71-305-13	TV Production Supplies	11/30/2023	363.25	10-1538-410-00-71-305-13
20241629	10-1400-410-03-71-300-13	Business Supplies	11/30/2023	69.95	10-1400-410-03-71-300-13
20241625	10-1120-410-00-74-210-13	Inst Supplies Heineman	11/30/2023	69.98	10-1120-410-00-74-210-13

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20241629	10-1130-323-00-71-300-13	Repairs HS	11/30/2023	179.65	10-1130-323-00-71-300-13
20241628	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/30/2023	259.92	10-2213-415-00-72-110-13
20241629	10-1130-410-13-71-300-13	Science Supplies HS	11/30/2023	89.56	10-1130-410-13-71-300-13
20241629	10-1130-332-00-71-300-13	Teacher Travel HS	11/30/2023	299.00	10-1130-332-00-71-300-13
20241629	10-1400-410-09-71-300-13	Home Economics Supplies	11/30/2023	129.79	10-1400-410-09-71-300-13
20241629	10-2410-410-00-71-300-13	Office Supplies HS	11/30/2023	5.75	10-2410-410-00-71-300-13
20241629	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	11/30/2023	49.78	10-2213-415-00-71-300-13
20241629	10-2223-323-00-79-600-14	PAC Repairs	11/30/2023	48.44	10-2223-323-00-79-600-14
20241629	10-1400-410-10-71-300-13	Ind Arts Supplies	11/30/2023	24.73	10-1400-410-10-71-300-13
20241629	10-1130-410-13-71-300-13	Science Supplies HS	11/30/2023	280.26	10-1130-410-13-71-300-13
20241630	10-158	Activity Funds	11/30/2023	11.69	10-120
20241630	10-1110-410-36-74-150-13	Conley Orchestra Supplies	11/30/2023	18.39	10-1110-410-36-74-150-13
20241630	10-158	Activity Funds	11/30/2023	36.95	10-120
20241630	10-1110-410-00-74-150-13	Inst Supplies Conley	11/30/2023	27.07	10-1110-410-00-74-150-13
20241629	10-1400-410-03-71-300-13	Business Supplies	11/30/2023	41.23	10-1400-410-03-71-300-13
20241627	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	11/30/2023	92.20	10-2213-415-00-72-120-13
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	83.14	10-2410-410-00-74-210-13
20241625	10-1120-410-09-74-210-13	Home Ec Heineman	11/30/2023	176.16	10-1120-410-09-74-210-13
20241625	10-1120-410-09-74-210-13	Home Ec Heineman	11/30/2023	9.07	10-1120-410-09-74-210-13
20241626	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/30/2023	21.77	10-2210-410-92-79-600-14
20241626	10-2210-410-92-79-600-14	IDEA Impr of Instruction Suppl	11/30/2023	36.17	10-2210-410-92-79-600-14
20241626	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	11/30/2023	70.00	10-2210-314-92-79-605-14
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	26.77	10-2410-410-00-74-210-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	18.03	10-1110-410-00-72-120-13
20241625	10-1120-410-13-74-210-06	Heineman Science Supplies 6	11/30/2023	135.99	10-1120-410-13-74-210-06
20241629	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	11/30/2023	25.98	10-1130-410-50-71-300-13
20241625	10-1120-410-13-74-210-08	Heineman Science Supplies 8	11/30/2023	29.90	10-1120-410-13-74-210-08
20241625	10-2410-410-00-74-210-13	Office Supplies Heineman	11/30/2023	204.67	10-2410-410-00-74-210-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	20.99	10-1110-410-00-72-120-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	4.78	10-1110-410-00-72-120-13
20241628	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/30/2023	74.95	10-2213-415-00-72-110-13
20241628	10-2410-410-00-72-110-13	Office Supplies Chesak	11/30/2023	(39.99)	10-2410-410-00-72-110-13
20241628	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/30/2023	131.56	10-1110-410-00-72-110-13
20241628	10-1110-410-00-72-110-13	Inst Supplies Chesak	11/30/2023	254.29	10-1110-410-00-72-110-13

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20241627	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	11/30/2023	1,006.73	10-2213-415-00-72-120-13
20241628	10-2213-415-00-72-110-13	Chesak Staff Devel Supplies	11/30/2023	89.94	10-2213-415-00-72-110-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	93.38	10-1110-410-00-72-120-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	1.77	10-1110-410-00-72-120-13
20241627	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	11/30/2023	119.98	10-2213-415-00-72-120-13
20241627	10-2213-415-00-72-120-13	Martin Staff Devel Supplies	11/30/2023	27.89	10-2213-415-00-72-120-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	68.15	10-1110-410-00-72-120-13
20241627	10-1110-410-00-72-120-13	Inst Supplies Martin	11/30/2023	12.63	10-1110-410-00-72-120-13
20241627	10-2220-430-00-72-120-13	Media Center Martin	11/30/2023	116.32	10-2220-430-00-72-120-13
Total				\$32,826.97	
Bowers, Brandon					
20241723	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	12/13/2023	1,549.00	10-1120-390-02-74-210-13
Total				\$1,549.00	281
Brucker Company					
24120297	20-2542-323-00-79	Repairs & Maint Buildings	12/01/2023	600.00	20-2542-323-00-79
20241652	20-2542-410-00-79	Supplies B & G	12/08/2023	111.60	20-2542-410-00-79
20241652			12/08/2023	0.00	
Total				\$711.60	
BryMax Enterprises Inc					
24121907	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	1,000.00	10-2560-415-00-71-300-13
24121917	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	3,500.00	10-2560-415-00-72-220-13
24121927	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	1,000.00	10-2560-415-00-74-210-13
Total				\$5,500.00	
BSN Sports					
20241767	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/14/2023	1,967.76	10-1500-410-00-71-300-13
Total				\$1,967.76	
Build Capacity Consulting LLC					
20241760	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	12/14/2023	7.21	10-2212-310-00-79-505-14



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20241760	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	12/14/2023	200.24	10-2212-310-00-79-505-14
20241760	10-2212-310-00-79-505-14	Curriculum Gen Pur Svc 6-12	12/14/2023	120.52	10-2212-310-00-79-505-14
Total				\$327.97	
Camelot Therapeutic Schools LLC					
24120517	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	15,000.00	10-4220-670-00-79-600-14
Total				\$15,000.00	
Canteen Refreshments					
20241590	10-2560-415-00-71-300-13	Cafe Food HS	11/30/2023	160.04	10-2560-415-00-71-300-13
Total				\$160.04	
Carolina Biological Supply Co					282
20241577			11/30/2023	0.00	
20241577	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/30/2023	35.00	10-1130-410-67-71-300-13
20241577	10-1130-410-67-71-300-13	PLTW Supplies 6-12	11/30/2023	697.50	10-1130-410-67-71-300-13
Total				\$732.50	
Cassandra Strings					
20241664	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	59.41	10-1130-410-12-71-300-13
Total				\$59.41	
CDW Government Inc					
20241695	10-2660-490-00-79-600-14	Inventoriable Equipment Tech	12/12/2023	9,889.00	10-2660-490-00-79-600-14
Total				\$9,889.00	
Central States Bus Sales Inc					
24120727	40-2554-410-00-79	Fleet Supplies	12/01/2023	2,500.00	40-2554-410-00-79
Total				\$2,500.00	
CESO Communications LLC					
20241692	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	5,500.00	10-2321-390-00-74-500-14



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Total				\$5,500.00	
CINTAS					
24120757	40-2550-325-00-79	Rental Trans	12/01/2023	900.00	40-2550-325-00-79
Total				\$900.00	
Clare Woods Academy					
24120607	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	6,000.00	10-4220-670-00-79-600-14
Total				\$6,000.00	
CLIC					
20241665	10-2310-318-00-74-500-14	Legal Board	12/11/2023	4,633.00	10-2310-318-00-74-500-14
Total				\$4,633.00	283
College Board, The					
20241700	10-2230-312-00-79-600-14	Testing/Assessment 6-12	12/12/2023	(1,822.50)	10-2230-312-00-79-600-14
20241700	10-2230-312-00-79-600-14	Testing/Assessment 6-12	12/12/2023	(621.00)	10-2230-312-00-79-600-14
20241700	10-2230-312-00-79-600-14	Testing/Assessment 6-12	12/12/2023	12,150.00	10-2230-312-00-79-600-14
20241700			12/12/2023	0.00	
Total				\$9,706.50	
Comcast Business					
24120367	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	294.85	20-2540-340-00-79
Total				\$294.85	
Comcast					
24121627	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	24,000.00	20-2540-340-00-79
Total				\$24,000.00	
Compass Health Center LLC					
20241591			11/30/2023	0.00	
20241591	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	403.00	10-4210-670-00-79-600-14



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Total				\$403.00	
Correct Digital Displays Inc					
20241765	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/14/2023	1,202.50	10-1500-410-00-71-300-13
Total				\$1,202.50	
Cove School					
24121959	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	6,000.00	10-4220-670-00-79-600-14
Total				\$6,000.00	
CPI (Crisis Prevention Institute, Inc.)					
20241666	10-2212-314-83-79-505-14	Title II Prof Development	12/11/2023	23,445.00	10-2212-314-83-79-505-14
20241666	10-2210-310-72-79-600-14	ARP IDEA Impr Instruc Pur Svc	12/11/2023	10,626.00	10-2210-310-72-79-600-14
20241666	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	12/11/2023	12,819.00	10-2210-314-92-79-605-14
Total				\$46,890.00	284
Crescent Electric Supply Co					
24120047	20-2542-410-00-79	Supplies B & G	12/01/2023	1,000.00	20-2542-410-00-79
Total				\$1,000.00	
Crystal Lake School District 47					
20241667	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	12/11/2023	843.75	10-4120-310-92-79-600-14
20241667	10-4120-310-92-79-600-14	IDEA Payments to Other Districts	12/11/2023	0.00	10-4120-310-92-79-600-14
Total				\$843.75	
Demco Inc					
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
20241649	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12/06/2023	83.60	10-2130-410-92-79-605-14
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	219.92	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	182.34	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	127.56	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	64.78	10-2220-430-00-71-100-13



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20241649	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12/06/2023	192.28	10-2130-410-92-79-605-14
20241649			12/06/2023	0.00	
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	18.99	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	11.39	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	16.79	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	63.32	10-2220-430-00-71-100-13
20241653	10-2220-430-00-71-100-13	Media Center Leggee	12/08/2023	20.19	10-2220-430-00-71-100-13
Total				\$1,102.11	
					285
Dreisilker Electric Motors Inc					
20241592	20-2542-410-00-79	Supplies B & G	11/30/2023	208.64	20-2542-410-00-79
20241592			11/30/2023	0.00	
Total				\$208.64	
DuPage Federation on Human Services					
20241761	10-2213-310-00-79-600-14	Special Svcs Pur Svc	12/14/2023	1,097.26	10-2213-310-00-79-600-14
20241761	10-2213-310-00-79-600-14	Special Svcs Pur Svc	12/14/2023	551.30	10-2213-310-00-79-600-14
Total				\$1,648.56	
Easterseals					
24121557	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	42,000.00	10-4220-670-00-79-600-14
24120597	10-2210-314-92-79-605-14	IDEA Impr of Instr-Staff Dev	12/01/2023	11,000.00	10-2210-314-92-79-605-14
Total				\$53,000.00	
eChinese LLC					
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	110.00	10-1100-421-00-74-500-14
20241578			11/30/2023	0.00	
20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	399.75	10-1100-421-00-74-500-14
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	699.50	10-1100-421-00-74-500-14



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20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	0.00	10-1100-421-00-74-500-14
20241579			11/30/2023	0.00	
20241579	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	110.00	10-1100-421-00-74-500-14
20241578	10-1100-421-00-74-500-14	Materials 6-12	11/30/2023	0.00	10-1100-421-00-74-500-14
Total				\$1,319.25	
Eds Automotive					
24120707	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	850.00	40-2550-310-00-79
Total				\$850.00	
Evans Marshall & Pease PC					
20241668	10-2310-317-00-74-500-14	CPA Audit	12/11/2023	3,500.00	10-2310-317-00-74-500-14
Total				\$3,500.00	286
Falcon Press Inc					
20241706			12/12/2023	0.00	
20241706	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	3,345.00	10-2546-490-00-79-600-14
Total				\$3,345.00	
Fox Valley Fire Safety					
20240069			12/08/2023	0.00	
20241657			12/11/2023	0.00	
20241657	20-2542-323-00-79	Repairs & Maint Buildings	12/11/2023	575.00	20-2542-323-00-79
20240052	20-2542-323-00-79	Repairs & Maint Buildings	12/08/2023	2,543.00	20-2542-323-00-79
20240053	20-2542-323-00-79	Repairs & Maint Buildings	12/08/2023	1,605.00	20-2542-323-00-79
20240053			12/08/2023	0.00	
20240052			12/08/2023	0.00	
20240069	20-2542-323-00-79	Repairs & Maint Buildings	12/08/2023	2,925.00	20-2542-323-00-79
24120817	20-2542-390-00-79	Other Purchased Service	12/01/2023	801.00	20-2542-390-00-79
20240069			12/08/2023	0.00	
24120097	20-2542-323-00-79	Repairs & Maint Buildings	12/01/2023	1,000.00	20-2542-323-00-79
20240052			12/08/2023	0.00	
20240053			12/08/2023	0.00	



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Total				\$9,449.00	
Gatto, Olivia					
20241669	10-1120-390-02-74-210-13	Heineman Fine Arts Pur Svc	12/11/2023	300.00	10-1120-390-02-74-210-13
Total				\$300.00	
General Parts LLC					
24121657	10-2560-323-00-71-100-13	Cafe Repairs Leggee	12/01/2023	5,000.00	10-2560-323-00-71-100-13
24121727	10-2560-323-00-74-210-13	Cafe Repairs Heineman	12/01/2023	5,000.00	10-2560-323-00-74-210-13
24121717	10-2560-323-00-74-150-13	Cafe Repairs Conley	12/01/2023	5,000.00	10-2560-323-00-74-150-13
24121707	10-2560-323-00-74-140-13	Cafe Repairs Mackeben	12/01/2023	5,000.00	10-2560-323-00-74-140-13
24121667	10-2560-323-00-71-300-13	Cafe Repairs HS	12/01/2023	5,000.00	10-2560-323-00-71-300-13
24121677	10-2560-323-00-72-110-13	Cafe Repairs Chesak	12/01/2023	5,000.00	10-2560-323-00-72-110-13
24121687	10-2560-323-00-72-120-13	Cafe Repairs Martin	12/01/2023	5,000.00	10-2560-323-00-72-120-13
24121697	10-2560-323-00-72-220-13	Cafe Repairs Marlowe	12/01/2023	5,000.00	10-2560-323-00-72-220-13
Total				\$40,000.00	
GFC Leasing WI					
24120617	10-2900-325-00-79-600-14	Copier Leases	12/01/2023	6,421.44	10-2900-325-00-79-600-14
Total				\$6,421.44	
Gopher Performance					
20241693	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	12/12/2023	79.95	10-1130-410-50-71-300-13
20241693	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	12/12/2023	69.95	10-1130-410-50-71-300-13
20241693	10-1130-410-50-71-300-13	PE/Health/DE Supplies HS	12/12/2023	17.99	10-1130-410-50-71-300-13
Total				\$167.89	
Gordon Flesch Co Inc					
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,512.22	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,475.12	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	6,584.89	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	2,032.68	10-2900-390-00-79-600-14
20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	1,125.28	10-2900-390-00-79-600-14

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20241593	10-2900-390-00-79-600-14	Copier Maintenance	11/30/2023	628.46	10-2900-390-00-79-600-14
Total				\$13,358.65	
Gordon Food Service					
24121287	10-2560-415-00-74-140-13	Cafe Food Mackeben	12/01/2023	7,000.00	10-2560-415-00-74-140-13
24121217	10-2560-410-00-74-150-13	Cafe Supplies Conley	12/01/2023	900.00	10-2560-410-00-74-150-13
24121247	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	50,000.00	10-2560-415-00-71-300-13
24121257	10-2560-415-00-72-110-13	Cafe Food Chesak	12/01/2023	10,000.00	10-2560-415-00-72-110-13
24121227	10-2560-410-00-74-210-13	Cafe Supplies Heineman	12/01/2023	1,600.00	10-2560-410-00-74-210-13
24121157	10-2560-410-00-71-100-13	Cafe Supplies Leggee	12/01/2023	1,200.00	10-2560-410-00-71-100-13
24121267	10-2560-415-00-72-120-13	Cafe Food Martin	12/01/2023	13,000.00	10-2560-415-00-72-120-13
24121237	10-2560-415-00-71-100-13	Cafe Food Leggee	12/01/2023	12,000.00	10-2560-415-00-71-100-13
24121177	10-2560-410-00-72-110-13	Cafe Supplies Chesak	12/01/2023	900.00	10-2560-410-00-72-110-13
24121187	10-2560-410-00-72-120-13	Cafe Supplies Martin	12/01/2023	1,200.00	10-2560-410-00-72-120-13
24121297	10-2560-415-00-74-150-13	Cafe Food Conley	12/01/2023	7,000.00	10-2560-415-00-74-150-13
24121167	10-2560-410-00-71-300-13	Cafe Supplies HS	12/01/2023	6,000.00	10-2560-410-00-71-300-13
24121307	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	17,000.00	10-2560-415-00-74-210-13
24121197	10-2560-410-00-72-220-13	Cafe Supplies Marlowe	12/01/2023	2,200.00	10-2560-410-00-72-220-13
24121207	10-2560-410-00-74-140-13	Cafe Supplies Mackeben	12/01/2023	800.00	10-2560-410-00-74-140-13
24121277	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	20,000.00	10-2560-415-00-72-220-13
Total				\$150,800.00	
GSF USA Inc					
24120227	20-2542-319-00-79-605-14	Contractual Cust. Replacement	12/01/2023	1,250.00	20-2542-319-00-79-605-14
24120217	20-2542-320-00-79-605-14	Contractual Overtime	12/01/2023	2,200.00	20-2542-320-00-79-605-14
24120187	40-2550-321-00-79	Bus Sanitation	12/01/2023	3,507.79	40-2550-321-00-79
24120207	20-2542-310-00-79	Custodial Contract Service	12/01/2023	188,274.31	20-2542-310-00-79
Total				\$195,232.10	
Hershey Creamery Company					
24121797	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	2,000.00	10-2560-415-00-71-300-13
24121807	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	2,000.00	10-2560-415-00-72-220-13
24121817	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	2,000.00	10-2560-415-00-74-210-13

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Total				\$6,000.00	
Hinckley Springs					
20241670	10-2213-415-00-71-300-13	HHS Staff Devel Supplies	12/11/2023	81.00	10-2213-415-00-71-300-13
Total				\$81.00	
Home Depot Credit Services					
24120067	20-2542-410-00-79	Supplies B & G	12/01/2023	1,500.00	20-2542-410-00-79
Total				\$1,500.00	
Home Juice Corp					
24121787	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	500.00	10-2560-415-00-74-210-13
Total				\$500.00	289
Huntley Area Chamber of Commerce					
20241594	10-2310-640-00-74-500-14	Dues & Fees Board	11/30/2023	450.00	10-2310-640-00-74-500-14
Total				\$450.00	
Huntley Ford					
20241595	20-2545-323-00-79-600-14	Vehicle Repairs & Maintenance	11/30/2023	69.63	20-2545-323-00-79-600-14
20241717	40-2554-410-00-79	Fleet Supplies	12/12/2023	4.14	40-2554-410-00-79
20241595			11/30/2023	0.00	
Total				\$73.77	
Huntley Park District					
20241671	10-1200-310-66-71-300-13	STEP Purchased Services	12/11/2023	375.00	10-1200-310-66-71-300-13
20241671	10-1200-310-66-71-300-13	STEP Purchased Services	12/11/2023	0.00	10-1200-310-66-71-300-13
Total				\$375.00	
IASA					
20241596	10-2321-640-00-74-500-14	Dues & Fees Supt	11/30/2023	200.00	10-2321-640-00-74-500-14
Total				\$200.00	



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IESA					
20241701	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	12/12/2023	80.00	10-1500-640-00-72-220-13
20241701	10-1500-640-00-72-220-13	Sports Dues & Fees Marlowe	12/12/2023	80.00	10-1500-640-00-72-220-13
Total				\$160.00	
Illinois Communications Sales Inc					
20241708	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	1,150.00	10-2546-490-00-79-600-14
20241708			12/12/2023	0.00	
20241713			12/12/2023	0.00	
20241713	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	210.00	10-2546-490-00-79-600-14
Total				\$1,360.00	
Illinois School For The Deaf					
20241762	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/14/2023	516.00	10-4220-670-00-79-600-14
20241762	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/14/2023	0.00	10-4220-670-00-79-600-14
Total				\$516.00	
Illinois Tollway Violation					
20241718	40-2552-640-00-79	Dues & Fees	12/12/2023	16.80	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	21.60	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	12.90	40-2552-640-00-79
20241597	40-2552-640-00-79	Dues & Fees	11/30/2023	24.30	40-2552-640-00-79
20241672	40-2552-640-00-79	Dues & Fees	12/11/2023	61.10	40-2552-640-00-79
Total				\$136.70	
ILMEA State Office					
20241673	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	300.00	10-1130-410-12-71-300-13
20241673	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	352.00	10-1130-410-12-71-300-13
20241673	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	120.00	10-1130-410-12-71-300-13
20241673	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	45.00	10-1130-410-12-71-300-13
Total				\$817.00	

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Specialized Data Systems, Inc.

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20241658	10-1200-410-66-71-300-13	STEP Supplies	12/11/2023	0.00	10-1200-410-66-71-300-13
20241658	10-1200-410-66-71-300-13	STEP Supplies	12/11/2023	504.00	10-1200-410-66-71-300-13
20241658	10-1200-410-66-71-300-13	STEP Supplies	12/11/2023	0.00	10-1200-410-66-71-300-13
Total				\$504.00	
Interstate Battery Center					
24120077	20-2542-410-00-79	Supplies B & G	12/01/2023	200.00	20-2542-410-00-79
Total				\$200.00	
J.W. Pepper & Son Inc					
20241694	10-1130-410-12-71-300-13	Music Supplies HS	12/12/2023	115.00	10-1130-410-12-71-300-13
20241694	10-1130-410-12-71-300-13	Music Supplies HS	12/12/2023	17.99	10-1130-410-12-71-300-13
Total				\$132.99	291
Jensens Plumbing & Heating Inc					
20241598	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	800.00	20-2542-323-00-79
20241674	20-2542-323-00-79	Repairs & Maint Buildings	12/11/2023	355.44	20-2542-323-00-79
20241598			11/30/2023	0.00	
20241674			12/11/2023	0.00	
Total				\$1,155.44	
JJ Keller & Associates Inc					
20241599	40-2550-310-00-79	Prof & Tech Service Trans	11/30/2023	1,259.30	40-2550-310-00-79
Total				\$1,259.30	
Johnson Controls Inc					
20241580			11/30/2023	0.00	
20241580	20-2542-390-00-79	Other Purchased Service	11/30/2023	8,333.00	20-2542-390-00-79
20241580			11/30/2023	0.00	
20241580			11/30/2023	0.00	
Total				\$8,333.00	



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Jones, Kristin					
20241675	10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies	12/11/2023	300.00	10-1120-490-02-72-220-13
Total				\$300.00	
Kasprzak, Camille					
20241719	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	12/12/2023	4,600.00	10-2150-310-92-79-600-14
20241719	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	12/12/2023	0.00	10-2150-310-92-79-600-14
Total				\$4,600.00	
Kriha Boucek LLC					
20241600	10-2310-318-00-74-500-14	Legal Board	11/30/2023	85.50	10-2310-318-00-74-500-14
Total				\$85.50	292
Lakeshore Learning Materials					
20241756	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/14/2023	179.00	10-1200-410-92-79-600-14
20241756	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/14/2023	0.00	10-1200-410-92-79-600-14
20241756	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/14/2023	179.00	10-1200-410-92-79-600-14
20241756	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/14/2023	18.39	10-1200-410-92-79-600-14
Total				\$376.39	
Leach Enterprises Inc					
24120787	40-2554-410-00-79	Fleet Supplies	12/01/2023	3,000.00	40-2554-410-00-79
Total				\$3,000.00	
LearnWell					
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241601	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	551.60	10-4210-670-00-79-600-14
20241601	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	157.60	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	0.00	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	157.60	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	78.80	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	157.60	10-4210-670-00-79-600-14



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20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	472.83	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	0.00	10-4210-670-00-79-600-14
20241601			11/30/2023	0.00	
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	78.80	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	788.05	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	236.41	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	0.00	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	394.00	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	394.00	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	788.05	10-4210-670-00-79-600-14
20241603	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	78.80	10-4210-670-00-79-600-14
24121587	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/01/2023	6,000.00	10-4210-670-00-79-600-14
20241602	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	11/30/2023	315.20	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	157.60	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	0.00	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	78.80	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	630.44	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	157.60	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	157.60	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	315.20	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	78.80	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	157.60	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	315.20	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	315.20	10-4210-670-00-79-600-14
20241724	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	0.00	10-4210-670-00-79-600-14
20241763	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/14/2023	157.60	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	157.60	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	315.22	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	78.80	10-4210-670-00-79-600-14
20241676	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	157.60	10-4210-670-00-79-600-14
Total				\$14,510.60	

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Lincoln National Life



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24120447	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	12/01/2023	30,000.00	10-2310-220-00-79-600-14
Total				\$30,000.00	
Little City Foundation					
20241604	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,060.01	10-4220-670-00-79-600-14
20241604			11/30/2023	0.00	
20241604	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	9,294.12	10-4220-670-00-79-600-14
24120587	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	13,000.00	10-4220-670-00-79-600-14
Total				\$28,354.13	
Marklund Children`s Home					
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	8,002.42	10-4220-670-00-79-600-14
20241677	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	0.00	10-4220-670-00-79-600-14
20241677	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	8,262.80	10-4220-670-00-79-600-14
20241677	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	8,262.80	10-4220-670-00-79-600-14
24120507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	10,000.00	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	0.00	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	8,002.42	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,610.24	10-4220-670-00-79-600-14
20241605	10-4220-670-00-79-600-14	Sp Ed Private Tuition	11/30/2023	6,610.24	10-4220-670-00-79-600-14
24120507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	10,000.00	10-4220-670-00-79-600-14
24120507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	10,000.00	10-4220-670-00-79-600-14
24120507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	0.00	10-4220-670-00-79-600-14
24120507	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	0.00	10-4220-670-00-79-600-14
Total				\$75,750.92	
McHenry County College					
20241757	10-1200-310-66-71-300-13	STEP Purchased Services	12/14/2023	10,800.00	10-1200-310-66-71-300-13
20241757	10-1200-310-66-71-300-13	STEP Purchased Services	12/14/2023	0.00	10-1200-310-66-71-300-13
Total				\$10,800.00	
McMaster Carr Supply Co					
24120287	20-2542-410-00-79	Supplies B & G	12/01/2023	700.00	20-2542-410-00-79

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Total				\$700.00	
MDC Environmental Serv					
24120117	20-2542-321-00-79	Sanitation/Exterminating	12/01/2023	3,354.86	20-2542-321-00-79
Total				\$3,354.86	
Menards Inc					
20241678	20-2543-410-00-79	Grounds Supplies	12/11/2023	5,092.08	20-2543-410-00-79
20241678	20-2543-410-00-79	Grounds Supplies	12/11/2023	113.25	20-2543-410-00-79
24120127	20-2542-410-00-79	Supplies B & G	12/01/2023	1,000.00	20-2542-410-00-79
Total				\$6,205.33	
Metlife					295
24121597	10-1100-220-00-79-600-14	Regular Programs Insurance	12/01/2023	75,000.00	10-1100-220-00-79-600-14
Total				\$75,000.00	
Metro Prep					
24121958	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	12,000.00	10-4220-670-00-79-600-14
Total				\$12,000.00	
Midland Paper					
20241679	10-2410-410-00-74-210-14	Copier Paper & Toner Heineman	12/11/2023	1,757.60	10-2410-410-00-74-210-14
Total				\$1,757.60	
Midwest Computer Products					
20241654	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/08/2023	0.00	10-1200-310-92-79-600-14
20241654	10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	12/08/2023	105,545.40	10-1200-710-92-79-600-14
20241654	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/08/2023	50,000.00	10-1200-310-92-79-600-14
20241654	10-1200-710-92-79-600-14	IDEA Instructional Non-Cap Eqp	12/08/2023	0.00	10-1200-710-92-79-600-14
Total				\$155,545.40	
Midwest Glass Tinters					



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20241581	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	228.00	20-2542-323-00-79
20241581			11/30/2023	0.00	
Total				\$228.00	
Miller Hall & Triggs LLC					
24121527	10-2310-318-00-74-500-14	Legal Board	12/01/2023	5,000.00	10-2310-318-00-74-500-14
Total				\$5,000.00	
Minnesota Clay					
20241651	10-1120-410-02-74-210-13	Art Supplies Heineman	12/07/2023	861.59	10-1120-410-02-74-210-13
20241651	10-1120-410-02-72-220-13	Art Supplies Marlowe	12/07/2023	1,401.59	10-1120-410-02-72-220-13
20241651			12/07/2023	0.00	
20241651			12/07/2023	0.00	
20241651			12/07/2023	0.00	
Total				\$2,263.18	
Multi-Health Systems					
20241758	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	0.00	10-2140-410-92-79-605-14
20241758	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	380.00	10-2140-410-92-79-605-14
20241758	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	237.50	10-2140-410-92-79-605-14
20241758	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	1,187.50	10-2140-410-92-79-605-14
Total				\$1,805.00	
Naperville Psychiatric Ventures					
20241680	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	0.00	10-4210-670-00-79-600-14
20241680	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/11/2023	499.20	10-4210-670-00-79-600-14
Total				\$499.20	
Neuco					
24120147	20-2542-410-00-79	Supplies B & G	12/01/2023	1,000.00	20-2542-410-00-79
Total				\$1,000.00	
New Connections Academy					



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20241681	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	0.00	10-4220-670-00-79-600-14
20241681	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	6,676.41	10-4220-670-00-79-600-14
24120397	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	12,000.00	10-4220-670-00-79-600-14
Total				\$18,676.41	
New England Center for Children					
24121057	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/01/2023	733.95	10-1200-310-92-79-600-14
Total				\$733.95	
North American Corporation					
24120017	20-2542-410-00-79	Supplies B & G	12/01/2023	12,000.00	20-2542-410-00-79
Total				\$12,000.00	
					297
North Shore Transit Inc					
20241607	40-2552-331-00-79	Contracted Transportation	11/30/2023	483.08	40-2552-331-00-79
20241606	40-2552-331-00-79	Contracted Transportation	11/30/2023	1,256.55	40-2552-331-00-79
20241720	40-2552-331-00-79	Contracted Transportation	12/12/2023	1,097.08	40-2552-331-00-79
Total				\$2,836.71	
Northwestern Medicine Huntley					
20241764	10-1500-220-00-79-600-14	Interscholastic Prog Insurance	12/14/2023	12,670.00	10-1500-220-00-79-600-14
20241608	10-1551-410-00-71-300-16	Swimming HS-Girls	11/30/2023	3,570.00	10-1551-410-00-71-300-16
Total				\$16,240.00	
Northwestern Medicine					
24121547	10-2130-220-00-79-600-14	Health Services Insurance	12/01/2023	2,000.00	10-2130-220-00-79-600-14
24121547	10-2642-390-00-74-500-14	Purchased Service Human Res	12/01/2023	250.00	10-2642-390-00-74-500-14
Total				\$2,250.00	
Olivet Nazarene University					
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	2,520.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	2,520.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	840.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	840.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	2,520.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	2,520.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	2,520.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	1,960.00	10-1100-300-98-79-600-14
20241650	10-1100-310-98-79-600-14	Teacher Vacancy Purch Svcs	12/07/2023	840.00	10-1100-300-98-79-600-14
Total				\$30,800.00	
Omni Commercial Lighting Service					
24120177	20-2542-323-00-79	Repairs & Maint Buildings	12/01/2023	1,000.00	20-2542-323-00-79
20241609	20-2542-323-00-79	Repairs & Maint Buildings	11/30/2023	1,437.89	20-2542-323-00-79
20241609			11/30/2023	0.00	
Total				\$2,437.89	
Ottosen DiNolfo Hasenbalg & Castaldo Ltd					
24120797	10-2310-318-00-74-500-14	Legal Board	12/01/2023	3,000.00	10-2310-318-00-74-500-14
Total				\$3,000.00	
P & M Distributors Inc					
20241610	10-2560-415-00-72-220-13	Cafe Food Marlowe	11/30/2023	118.52	10-2560-415-00-72-220-13
Total				\$118.52	
Paddock Publications Inc					
20241702	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	44.85	10-2321-390-00-74-500-14
20241702	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	123.05	10-2321-390-00-74-500-14

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20241702	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	147.20	10-2321-390-00-74-500-14
20241702	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	140.30	10-2321-390-00-74-500-14
20241702	10-2321-390-00-74-500-14	Purchased Service Supt	12/12/2023	140.30	10-2321-390-00-74-500-14
Total				\$595.70	
Parkland Preparatory Academy Inc					
20241682	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	11,357.70	10-4220-670-00-79-600-14
20241682	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	0.00	10-4220-670-00-79-600-14
Total				\$11,357.70	
Partnering for Prevention LLC					
24121777	10-2210-310-68-79-600-14	ARP CP2 Imp Inst Pur Svc	12/01/2023	8,000.00	10-2210-310-68-79-600-14
Total				\$8,000.00	299
Pearson Clinical Assessments					
20241725	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	20.94	10-2140-410-92-79-605-14
20241725	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	0.00	10-2140-410-92-79-605-14
20241725	10-2140-410-92-79-605-14	IDEA Psychological Supplies	12/14/2023	349.00	10-2140-410-92-79-605-14
Total				\$369.94	
Pepsi-Cola Gen Bot Inc					
20241726	10-2560-415-00-71-300-13	Cafe Food HS	12/14/2023	886.45	10-2560-415-00-71-300-13
24121487	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	7,500.00	10-2560-415-00-71-300-13
20241726	10-2560-415-00-71-300-13	Cafe Food HS	12/14/2023	1,427.15	10-2560-415-00-71-300-13
20241726	10-2560-415-00-71-300-13	Cafe Food HS	12/14/2023	1,436.18	10-2560-415-00-71-300-13
20241726	10-2560-415-00-71-300-13	Cafe Food HS	12/14/2023	817.26	10-2560-415-00-71-300-13
20241726	10-2560-415-00-71-300-13	Cafe Food HS	12/14/2023	1,097.22	10-2560-415-00-71-300-13
Total				\$13,164.26	
Perspectives Ltd					
24120277	10-2510-220-00-79-600-14	Direction of Business Serv Ins	12/01/2023	1,326.00	10-2510-220-00-79-600-14
Total				\$1,326.00	



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Pocket Full of Therapy					
20241759	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12/14/2023	0.00	10-2130-410-92-79-605-14
20241759	10-2130-410-92-79-605-14	IDEA Health OTPT & Nurse Sup	12/14/2023	498.75	10-2130-410-92-79-605-14
Total				\$498.75	
Pomps Tire Service Inc					
24120837	40-2554-410-00-79	Fleet Supplies	12/01/2023	3,400.00	40-2554-410-00-79
Total				\$3,400.00	
PowerSchool Group LLC					
20241611	10-2660-390-00-79-600-14	Purchased Service Technology	11/30/2023	1,100.00	10-2660-390-00-79-600-14
Total				\$1,100.00	300
Pro Com Systems Inc					
20241714	10-2546-490-00-79-600-14	Security Officer Supplies	12/12/2023	934.00	10-2546-490-00-79-600-14
24120557	10-2660-390-00-79-600-14	Purchased Service Technology	12/01/2023	2,000.00	10-2660-390-00-79-600-14
20241714			12/12/2023	0.00	
Total				\$2,934.00	
Project Lead the Way					
20241645	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/04/2023	104.00	10-1130-410-67-71-300-13
20241644	10-1130-410-67-71-300-13	PLTW Supplies 6-12	12/04/2023	78.00	10-1130-410-67-71-300-13
20241645			12/04/2023	0.00	
20241644			12/04/2023	0.00	
Total				\$182.00	
Quadient Leasing USA					
20241703	10-2630-341-00-74-500-14	Postage Central Office	12/12/2023	492.00	10-2630-341-00-74-500-14
20241703	10-2630-341-00-74-500-14	Postage Central Office	12/12/2023	492.00	10-2630-341-00-74-500-14
20241703	10-2630-341-00-74-500-14	Postage Central Office	12/12/2023	492.00	10-2630-341-00-74-500-14
20241703	10-2630-341-00-74-500-14	Postage Central Office	12/12/2023	492.00	10-2630-341-00-74-500-14
Total				\$1,968.00	

Specialized Data Systems, Inc.

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R & G Consultants Inc					
20241612			11/30/2023	0.00	
20241612	10-2520-310-00-74-500-14	Prof & Tech Fiscal	11/30/2023	294.17	10-2520-310-00-74-500-14
		Total		\$294.17	
Revtrak, Inc.					
24120487	10-2523-319-00-79-600-14	Banking Fees	12/01/2023	10,000.00	10-2523-319-00-79-600-14
		Total		\$10,000.00	
Rocco Z Music LLC					
20241704	10-1120-410-12-74-210-13	Chorus/Band Supplies Heineman	12/12/2023	750.00	10-1120-410-12-74-210-13
20241683	10-1130-410-12-71-300-13	Music Supplies HS	12/11/2023	150.00	10-1130-410-12-71-300-13
		Total		\$900.00	301
Rush Truck Center Huntley					
20241684	40-2550-323-00-79	Repairs and Maintenance	12/11/2023	7,658.01	40-2550-323-00-79
24120747	40-2554-410-00-79	Fleet Supplies	12/01/2023	5,000.00	40-2554-410-00-79
24120737	40-2550-323-00-79	Repairs and Maintenance	12/01/2023	2,000.00	40-2550-323-00-79
		Total		\$14,658.01	
Safety Kleen Systems Inc					
24121067	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	200.00	40-2550-310-00-79
		Total		\$200.00	
School Health Corporation					
20241766	10-1500-410-00-71-300-13	Training/Athletic Supplies HS	12/14/2023	4,696.24	10-1500-410-00-71-300-13
20241613	10-2130-390-00-79-600-14	Purchased Services Health	11/30/2023	437.25	10-2130-390-00-79-600-14
		Total		\$5,133.49	
Schoolbells Ltd					
24120657	40-2552-331-00-79	Contracted Transportation	12/01/2023	55,000.00	40-2552-331-00-79
		Total		\$55,000.00	



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Schuring & Schuring Inc					
24121327	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	7,000.00	10-2560-415-00-71-300-13
24121377	10-2560-415-00-74-150-13	Cafe Food Conley	12/01/2023	5,000.00	10-2560-415-00-74-150-13
24121387	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	4,000.00	10-2560-415-00-74-210-13
24121367	10-2560-415-00-74-140-13	Cafe Food Mackeben	12/01/2023	5,000.00	10-2560-415-00-74-140-13
24121375	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	4,000.00	10-2560-415-00-72-220-13
24121374	10-2560-415-00-72-120-13	Cafe Food Martin	12/01/2023	8,000.00	10-2560-415-00-72-120-13
24121373	10-2560-415-00-72-110-13	Cafe Food Chesak	12/01/2023	8,000.00	10-2560-415-00-72-110-13
24121317	10-2560-415-00-71-100-13	Cafe Food Leggee	12/01/2023	6,000.00	10-2560-415-00-71-100-13
24121397	10-2560-415-97-79-600-14	All Children Snacks	12/01/2023	150.00	10-2560-415-97-79-600-14
Total				\$47,150.00	
Seam Group LLC					
20241647			12/06/2023	0.00	
20241647	20-2540-310-00-79	Professional & Technical	12/06/2023	1,527.00	20-2540-310-00-79
Total				\$1,527.00	
Secretary of State 12					
24120957	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 10					
24120937	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 11					
24120947	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 13					
24120967	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79



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Total				\$4.00	
Secretary of State 1					
24120847	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 14					
24120977	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 15					
24120987	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	303
Secretary of State 16					
24120997	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 17					
24121007	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 18					
24121017	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 19					
24121027	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 20					
24121037	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79



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Total				\$4.00	
Secretary of State 2					
24120857	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 3					
24120867	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 4					
24120877	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	304
Secretary of State 5					
24120887	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 6					
24120897	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 7					
24120907	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 8					
24120917	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79
Total				\$4.00	
Secretary of State 9					
24120927	40-2550-310-00-79	Prof & Tech Service Trans	12/01/2023	4.00	40-2550-310-00-79



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			Total	\$4.00	
Secretary of State					
20241722	40-2552-490-00-79	Inventoriable Supplies	12/12/2023	1,000.00	40-2552-490-00-79
			Total	\$1,000.00	
SEDOM of McHenry County					
24121537	10-4210-670-00-79-600-14	Dist Hospital Instruct./Safe School	12/01/2023	2,400.00	10-4210-670-00-79-600-14
			Total	\$2,400.00	
Senase, Judith					
20241685	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	12/11/2023	0.00	10-2150-310-92-79-600-14
20241614	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/30/2023	0.00	10-2150-310-92-79-600-14
20241685	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	12/11/2023	900.00	10-2150-310-92-79-600-14
20241614	10-2150-310-92-79-600-14	IDEA Sp Path & Audiology Serv	11/30/2023	900.00	10-2150-310-92-79-600-14
			Total	\$1,800.00	
Service Printing Corporation					
20241686	10-1520-410-30-71-305-13	HS Newspaper Supplies	12/11/2023	1,493.54	10-1520-410-30-71-305-13
			Total	\$1,493.54	
South Campus					
24121961	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	15,000.00	10-4220-670-00-79-600-14
			Total	\$15,000.00	
Spotter Staffing LLC					
24120647	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	25,000.00	10-1101-310-00-79-605-14
			Total	\$25,000.00	
Steiner Electric Company					
24121637	20-2542-410-00-79	Supplies B & G	12/01/2023	1,000.00	20-2542-410-00-79
			Total	\$1,000.00	



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Stepping Stones Group					
24121960	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	0.00	10-1101-310-00-79-605-14
Total				\$0.00	
Summit School Inc					
24121962	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	10,000.00	10-4220-670-00-79-600-14
20241687	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	2,445.93	10-4220-670-00-79-600-14
20241687	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/11/2023	0.00	10-4220-670-00-79-600-14
Total				\$12,445.93	
Sunbelt Staffing LLC					
24120537	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	0.00	10-1101-310-00-79-605-14
Total				\$0.00	306
Talerico Martin Corp					
24120387	10-2560-415-00-72-220-13	Cafe Food Marlowe	12/01/2023	1,000.00	10-2560-415-00-72-220-13
24120378	10-2560-415-00-71-300-13	Cafe Food HS	12/01/2023	10,000.00	10-2560-415-00-71-300-13
24120377	10-2560-415-00-74-210-13	Cafe Food Heineman	12/01/2023	2,500.00	10-2560-415-00-74-210-13
Total				\$13,500.00	
Teacher Synergy LLC					
20241659	10-1200-310-66-71-300-13	STEP Purchased Services	12/11/2023	1,650.00	10-1200-310-66-71-300-13
20241659	10-1200-310-66-71-300-13	STEP Purchased Services	12/11/2023	0.00	10-1200-310-66-71-300-13
Total				\$1,650.00	
Tennant Sales and Service					
20241582			11/30/2023	0.00	
20241648	20-2542-410-00-79	Supplies B & G	12/06/2023	1,225.90	20-2542-410-00-79
20241582	20-2542-410-00-79	Supplies B & G	11/30/2023	26.80	20-2542-410-00-79
20241648			12/06/2023	0.00	
Total				\$1,252.70	



Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
Therapy Staff Aequor Healthcare					
24120547	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	10,000.00	10-1101-310-00-79-605-14
			Total	\$10,000.00	
Thomson Reuters					
24120307	10-2660-319-61-79-600-14	Software Maintenance	12/01/2023	1,066.12	10-2660-319-61-79-600-14
			Total	\$1,066.12	
T-Mobile					
24120357	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	6,000.00	20-2540-340-00-79
			Total	\$6,000.00	
					307
TouchMath Acquisition LLC					
20241655	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/08/2023	0.00	10-1200-310-92-79-600-14
20241655	10-1200-310-92-79-600-14	IDEA General Purchased Service	12/08/2023	495.00	10-1200-310-92-79-600-14
			Total	\$495.00	
TPI Tyler Press Inc					
20241688	10-2520-410-00-74-500-14	Supplies Fiscal	12/11/2023	737.30	10-2520-410-00-74-500-14
			Total	\$737.30	
Trane					
20241615	20-2542-410-00-79	Supplies B & G	11/30/2023	426.86	20-2542-410-00-79
20241615			11/30/2023	0.00	
			Total	\$426.86	
Turfix					
20241616			11/30/2023	0.00	
20241616	20-2543-323-00-79	Repairs-Grounds	11/30/2023	500.00	20-2543-323-00-79
			Total	\$500.00	
Tyler Technologies Inc					



Huntley Community School District 158

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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
20241617	40-2550-310-00-79	Prof & Tech Service Trans	11/30/2023	1,884.15	40-2550-310-00-79
Total				\$1,884.15	
UMB Bank NA					
20241689	30-5900-690	Bond Service Charge	12/11/2023	300.00	30-5900-690
20241689	30-5900-690	Bond Service Charge	12/11/2023	318.00	30-5900-690
Total				\$618.00	
Unity School Bus Parts, Inc					
20241721	40-2554-410-00-79	Fleet Supplies	12/12/2023	252.70	40-2554-410-00-79
Total				\$252.70	
UPS Store #6063					308
20241690	20-2540-341-00-79-605-14	Postage	12/11/2023	12.72	20-2540-341-00-79-605-14
Total				\$12.72	
Verizon Wireless					
24121607	20-2540-340-00-79	Telephone - Districtwide	12/01/2023	7,000.00	20-2540-340-00-79
Total				\$7,000.00	
VILLAGE OF ALGONQUIN					
24120137	20-2546-310-00-71-305	Resource Officer	12/01/2023	9,807.48	20-2546-310-00-71-305
Total				\$9,807.48	
Village of Huntley					
20241711			12/12/2023	0.00	
20241709	20-2546-310-00-71-305	Resource Officer	12/12/2023	162.50	20-2546-310-00-71-305
24121517	20-2546-310-00-71-305	Resource Officer	12/01/2023	6,201.67	20-2546-310-00-71-305
20241711	20-2546-310-00-71-305	Resource Officer	12/12/2023	455.00	20-2546-310-00-71-305
20241710			12/12/2023	0.00	
20241710	20-2546-310-00-71-305	Resource Officer	12/12/2023	260.00	20-2546-310-00-71-305
20241709			12/12/2023	0.00	



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Total				\$7,079.17	
Village of Lake in the Hills					
20241712			12/12/2023	0.00	
20241712	20-2546-310-00-71-305	Resource Officer	12/12/2023	204.51	20-2546-310-00-71-305
24120687	20-2546-310-00-71-305	Resource Officer	12/01/2023	6,527.00	20-2546-310-00-71-305
Total				\$6,731.51	
Virtual Connections Academy					
24121757	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	15,000.00	10-4220-670-00-79-600-14
Total				\$15,000.00	
Visions LLC					309
24121737	10-1101-310-00-79-605-14	Substitute Teacher-Contracted	12/01/2023	0.00	10-1101-310-00-79-605-14
Total				\$0.00	
VSP of Illinois NFP					
24120457	10-2310-220-00-79-600-14	Support Serv-Gen Adm Insurance	12/01/2023	8,000.00	10-2310-220-00-79-600-14
Total				\$8,000.00	
WEPA Libros LLC					
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	39.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	14.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	24.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	27.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	24.94	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	19.95	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	39.90	10-3600-410-82-79-605-14
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	15.95	10-3600-410-82-79-605-14
20241618			11/30/2023	0.00	
20241618	10-3600-410-82-79-605-14	T Bilingual Com Svc Supplies	11/30/2023	31.95	10-3600-410-82-79-605-14
Total				\$240.49	



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P.O. #	Account Number	Account# Description	P.O. Date	Original Amount	State Account Number
WEX BANK					
24120777	10-1700-464-21-71-300-13	Driver Education Gasoline	12/01/2023	2,000.00	10-1700-464-21-71-300-13
24120767	40-2552-464-00-79	Diesel/Gasoline	12/01/2023	300.00	40-2552-464-00-79
24120777	10-1500-332-00-71-300-13	Athletic Trips HS	12/01/2023	500.00	10-1500-332-00-71-300-13
Total				<u>\$2,800.00</u>	
Wilson Language Training					
20241656	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/08/2023	350.00	10-1200-410-92-79-600-14
20241656	10-1200-410-92-79-600-14	IDEA Instructional Supplies	12/08/2023	0.00	10-1200-410-92-79-600-14
Total				<u>\$350.00</u>	
Winston Knolls Education Group					
24121747	10-4220-670-00-79-600-14	Sp Ed Private Tuition	12/01/2023	6,500.00	10-4220-670-00-79-600-14
Total				<u>\$6,500.00</u>	
Zero Card					
24120477	10-1100-220-00-79-600-14	Regular Programs Insurance	12/01/2023	2,500.00	10-1100-220-00-79-600-14
Total				<u>\$2,500.00</u>	
Zieglers Ace Hardware					
24120267	20-2542-410-00-79	Supplies B & G	12/01/2023	300.00	20-2542-410-00-79
24121047	40-2554-410-00-79	Fleet Supplies	12/01/2023	100.00	40-2554-410-00-79
Total				<u>\$400.00</u>	
Total				<u><u>\$2,895,358.20</u></u>	

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To: Board of Education and Administration

From: Mark Altmayer, Chief Financial Officer

Date: December 21, 2023

Subject: **Supplemental Accounts Payable Report**
Board of Education Meeting, December 21, 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	\$	14,289.43
Operations & Maintenance Fund		299.96
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>14,589.39</u>

RECOMMENDATION

Administration recommends the Board of Education approve the Supplemental Accounts Payable Report at the December 21, 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
Altmayer, Mark - 123335471					
	10-2520-332-00-74-500-14	Travel Fiscal September 2023		46.05	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal October 2023		296.91	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal November 2023		56.00	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	O'Hare airport parking for ASBO Int'l-3 days		88.74	10-2520-332-00-74-500-14
				<u>\$487.70</u>	
Anderson, Allison - 1233397823					
	10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		26.20	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		28.16	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		20.96	10-1200-332-00-79-600-14
				<u>\$75.32</u>	
Basargin, Beth - 1233398634					
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		364.57	10-1200-332-00-79-600-14
				<u>\$364.57</u>	
Carlson, Dean - 1233397596					
	20-2540-332-00-79	December After Hours to HSM and back		23.97	20-2540-332-00-79
				<u>\$23.97</u>	
Chamberlain, Melinda - 1233397683					
	10-1130-332-00-71-300-13	Wolfgang Puck Dinner NCTE Conf 11/19/23		21.26	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	United Airlines check bag fee		35.00	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Breakfast Columbus Conv Center 11/19/2023		6.40	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Uber Ride to Ohare 11/15/23		66.90	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Uber ride from Conf to Hotel		18.78	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Breakfast Columbus Conv Center 11/17/2023		6.40	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Dinner - Potbelly 11/17/23		21.09	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	Moran's Bar & Grill Dinner for Me, Shaina & Brian		80.92	10-1130-332-00-71-300-13
	10-1130-332-00-71-300-13	United Airlines check bag fee 11/15/23		35.00	10-1130-332-00-71-300-13
				<u>\$291.75</u>	
Cornett, Brenda - 1233400062					
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		98.84	10-1200-332-00-79-600-14
				<u>\$98.84</u>	
Dabe, Aimee - 1233400268					

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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	
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		108.14	10-1200-332-00-79-600-14	
			<u>\$108.14</u>		
Danner, Christopher - 32492					
10-1500-332-00-72-220-13	Athletic Travel Marlowe		26.20	10-1500-332-00-72-220-13	
			<u>\$26.20</u>		
Delahanty, Eileen - 26307					
10-2630-332-00-74-500-14	Communications Travel-November 2023		28.16	10-2630-332-00-74-500-14	
			<u>\$28.16</u>		
Diedrich, McKenna - 1233400650					
10-1120-332-00-74-210-13	Lunch - Jersey Mikes while at Convention Tinley Pa		13.62	10-1120-332-00-74-210-13	
10-1120-332-00-74-210-13	Commute to/from IAHPERD Convention, Tinley Park		94.78	10-1120-332-00-74-210-13	
			<u>\$108.40</u>		313
Disabato, Amy - 123338973					
10-1200-410-66-71-300-13	STEP Supplies-Jewel reinforcers 10/12/23		52.39	10-1200-410-66-71-300-13	
10-1200-410-66-71-300-13	STEP Supplies-Jewel reinforcers 11/01/23		17.27	10-1200-410-66-71-300-13	
10-1200-410-66-71-300-13	Travel to Jewel 10/12 & 11/1		5.24	10-1200-410-66-71-300-13	
			<u>\$74.90</u>		
Escudero, Michelle - 1233399849					
10-2561-332-00-79-605-14	Dir Food Service Travel-November 2023		75.98	10-2561-332-00-79-605-14	
			<u>\$75.98</u>		
Evans, Scott - 1233400652					
10-2640-410-98-79-600-14	Amazon-Book SPE-601 (Olivet Cohort)		74.99	10-2640-410-98-79-600-14	
10-1100-423-00-74-500-14	Amazon - Math leader supplies - dice		7.99	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon - Math leader supplies - binders		26.28	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon - Math leader supplies - Sheet prot, zipper		37.98	10-1100-423-00-74-500-14	
			<u>\$147.24</u>		
Fish, Christopher J - 1233397896					
10-1120-332-00-74-210-13	Travel to/from HMS to Tinley Pk Conv 11/30 & 12/1		189.95	10-1120-332-00-74-210-13	
10-1120-332-00-74-210-13	Culvers meal dinner 12/1/23		17.20	10-1120-332-00-74-210-13	
			<u>\$207.15</u>		
Ginczycki, Michael - 123336875					



Huntley Community School District 158

Accounts Payable Report

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Vendor Name					
Account Number	Description	Check Date	Amount	State Account Number	
10-2520-332-00-74-500-14	August 2023 APE Travel		86.46	10-2520-332-00-74-500-14	
10-2520-332-00-74-500-14	September 2023 APE Travel		136.90	10-2520-332-00-74-500-14	
10-2520-332-00-74-500-14	October 2023 APE Travel		140.17	10-2520-332-00-74-500-14	
10-2520-332-00-74-500-14	November 2023 APE Travel		72.05	10-2520-332-00-74-500-14	
			<u>\$435.58</u>		
Golovin, Jennifer - 123338187					
10-1200-410-66-71-300-13	STEP Supplies-October Mileage 2023		94.97	10-1200-410-66-71-300-13	
			<u>\$94.97</u>		
Gullifor, Kateri - 123339409					
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		115.15	10-1200-332-00-79-600-14	
			<u>\$115.15</u>		
Henricksen, Erin - 1233398065					
10-1130-332-00-71-300-13	IAHPERD Conference Travel 2 days roundtrip		200.43	10-1130-332-00-71-300-13	
			<u>\$200.43</u>		
Kelly, Jill - 123338719					
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		81.22	10-1200-332-00-79-600-14	
			<u>\$81.22</u>		
Kennedy, Michael - 1233400130					
10-2212-332-00-74-500-14	Travel & Conference - November 2023		95.63	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Travel & Conference - December 2023		22.93	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Parking at O'Hare - 2 days 11/30 & 12/01		44.00	10-2212-332-00-74-500-14	
			<u>\$162.56</u>		
Knotts, Heath - 27234					
10-2520-332-00-74-500-14	Travel Fiscal-November 2023 Mileage		39.30	10-2520-332-00-74-500-14	
			<u>\$39.30</u>		
Korn, Jennifer - 123333747					
10-2210-640-92-79-605-14	IL Dept of Financial & Prof Regulation Renewal		100.00	10-2210-640-92-79-605-14	
			<u>\$100.00</u>		
Kubitz, Laura - 123339077					
10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14	
			<u>\$225.00</u>		

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Vendor Name	Account Number	Description	Check_Date	Amount	State Account Number
Kurek, Richard - 1233400585	10-1130-332-00-71-300-13	Teacher Travel HS-November 2023		20.96	10-1130-332-00-71-300-13
				<u>\$20.96</u>	
Landvick, Matthew - 1233396232	10-1500-335-00-71-300-13	Asst Ath Dir at Football @ St. Ignatius 11/3/23		75.98	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Asst Ath Dir at Basketball @ Johnsburg 11/21/23		36.42	10-1500-335-00-71-300-13
	10-1500-335-00-71-300-13	Asst Ath Dir at Basketball @ Cary-Grove 11/29/23		20.04	10-1500-335-00-71-300-13
				<u>\$132.44</u>	
Langford, Angela - 1233400654	10-2520-332-00-74-500-14	Travel Fiscal-ML ESSA Conf Oakbrook		64.19	10-2520-332-00-74-500-14
				<u>\$64.19</u>	
Lindquist, Kevin - 123336625	20-2540-332-00-79	Tour entire district prkg lots after snow event		20.57	20-2540-332-00-79
				<u>\$20.57</u>	
Lindsay, Sara - 1233400172	10-1200-410-66-71-300-13	STEP Supplies-October/November 2023 Mileage		104.14	10-1200-410-66-71-300-13
				<u>\$104.14</u>	
Lombard, Jessica - 32232	10-2321-332-00-74-500-14	Travel Supt-September 2023		72.71	10-2321-332-00-74-500-14
	10-2321-332-00-74-500-14	Travel Supt-October 2023		68.91	10-2321-332-00-74-500-14
	10-2321-332-00-74-500-14	Travel Supt-November 2023		209.40	10-2321-332-00-74-500-14
	10-2321-332-00-74-500-14	Travel Supt-December 2023		30.79	10-2321-332-00-74-500-14
				<u>\$381.81</u>	
Lowry, Julie A - 123334215	10-2642-332-00-74-500-14	Travel Human Res-CLIC Meeting Mileage		33.93	10-2642-332-00-74-500-14
				<u>\$33.93</u>	
MacCrindle, Amy - 1233397931	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-December 2023		59.61	10-2212-332-00-74-500-14
	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-July 2023		512.73	10-2212-332-00-74-500-14
	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-August 2023		11.14	10-2212-332-00-74-500-14
	10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-September 2023		102.18	10-2212-332-00-74-500-14

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Vendor Name					
Account Number	Description	Check Date	Amount	State Account Number	
10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-October 2023		24.24	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-November 2023		164.41	10-2212-332-00-74-500-14	
			<u>\$874.31</u>		
Miller, Kerry - 32910					
10-1120-332-00-72-220-13	Teacher Travel Marlowe-October & Nov 23 Mileage		66.02	10-1120-332-00-72-220-13	
			<u>\$66.02</u>		
Neilson, Evan - 1233400189					
10-1120-490-02-72-220-13	Marlowe Fine Arts Supplies-Fall Play Items		85.32	10-1120-490-02-72-220-13	
			<u>\$85.32</u>		
Norton, Gina - 1233399615					
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		97.20	10-1200-332-00-79-600-14	
			<u>\$97.20</u>		
Ovalle, Rosa - 1233399770					
10-2560-410-00-74-210-13	Work shoes & pants		100.00	10-2560-410-00-74-210-13	
			<u>\$100.00</u>		
Overly, Emily - 1233396446					
10-1100-423-00-74-500-14	Michaels - Math Leaders Supplies		14.44	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Storage zipper pouches		17.49	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Avery labels		13.69	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Storage zipper pouches		17.49	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Carpet dots		11.79	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Storage containers		33.54	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Card stock		4.79	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Michaels - Math Leaders Supplies		67.98	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Storage drawers		35.00	10-1100-423-00-74-500-14	
10-1100-423-00-74-500-14	Amazon-Storage containers		18.55	10-1100-423-00-74-500-14	
			<u>\$234.76</u>		
Peterson, Kristin - 123338962					
10-1200-410-66-71-300-13	STEP Supplies-October Mileage 2023		74.67	10-1200-410-66-71-300-13	
10-1200-410-66-71-300-13	Confrence Dinner-Ancho & Agave 11/2/23		34.09	10-1200-410-66-71-300-13	
10-1200-410-66-71-300-13	Confrence Lunch-Culvers 11/3/23		13.90	10-1200-410-66-71-300-13	
10-1200-410-66-71-300-13	Transition Conf Nov 2-3, 2023-Bloomington		103.49	10-1200-410-66-71-300-13	

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Vendor Name						
Account Number	Description	Check_Date	Amount	State	Account Number	
			\$226.15			
Pocztowski, Shaina - 1233396502						
10-1130-332-00-71-300-13	Teacher Travel HS-October 2023 Mileage		51.09	10-1130-332-00-71-300-13	317	
10-1130-332-00-71-300-13	Teacher Travel HS-November 2023 Mileage		19.65	10-1130-332-00-71-300-13		
10-1130-332-00-71-300-13	Lunch at Chipoltle at NCTE Convention 11/16/23		37.78	10-1130-332-00-71-300-13		
10-1130-332-00-71-300-13	Dinner Barleys at NCTE Convention 11/18/23		82.95	10-1130-332-00-71-300-13		
10-1130-332-00-71-300-13	United Airlines check bag fee		35.00	10-1130-332-00-71-300-13		
10-1130-332-00-71-300-13	United Airlines check bag fees		80.00	10-1130-332-00-71-300-13		
			\$306.47			
Poncio Jordan, Johanna - 1233399020						
10-2210-332-82-79-605-14	Bilingual PD Travel & Conference Oakbrook and back		125.50	10-2210-332-82-79-605-14	317	
10-2210-332-82-79-605-14	Bilingual PD Travel & Conference-Sept and Nov 23		136.11	10-2210-332-82-79-605-14		
10-2210-332-82-79-605-14	Bilingual PD Indistrict Mileage August 2023		57.64	10-2210-332-82-79-605-14		
10-2210-332-82-79-605-14	Bilingual PD Indistrict Mileage September 2023		60.26	10-2210-332-82-79-605-14		
10-2210-332-82-79-605-14	Bilingual PD Indistrict Mileage October 2023		47.16	10-2210-332-82-79-605-14		
10-2210-332-82-79-605-14	Bilingual PD Indistrict Mileage November 2023		18.34	10-2210-332-82-79-605-14		
			\$445.01			
Primus, Mike - 1233400590						
10-2660-332-00-79-600-14	Travel Technology-October 2023		54.76	10-2660-332-00-79-600-14	317	
10-2660-332-00-79-600-14	Travel Technology-November 2023		71.53	10-2660-332-00-79-600-14		
			\$126.29			
Ramirez, Savannah - 1233400565						
10-2520-332-00-74-500-14	Travel Fiscal-October Mileage		13.10	10-2520-332-00-74-500-14	317	
10-2520-332-00-74-500-14	Travel Fiscal-November Mileage		10.48	10-2520-332-00-74-500-14		
			\$23.58			
Reckamp, Margaret - 32928						
10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14	317	
			\$225.00			
Redden, Scott - 1233399930						
20-2540-332-00-79	Travel-False Burglar alarm response MMS		23.32	20-2540-332-00-79	317	
20-2540-410-00-79	Work boots		100.00	20-2540-410-00-79		
			\$123.32			

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Vendor Name	Account Number	Description	Check Date	Amount	State Account Number
Reed, Richard - 1233398410					
	10-2561-332-00-79-605-14	Dir Food Service Travel & USDA Food Show Glen Elly		117.11	10-2561-332-00-79-605-14
	10-2560-410-00-71-300-13	Cafe Supplies HS-Walmart Holiday Decorations HHS		31.95	10-2560-410-00-71-300-13
	10-2561-332-00-79-605-14	Dir Food Service Travel-November 2023		57.64	10-2561-332-00-79-605-14
	10-2560-415-00-71-300-13	Jewel - Catering Transp Safety Meeting 11/26/23		17.56	10-2560-415-00-71-300-13
				<u>\$224.26</u>	
Renkosik, Doug - 28443					
	20-2540-332-00-79	Travel-November 2023 Mileage		77.29	20-2540-332-00-79
	20-2540-410-00-79	Famous Footwear - Work Shoes		54.81	20-2540-410-00-79
				<u>\$132.10</u>	
Rollins, Kennedy - 1233400122					
	10-2520-332-00-74-500-14	Travel Fiscal-August 2023 Mileage		55.02	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-September 2023 Mileage		91.07	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-October 2023 Mileage		82.53	10-2520-332-00-74-500-14
	10-2520-332-00-74-500-14	Travel Fiscal-November 2023 Mileage		59.61	10-2520-332-00-74-500-14
				<u>\$288.23</u>	
Rosenberg, Katherine - 1233400587					
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		62.88	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		17.62	10-1200-332-00-79-600-14
				<u>\$80.50</u>	
Rubsam, Michelle - 32553					
	10-2520-332-00-74-500-14	Travel Fiscal-ESSA Conference Oakbrook Travel 12/5		43.61	10-2520-332-00-74-500-14
				<u>\$43.61</u>	
Ryan, Debra - 123336268					
	10-2210-410-92-79-600-14	Starbucks coffee 5 gift cards for 23 SLP		115.00	10-2210-410-92-79-600-14
	10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14
	10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		17.68	10-1200-332-00-79-600-14
	10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		22.93	10-1200-332-00-79-600-14
				<u>\$380.61</u>	
Sanchez, Kirsten - 1233397793					
	10-2210-310-98-79-600-14	American College of Edu-Data Analytics		803.85	10-2210-310-98-79-600-14
	10-2210-310-98-79-600-14	American College of Edu-FIN 5003		803.85	10-2210-310-98-79-600-14

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Vendor Name				
Account Number	Description	Check_Date	Amount	State Account Number
			\$1,607.70	
Sara, Lindsay - 1233396237				
10-1200-410-66-71-300-13	STEP Supplies-October Mileage 2023		158.71	10-1200-410-66-71-300-13
10-1200-410-66-71-300-13	Mystic Kitchen dinner in Bloomington		93.52	10-1200-410-66-71-300-13
10-1200-410-66-71-300-13	Ancho & Agave Dinner in Bloomington		36.52	10-1200-410-66-71-300-13
10-1200-410-66-71-300-13	Culvers meal dinner 11/3/2023		8.44	10-1200-410-66-71-300-13
10-2210-410-92-79-600-14	Breakfast Courtyard Starbucks Bloomington		16.40	10-2210-410-92-79-600-14
10-2210-410-92-79-600-14	Heartland Parking		6.00	10-2210-410-92-79-600-14
10-2210-410-92-79-600-14	Portillos Dinner		10.59	10-2210-410-92-79-600-14
10-2210-410-92-79-600-14	Ancho & Agave Dinner in Bloomington		19.12	10-2210-410-92-79-600-14
			\$349.30	
Schmuhl, Jessica - 123337461				
10-1120-410-09-72-220-13	Home Ec Marlowe-Guest Chef Supplies		136.42	10-1120-410-09-72-220-13
10-1120-410-09-72-220-13	Home Ec Marlowe-Classroom supplies		36.28	10-1120-410-09-72-220-13
10-1120-410-09-72-220-13	Home Ec Marlowe-Classroom supplies		9.94	10-1120-410-09-72-220-13
10-1120-410-09-72-220-13	Home Ec Marlowe-avacados		11.78	10-1120-410-09-72-220-13
10-1120-410-09-72-220-13	Home Ec Marlowe-seasonings		13.19	10-1120-410-09-72-220-13
			\$207.61	
Searle, Cara - 1233400466				
10-1110-332-00-71-100-13	Teacher Travel Leggee-September 2023 Mileage		22.93	10-1110-332-00-71-100-13
10-1110-332-00-71-100-13	Teacher Travel Leggee-October 2023 Mileage		32.10	10-1110-332-00-71-100-13
10-1110-332-00-71-100-13	Teacher Travel Leggee-Novebmer 2023 Mileage		18.34	10-1110-332-00-71-100-13
			\$73.37	
Seemann, Cathie - 32564				
10-1100-423-00-74-500-14	Amazon Math leader supplies		34.98	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		31.69	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		70.00	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		27.18	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		52.97	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		13.59	10-1100-423-00-74-500-14
10-1100-423-00-74-500-14	Amazon Math leader supplies		19.59	10-1100-423-00-74-500-14
			\$250.00	

Severin, Nicole - 1233400441

Specialized Data Systems, Inc.

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Vendor Name					
Account Number	Description	Check Date	Amount	State Account Number	
10-1200-332-00-79-600-14	Travel Sp Ed-September 2023 Mileage		62.23	10-1200-332-00-79-600-14	
10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		60.91	10-1200-332-00-79-600-14	
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		60.06	10-1200-332-00-79-600-14	
			<u>\$183.20</u>		
Shadel, Jill - 1233399288					
10-1200-332-00-79-600-14	Travel Sp Ed-October 2023 Mileage		65.50	10-1200-332-00-79-600-14	
			<u>\$65.50</u>		
Spoeth, Holly - 123334104					
10-1200-332-00-79-600-14	Travel Sp Ed-November 2023 Mileage		82.53	10-1200-332-00-79-600-14	
			<u>\$82.53</u>		
Tetrev, Amy Jo - 123336463					
10-1200-410-66-71-300-13	STEP Supplies- Jewel		63.27	10-1200-410-66-71-300-13	320
			<u>\$63.27</u>		
Truax, Brian - 1233397492					
10-2212-332-00-74-500-14	Travel & Conference Curr 6-12-Aug-Oct 2023 Mileage		183.40	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel from Airport to hotel NCTE Conf		36.87	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		15.77	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		11.83	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		10.84	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		12.77	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		12.82	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		12.82	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		12.77	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		9.75	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		12.85	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		10.85	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		10.89	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		23.06	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		10.79	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Uber Travel NCTE Conf		31.91	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Chilis O'Hare 11/15/2023		29.92	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	El Segundo Dinner while at NCTE Conf 11/15/23		74.35	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Late Night Slice meal		30.03	10-2212-332-00-74-500-14	



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Vendor Name					
Account Number	Description	Check Date	Amount	State Account Number	
10-2212-332-00-74-500-14	Wolfgang Puck meal		31.78	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	United Baggage Fee		35.00	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	United Baggage Fee		35.00	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Hyatt House Hotel-Columbus OH 11/15-11/19/23		1,113.92	10-2212-332-00-74-500-14	
10-2212-332-00-74-500-14	Ohare Parking		75.00	10-2212-332-00-74-500-14	
			<u>\$1,844.99</u>		
Turk, Dana - 1233398774					
10-2210-332-82-79-605-14	Bilingual PD Travel & Conference Oakbrook and back		59.54	10-2210-332-82-79-605-14	
			<u>\$59.54</u>		
Wedoff, Nick - 1233396043					
10-1400-410-03-71-300-13	Train ticket for site visit to Burns & McDonnell		10.00	10-1400-410-03-71-300-13	
10-1400-410-03-71-300-13	IWIN-Oswego 10/23 Mileage		55.67	10-1400-410-03-71-300-13	
			<u>\$65.67</u>		
Weigand, Andrew - 1233396533					
10-1400-410-03-71-300-13	Crystal Lake Parking- Metra 10/26/23		1.50	10-1400-410-03-71-300-13	
10-1400-410-03-71-300-13	Train ticket for site visit to Burns & McDonnell		18.00	10-1400-410-03-71-300-13	
10-1400-410-03-71-300-13	Meal - Starbucks		12.00	10-1400-410-03-71-300-13	
			<u>\$31.50</u>		
Wille, Sarah - 1233399225					
10-2210-640-92-79-605-14	ASHA 2024 Membership Dues		225.00	10-2210-640-92-79-605-14	
			<u>\$225.00</u>		
Wilson, Glen - 1233397404					
10-1500-335-00-71-300-13	Conference Travel HS - Cary FVC Meeting		18.34	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	FB Round 2 Playoffs - St. Ignatius		69.43	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	Cross Country @ State - Peoria		200.43	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	G. Basketball - Dundee Crown		18.34	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	B. Basketball - Johnsburg 3 trips		110.04	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	Conference Travel HS - Cary FVC Meeting		18.34	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	FB Cary Grove High		19.65	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	FB B Central H.S.		18.34	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	G Volleyball Regional R East HS		48.47	10-1500-335-00-71-300-13	
10-1500-335-00-71-300-13	Cross Country IHSA Sectional Lake Park HS		44.54	10-1500-335-00-71-300-13	

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Vendor Name					
Account Number	Description	Check_Date	Amount	State Account Number	
10-1500-335-00-71-300-13	Division 6 Chicagoland IHSA/AD Meeting		40.61	10-1500-335-00-71-300-13	
			<u>\$606.53</u>		
Yonker, Joanne - 1233400655					
10-2210-410-92-79-600-14	IL COTA License Renewal		21.00	10-2210-410-92-79-600-14	
			<u>\$21.00</u>		
Zaleski, Angela - 28071					
10-1543-332-00-71-305-13	Activities Travel- Alpine Valley Travel		61.44	10-1543-332-00-71-305-13	
			<u>\$61.44</u>		
Zehr, Adam - 1233397325					
10-2310-230-00-74-500-14	Illinois State University Job Fair - Normal Travel		205.01	10-2310-230-00-74-500-14	
			<u>\$205.01</u>		
Zhao, Tianya - 1233396007					322
10-2520-332-00-74-500-14	Travel Fiscal-October 2023 Mileage		93.01	10-2520-332-00-74-500-14	
10-2520-332-00-74-500-14	Travel Fiscal-November 2023 Mileage		79.91	10-2520-332-00-74-500-14	
			<u>\$172.92</u>		
			<u>\$14,589.39</u>		
		Report Total			



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: December 21, 2023

Subject: **2023 Final Tax Levy**
Board of Education Meeting, December 21, 2023
Action Item

General

For your review there are several documents that will help guide you through the 2023 Tax Levy.

Attachment A – McHenry & Kane Assessor Estimated EAV Reports

Attachment B – 2023 Levy Calculation Page – Ballooned. See Tax Levy Summary below.

Attachment C – Certificate of Tax Levy – (Signatures required after final Board approval)

Attachment D - 2023 Levy Calculation Page – Not Ballooned. See Tax Levy Summary below.

Attachment E – Historical Tax Levy Extension Worksheet by Fund – Includes Estimated Tax Rates for Levy Year 2023

District's Recommendation

Administration is recommending extending the 2023 Levy with the increase of 5.0% in accordance with the Property Tax Extension Limitation Law (PTELL). See below.

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year...". For 2023, CPI was 6.5%. In accordance with PTELL, the CPI to be used for computing the extension limitation is 5.0%.

With the tax extension calculated using the 5% rate for Levy Year 2023 (tax bills paid in 2024), excluding new construction, the District will extend approximately \$3.7M in additional operating property taxes in accordance with PTELL. As a result of estimated new construction, approximately \$1.04M will be levied, which has no impact on existing homeowners.

At 5%, a homeowner with a \$200,000 home, with the increase in the homestead exemption from \$6k to \$8k, will see an approximate \$99 increase in the property tax bill for the school district. ***Please note, exclusive of the 5%, taxpayers should be aware that individual bills may go up or down based on individual assessments as determined by the township assessor, and/or fluctuations of apportionment between Kane and McHenry Counties.***

Truth in Taxation

In accordance with the Truth in Taxation law – A school district proposing to increase its aggregate levy more than 105% of its prior year's extension must publish notice prior to such a hearing as required by law. As such, with the CPI extension rate at 5% combined with new construction and the ballooning of the levy at 1.0% (to cover the estimate on new construction), the District's aggregate levy will be more than 105% of prior year's extension, thus requiring a levy hearing.

The 2023 Tax Levy Summary as well as the timeline of the levy process follows:

- Levy Hearing - Thursday, December 21, 2023
- 2023 Property Tax Extensions Approval at Regular Board Meeting - Thursday, December 21, 2023
- File Certificate of Tax Levy with county clerks no later than the last Tuesday in December.

Tax Levy Summary

Using the McHenry and Kane County assessor estimated EAV reports with new construction, the levy year 2023 EAV (before Board of Review) is expected to increase 10.76% to approximately \$1.861B from \$1.680B in levy year 2022. Estimated new construction, which approximates \$24.3M, decreased from prior year's \$26.2M, driven by a slight decrease in residential property. Preliminary new construction at \$24.3M represents additional taxes to the District approximating \$1.04M. Again, please note that this is an estimated new construction number that may change.

Kane County's EAV including new construction, representing approximately 19.6% of the overall assessed value of the District, is estimated to increase 9.1% from \$335.9M to \$365.7.5M. Estimated new construction, increased from \$752k in levy year 2022 to approximately the current \$877k estimate for levy year 2023.

McHenry County's EAV, including current year's new construction, is estimated to increase 10.9% from \$1,345B to \$1,472B. Estimated new construction has decreased from prior year's actual of \$25.5M to this year's estimate of \$23.4M, driven by a decrease in residential property.

Primarily driven by an increase in assessed values, combined with the 5% extension rate, the operating funds capped tax rate is expected to decrease (3.81%) to approximate \$4.30, down from last year's \$4.47.

Consistent with prior year, the 2023 levy is ballooned so that if new construction comes in higher than the estimated \$24.3M, the levy request will be enough to cover any underestimate by the county on new construction. With a 1.0% balloon, the levy is in excess of the current estimated extension by approximately \$800k. Although highly unlikely, this overestimate will cover the District on an additional \$18.5M of new construction.

RECOMMENDATION

Administration recommends the Board of Education approve the Final 2023 Tax Levy.

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/12/2023

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023
2022	296.797	6.5%	5.0%		2023	2024

090 - HUNTLEY SCH DIST 158

Assessor Estimated EAV Report by Tax District

Kane County

Totals		New Construction	
Board of Review Abstract	425,384,308	Commercial	798,711
- Exemptions	59,832,030	Farm	0
- Under Assessed	0	Industrial	0
+ State Assessed	151,699	Local Rail Road	0
Total EAV	365,703,977	Mineral	0
- TIF Increment / Ezone	0	Residential	78,259
Rate Setting EAV	365,703,977	Total	876,970

Exemption Category	Commercial		Farm		Industrial		Local Rail Road		Mineral		Residential		State Rail Road		Totals	
	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count	Value	Count
Parcel Count		194		91		34		0		0		3,521		0		3,840
Board of Review Abstract	59,368,835		3,520,785		20,670,806			0		0		341,825,082		0		425,384,308
- Home Improvement	0	0	0	0	0	0	0	0	0	0	0	140,177	20	0	0	140,177
- Veteran's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
+ State Assessed	0		0		0			0		0		0		151,699		151,699
- EAV	59,366,635	0	3,520,785	0	20,670,806	0	0	0	0	0	0	341,685,905	20	151,699	0	425,395,830
- Senior Assessment Freeze	0	0	0	0	0	0	0	0	0	0	0	11,966,065	426	0	0	11,966,065
- Owner Occupied	0	0	72,000	9	0	0	0	0	0	0	0	25,000,000	3,126	0	0	25,000,000
- Senior Citizen's	0	0	32,000	4	0	0	0	0	0	0	0	19,661,085	2,458	0	0	19,683,085
- Disabled Person	0	0	0	0	0	0	0	0	0	0	0	166,000	83	0	0	166,000
- Disabled Veteran	0	0	0	0	0	0	0	0	0	0	0	2,786,703	34	0	0	2,786,703
- Returning Veteran	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Natural Disaster	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Fraternal Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Vet Freeze	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Under Assessed	0		0		0			0		0		0		0		0
- E-Zone	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- TIF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Drainage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Taxable Value	59,366,635		3,416,765		20,670,806		0			0		282,089,052		151,699		385,703,977

Assessor Estimated EAV Report by Tax District
McHenry County

Totals

Board of Review Abstract	1,644,178,375
- Exemptions	169,050,705
- Under Assessed	0
+ State Assessed	1,161,213
Total EAV	1,476,288,883
- Tif Increment / Ezone	4,502,063
Rate Setting EAV	1,471,786,820

New Construction

Commercial	164,024
Farm	47,553
Industrial	146,427
Local Rail Road	0
Mineral	0
Residential	23,046,272
Total	23,404,276

EAV - EY = 1,837,490,
797

NC-EY =

24,281,246

Exemption Category	Commercial	Farm	Industrial	Local Rail Road	Mineral	Residential	State Rail Road	Totals
Parcel Count	Value	Count	Value	Count	Value	Count	Value	Count
Board of Review Abstract	80,568,288	268	25,996,305	494	27,023,140	151	0	15,756
- Home Improvement	0	0	50,050	4	0	0	0	40
- Veteran's	0	0	0	0	0	0	0	0
+ State Assessed	0	0	0	0	0	0	1,161,213	0
= EAV	80,568,288	0	25,946,245	4	27,023,140	0	1,161,213	15,756
- Senior Assessment Freeze	0	0	336,603	9	0	0	0	698
- Owner Occupied	24,000	3	888,000	111	8,000	1	0	12,729
- Senior Citizen's	0	0	360,000	45	0	0	0	3,206
- Disabled Person	0	0	2,000	1	0	0	0	202
- Returning Veteran	0	0	214,308	1	0	0	0	234
- Natural Disaster	0	0	0	0	0	0	0	1
- Fraternal Freeze	0	0	0	0	0	0	0	0
- Vet Freeze	81,848	1	0	0	0	0	0	1
- Under Assessed	0	0	0	0	0	0	0	0
- E-Zone	0	0	0	0	0	0	0	0
- TIF	3,515,116	0	0	0	269,844	0	717,003	0
- Drainage	0	0	0	0	0	0	0	0
= Taxable Value	56,947,304	24,145,334	26,745,196	0	114,813	1,382,672,960	1,161,213	1,471,786,820

2023 LEVY CALCULATION PAGE

Original Assumptions

Consumer Price Index	5.00%
Actual Total EAV for 2022	\$1,680,763,232

Legend

District Assumptions & Data Entry
Calculated Values
Review Needed

Limiting Rate: $(\text{Prior Year Extension} \times (1 + \text{Lesser of 5\% or CPI}))$
 $(\text{Total EAV} - \text{New Property})$

Estimated Existing EAV % change for 2023	9.32%
Estimated Existing EAV Value for 2023	\$1,837,410,365

Estimated New Property for 2023	\$24,281,246

Limiting Rate	4.2983
Estimated Capped Extension	\$80,020,476.44

Estimated Total EAV for 2023	\$1,861,691,611	Includes New Property
Estimated Total EAV % change for 2023	10.76%	Includes New Property

	Prior Year Extension	Statutory Maximum Tax Rate	Individual Fund Estimated Maximum Extension	Weighted Extension Based on Prior Year Extension	Levy Amount \$	Levy Increase %	Final Levy Amount
Educational	\$55,247,494.20			\$58,776,465.16		1.00%	\$59,364,230.00
Operations & Maintenance	\$9,380,423.64	0.00	\$0.00	\$9,979,604.53	\$8,479,605	1.00%	\$8,564,401.00
Transportation	\$2,370,481.23			\$2,521,897.32	\$4,021,897	1.00%	\$4,062,117.00
Working Cash	\$455,738.95	0.00	\$0.00	\$484,849.58		1.00%	\$489,699.00
Municipal Retirement	\$1,957,853.86			\$2,082,913.10		1.00%	\$2,103,742.00
Social Security	\$1,196,518.54			\$1,272,946.97		1.00%	\$1,285,676.00
Fire Prevention & Safety *	\$0.00	0.00	\$0.00	\$0.00			\$0.00
Tort Immunity	\$0.00			\$0.00			\$0.00
Special Education	\$4,607,493.06	0.00	\$0.00	\$4,901,799.79		1.00%	\$4,950,818.00
Leasing	\$0.00	0.00	\$0.00	\$0.00			\$0.00
	\$0.00	0.00	\$0.00	\$0.00			\$0.00

328

Truth in Taxation

Capped Extension	\$75,216,003.48	\$80,020,476.44	Capped Levy	\$80,820,683.00	7.45%	YES

Truth in Taxation Required

Levy Amount Above Estimated Extension	\$800,206.56

SEDOL IMRF Extension	\$0.00

Estimated SEDOL IMRF Levy		SEDOL IMRF Levy	\$0.00

(Lake County Only, Included in Truth in Taxation Calculation)

Bond & Interest Extension	\$11,115,637.87

Estimated Bond and Interest Levy	\$12,257,388.00	Bond & Int. Levy	\$12,257,388.00	10.27%

(County Clerk Levies Bond & Interest for the District, Verify Records with County Clerk)

Total Extension	\$86,331,641.35

Total Levy	\$93,078,071.00	7.81%

Original: ☒ X
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION
School Business and Support Services Division
(217) 785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	District Number	County
Huntley Community School District	158	McHenry, Kane

Amount of Levy

Educational	\$ 59,364,230
Operations & Maintenance	\$ 8,564,401
Transportation	\$ 4,062,117
Working Cash	\$ 489,699
Municipal Retirement	\$ 2,103,742
Social Security	\$ 1,285,676

Fire Prevention & Safety *	\$ 0
Tort Immunity	\$ 0
Special Education	\$ 4,950,818
Leasing	\$ 0
	\$ 0
Other	\$ 0
Total Levy	\$ 80,820,683

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 59,364,230 dollars to be levied as a special tax for educational purposes; and
the sum of 8,564,401 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 4,062,117 dollars to be levied as a special tax for transportation purposes; and
the sum of 489,699 dollars to be levied as a special tax for a working cash fund; and
the sum of 2,103,742 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 1,285,676 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 4,950,818 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 0 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year 2023

Signed this [Day] day of [Month] 2023.

(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 6.

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 158, McHenry, Kane County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2023 was filed in the office of the County Clerk of this County on 2023.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2023, is \$.

(Signature of County Clerk)

(Date)

(County)

2023 LEVY CALCULATION PAGE

Original Assumptions

Consumer Price Index	5.00%
Actual Total EAV for 2022	\$1,680,763,232

Legend

District Assumptions & Data Entry
Calculated Values
Review Needed

Limiting Rate: $(\text{Prior Year Extension} \times (1 + \text{Lesser of 5\% or CPI}))$
 $(\text{Total EAV} - \text{New Property})$

Estimated Existing EAV % change for 2023	9.32%
Estimated Existing EAV Value for 2023	\$1,837,410,365

Estimated New Property for 2023	\$24,281,246

Limiting Rate	4.2983
Estimated Capped Extension	\$80,020,476.44

Estimated Total EAV for 2023	\$1,861,691,611	Includes New Property
Estimated Total EAV % change for 2023	10.76%	Includes New Property

	Prior Year Extension	Statutory Maximum Tax Rate	Individual Fund Estimated Maximum Extension	Weighted Extension Based on Prior Year Extension	Levy Amount \$	Levy Increase %	Final Levy Amount
Educational	\$55,247,494.20			\$58,776,465.16			\$58,776,466.00
Operations & Maintenance	\$9,380,423.64	0.00	\$0.00	\$9,979,604.53	\$8,479,605		\$8,479,605.00
Transportation	\$2,370,481.23			\$2,521,897.32	\$4,021,897		\$4,021,897.00
Working Cash	\$455,738.95	0.00	\$0.00	\$484,849.58			\$484,850.00
Municipal Retirement	\$1,957,853.86			\$2,082,913.10			\$2,082,913.00
Social Security	\$1,196,518.54			\$1,272,946.97			\$1,272,947.00
Fire Prevention & Safety *	\$0.00	0.00	\$0.00	\$0.00			\$0.00
Tort Immunity	\$0.00			\$0.00			\$0.00
Special Education	\$4,607,493.06	0.00	\$0.00	\$4,901,799.79			\$4,901,800.00
Leasing	\$0.00	0.00	\$0.00	\$0.00			\$0.00
	\$0.00	0.00	\$0.00	\$0.00			\$0.00

330

Truth in Taxation

Capped Extension	\$75,216,003.48	\$80,020,476.44	Capped Levy	\$80,020,478.00	6.39%	YES
				Truth in Taxation Required		

Levy Amount Above Estimated Extension	\$1.56

SEDOL IMRF Extension	\$0.00

Estimated SEDOL IMRF Levy		SEDOL IMRF Levy	\$0.00
(Lake County Only, Included in Truth in Taxation Calculation)			

Bond & Interest Extension	\$11,115,637.87

Estimated Bond and Interest Levy	\$12,257,388.00	Bond & Int. Levy	\$12,257,388.00	10.27%
(County Clerk Levies Bond & Interest for the District, Verify Records with County Clerk)				

Total Extension	\$86,331,641.35

Total Levy	\$92,277,866.00	6.89%



Huntley Community School District 158 Property Tax Levy 2023 Levy

% Chg in EAV 3.119%

% Chg in EAV 3.865%

% Chg in EAV 8.078%

% Chg in EAV 10.765%

EAV	1,497,268,730	1,555,133,490	1,680,763,232	1,861,691,611
New Growth	13,978,473	16,278,452	26,253,581	24,281,246

Fund
Education
Bond & Interest
Operations & Maintenance
IMRF
Transportation
Working Cash
Life Safety
Special Education
Revenue Recapture (PTELL/Cert of Error Bill)
Social Security
Operating Funds Capped
Total

2020 Levy Actual Extension	
Rate	Actual
3.375817	50,545,052
0.740076	11,080,929
0.573177	8,582,000
0.066874	1,001,283
0.144844	2,168,704
0.027847	416,944
0.000000	0
0.281533	4,215,306
0.000000	0
0.125868	1,884,582
4.595960	68,813,871
5.336036	79,894,800

2021 Levy Actual Extension	
Rate	Actual
3.330569	51,794,794
0.737484	11,468,863
0.565494	8,794,187
0.045012	700,000
0.142903	2,222,332
0.027474	427,256
0.000000	0
0.277761	4,319,556
0.007443	115,755
0.145147	2,257,230
4.534360	70,515,355
5.279288	82,099,973

2022 Levy Actual Extension	
Rate	Actual
3.287048	55,247,494
0.661345	11,115,638
0.558105	9,380,424
0.116486	1,957,854
0.141036	2,370,481
0.027115	455,739
0.000000	0
0.274131	4,607,493
0.009717	163,313
0.071189	1,196,519
4.475110	75,216,003
5.146171	86,494,954

2023 Levy Preliminary Extension	
Rate	Actual
3.157154	58,776,466
0.658401	12,257,388
0.455478	8,479,605
0.111883	2,082,913
0.216035	4,021,897
0.026044	484,850
0.000000	0
0.263298	4,901,800
0.000000	0
0.068376	1,272,947
4.298267	80,020,478
4.956668	92,277,866



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

Date: December 21, 2023
To: Board of Education
From: Adam Zehr, Assistant Superintendent for Human Resources
Subject: Alliant Consulting Agreement (2024 – 2026)

Overview

Administration is looking to continue their partnership with Alliant Insurance Services (Alliant) as the district's insurance broker through the years of 2024-2026. In February 2016, the district selected Mesirow Financial (Now Alliant) to serve as their insurance broker. The district made this switch due to fees that the administration felt were inflated by our previous broker. In addition, the customer service declined when the previous broker was acquired by a larger firm.

In 2016, the brokerage fee to Alliant was \$66,000 per year. Over the course of our seven-year partnership, the fee from Alliant has stayed flat. In the fall of 2023, Alliant requested to increase the brokerage fee by approximately 6%. This increase would make our annual fee due to Alliant \$70,000 in the policy year 2024. The district requested a 3-year contract in response to the fee raise. The cost of the 2025 and 2026 policy years would increase to \$72,000. The fees proposed in this agreement are very competitive and, in most cases, less than the rates being paid by other school districts. The services being provided by Alliant are outlined on pages 10-13 of the attached document. The administration has been very satisfied with the services provided by Alliant. Their representatives are very responsive to our administration and employees when questions arise.

2023 - \$66,000
2024 - \$70,000
2025 - \$72,000
2026 - \$72,000

Recommendation

Seeking approval as presented.

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement ("**Agreement**") is effective February 15, 2024 ("**Effective Date**") between Alliant Insurance Services, Inc., a California corporation with its principal place of business at 18100 Von Karman Ave, 10th Floor, Irvine, CA 92612 ("**Alliant**"), and Huntley Community School District 158 ("**Client**"). Alliant and Client may be referred to in this Agreement individually as a "Party" and together as the "Parties." The schedules, attachments and exhibits referenced in and attached to this Agreement shall be deemed an integral part of this Agreement and the term Agreement as referenced herein shall include all schedules, attachments and exhibits. In the event any inconsistency or conflict exists between the provisions of this Agreement and any schedules, attachments or exhibits attached hereto, the provisions of this Agreement shall supersede the provisions of any such schedules, attachments or exhibits.

1. Services.

- a. **Scope of Services.** Alliant shall provide the services described in Schedule I (collectively, "**Services**") for Client's employee benefit plan(s) for which Alliant is designated as the broker of record ("**Plan(s)**").
- b. **Services Warranty.** Alliant warrants that the Services will be performed in a professional and workmanlike manner in accordance with industry standards and in compliance with applicable laws and regulations.

2. Compensation Disclosure. In consideration for the Services, Alliant shall receive the compensation disclosed in Schedule II.

3. Client Obligations.

- a. **Service-Specific Obligations.** Client shall be responsible for all client obligations identified in Schedule I.
- b. **Client-Provided Information.** Client shall, promptly after the Effective Date and thereafter upon Alliant's request, provide all information requested by Alliant that may be necessary for Alliant to perform the Services, including, without limitation, information about Client, Client's existing employee benefits plans, loss experience, and risk exposures; provided that, Client shall not provide Alliant with any individual's personally identifiable information unless Alliant specifically requests such information in order to perform the Services. Client acknowledges that Alliant relies on such Client-provided information in order to perform the Services. Client confirms that all information it provides to Alliant will be complete and accurate.
- c. **Material Changes.** Client shall promptly report to Alliant in writing any significant changes in exposures, loss-related data, Client's operations, coverages or limits, lines of coverage, or any other change that will change the scope or nature of Client's insurance plans.
- d. **Review.** Client shall promptly review coverage documents, templates, and other documents for the Plan(s) provided by Alliant, the insurer, or the third party administrator (TPA), to ensure that the documents are consistent with Client's specifications. Client shall promptly inform Alliant of any discrepancies or required changes.
- e. **Delay.** Client shall perform its obligations under this Section 3, including the obligation to provide all information requested by Alliant, as soon as practicable but

no later than the dates agreed upon by Alliant and Client. Alliant is not liable for any delay or partial performance in performing the Services to the extent such delay or partial performance arises from Client's delay in performing its obligations under this Section 3 or promptly making decisions related to the Plan(s).

4. Disclaimers.

- a. **Not Legal or Tax Advice.** Alliant is not responsible for Client's compliance with any laws, regulations, and/or statutes affecting the Plan(s). None of the services, advice, recommendations, or communications provided by Alliant constitutes legal or tax advice, analysis, or opinion, and Client shall not interpret or rely on any of Alliant's services, advice, recommendations, or communications as legal or tax advice, analysis, or opinion.
- b. **No Fiduciary Relationship.** Alliant will not have discretionary authority or discretionary control with respect to the administration or management of any of the Plan(s). Alliant also will not have authority to exercise any discretion or control with regard to the management, use, or disposition of any assets of the Plan(s) and will not render any investment advice with respect to the Plan(s) or any assets of the Plan(s). Alliant's does not provide services as a fiduciary of the Plan(s), and its performance of the Services will not make it a "fiduciary" for purposes of the Employee Retirement Income Security Act of 1974 ("**ERISA**"), as amended. Client shall not represent that Alliant is a fiduciary for purposes of ERISA.
- c. **Plan Recommendations and Funding.** Any plans or plan provisions recommended by Alliant are solely recommendations, and Client, not Alliant, has the ultimate authority to select and modify the plans. Alliant shall have no responsibility, risk, liability, or obligation for funding the Plan(s). All responsibility, risk, liability, and obligation for funding the Plan(s) lies solely with the Plan(s) and the plan sponsor(s).
- d. **Preferred Pricing.** Alliant expended resources and goodwill to negotiate favorable pricing terms from certain third party vendors or service providers for the benefit of Alliant's clients (such negotiated pricing terms, "**Preferred Pricing**"). To the extent Client engages a third party to provide services for the Plan and benefits from such third party's Preferred Pricing as a client of Alliant, Client acknowledges that its access to such Preferred Pricing will terminate upon the termination of this Agreement.
- e. **Other Brokers.** Alliant is not responsible for, and hereby disclaims all liability for, any acts, errors, and/or omissions of Client's previous brokers, consultants, and/or advisors. If Client has any employee benefits plan(s) for which Alliant is not the broker of record, Alliant is not responsible for performing any services with respect to such plan(s) and hereby disclaims all liability for any acts, errors, and/or omissions of Client's other brokers, consultants, and/or advisors.

5. Confidentiality.

- a. **Definitions.** The Services and work product exchanged by the Parties under this Agreement are to be used exclusively to carry out the terms, conditions, and purposes set forth in this Agreement. During the Term, the Parties may each exchange information considered confidential, proprietary, and/or trade secret, including, without limitation, financial information, pricing information, intellectual property, ideas, concepts, systems, designs, research and technical information,

business and operational policies, plans, processes, procedures and strategies, system design and operating specifications, data, recommendations, proposals, reports and similar information (collectively, **“Confidential Information”**). Confidential Information specifically includes the compensation information contained in Schedule II and any amendments or addendums to this Agreement containing information on the compensation Alliant receives under the terms of this Agreement. For purposes of this Section 5, the Party disclosing Confidential Information is the **“Disclosing Party”** and the Party receiving Confidential Information is the **“Receiving Party.”**

- b. **Exclusions.** Confidential Information does not include information that is (i) in, or that becomes part of, the public domain other than as a result of a breach of this Section 5; (ii) independently developed by the Receiving Party as demonstrated by its records; (iii) lawfully known by the Receiving Party, without any obligation of confidentiality or other restriction on use or disclosure, prior to disclosure of the information by Disclosing Party; or (iv) disclosed by a third party whom the Receiving Party has no reason to believe has any confidentiality or fiduciary obligation to such information’s owner.
- c. **Legal Compulsion.** A Receiving Party may disclose Confidential Information only to the extent necessary to comply with a valid order of a court or governmental agency with proper jurisdiction or as required by law or regulation; provided that, the Receiving Party shall, to the extent allowed by law, promptly advise the Disclosing Party of the order, subpoena, or request in order to enable the Disclosing Party to employ lawful means to avoid or limit disclosure. Either Party is also entitled to release Confidential Information as required to prosecute or defend any claim under this Agreement; provided however, that the Party seeking to release or use the information shall take all reasonable steps necessary to avoid disclosing Confidential Information, including filing documents and papers under seal.
- d. **Non-Disclosure; Reasonable Efforts.** Except as otherwise provided in this Agreement or as required by applicable law, a Receiving Party shall not distribute, use, or rely upon Confidential Information without the Disclosing Party’s permission. Additionally, except as otherwise provided in this Agreement, a Receiving Party shall not directly or indirectly communicate, divulge, or otherwise disclose the Confidential Information to any unauthorized person or entity. The Parties shall employ reasonable and customary business practices to protect and secure Confidential Information from unauthorized release or distribution and to limit access and usage of Confidential Information to those employees, officers, directors, agents, subcontractors, representatives, and advisors (including, without limitation, attorneys, accountants, and financial advisors) (collectively, its **“Representatives”**) who have legitimate “need to know” the information in order to perform under this Agreement and who are bound by obligations of confidentiality no less restrictive than this Section 5. The Receiving Party will be liable for any breach of this Agreement by any of its Representatives.
- e. **Ownership of Confidential Information.** Except as otherwise provided in this Agreement, Confidential Information is and remains the absolute and exclusive property of the Disclosing Party and its unique and variable asset.
- f. **Return of Confidential Information.** Upon this Agreement’s termination or earlier upon the Disclosing Party’s request, the Receiving Party shall promptly return all Confidential Information, including all copies, received in non-electronic form and shall destroy all information received electronically. Notwithstanding anything to the

contrary in this Agreement, the Receiving Party may retain copies of Confidential Information in order to comply with legal or regulatory requirements and any electronic files automatically saved pursuant to its archiving and document retention procedures and that cannot reasonably be deleted; with respect to all such retained copies, the Receiving Party will remain subject to the confidentiality obligations stated in this Section 5 for so long as the copies are retained.

- g. Survival.** The obligations contained in this Section 5 will survive termination of this Agreement for a period of two years or longer as required by law. Nothing in this section limits or otherwise diminishes the protections afforded to trade secret information or by applicable law.
- h. Injunctive Relief.** A breach of this Section 5 may cause irreparable injury to a Disclosing Party. For this reason, in the event of a breach, a Disclosing Party is entitled to seek injunctive relief or other equitable relief, without prejudice to any other remedies that may be available.

6. Licenses and Ownership.

- a. Media License.** To the extent that Alliant will prepare benefit brochures, open enrollment materials, or other benefit communications for Client's employees (collectively, "**Benefit Materials**"), and Client has or will provide photographs, images, other media, trademarks, and/or logos (collectively, "**Media**") to include in the Benefit Materials, Client hereby grants Alliant a worldwide, perpetual, royalty-free, non-exclusive, sublicensable right and license to use the Media in the Benefit Materials. This license includes the right to use, reproduce, edit, crop, retouch, distribute, and create derivative works of the Media as needed to incorporate the Media into the Benefit Materials and to otherwise prepare and distribute the Benefit Materials. Client represents and warrants that (i) it is the owner of the Media or has the right to grant Alliant the licenses to use the Media, free of all liens, claims, and encumbrances; and (ii) Alliant's use of the Media as specified in this Agreement will not infringe the rights, including the personal or proprietary rights, of any other party.
- b. Other Client Information.** Client hereby grants Alliant a worldwide, royalty-free, non-exclusive, sublicensable, and revocable license to use all Client-provided information as necessary to provide the Services. Client represents and warrants that it has or will obtain the necessary consents from each individual before providing or otherwise disclosing any of the individual's personally identifiable information to Alliant.
- c. Ownership.** Except as otherwise expressly stated in this Agreement, Client will retain all ownership rights in the Media and other Client-provided information. Alliant will retain all ownership rights to all information, data, benefit analysis, materials, specifications, and products supplied by Alliant (collectively, "**Work Product**"), together with all intellectual property rights in the Work Product. Work Product is solely for use by Client and its Plan(s) and may not, without Alliant's prior written consent, be shared with anyone other than Client's employees and advisors who have a legitimate need to know, Plan participants and beneficiaries, or as required by law.

7. Term and Termination.

- a. Term.** Unless terminated in accordance with this Section 7, this Agreement will have an initial term of three years from the Effective Date ("**Initial Term**"), after which it

will automatically renew for successive one-year periods ("**Renewal Term(s)**"). The Initial Term and all Renewal Term(s) are collectively the "**Term.**"

b. Termination.

- i. **For Convenience.** Either Party may terminate this Agreement by notifying the other Party in writing of its intent not to renew the Agreement at least 60 days before the end of the Initial Term or the then-current Renewal Term. Additionally, during any Renewal Term, either Party may terminate this Agreement for any reason upon 90 days' prior written notice.
- ii. **For Cause.** During the Initial Term or any Renewal Term, either Party may terminate this Agreement if the other Party's material breach remains uncured for 30 days following its receipt of the terminating Party's written notice of the breach.

- c. **Final Fees.** No later than 30 days after this Agreement's termination, Alliant shall issue a final invoice for any services performed and expenses incurred by Alliant on or before the Agreement's effective date of termination and that remain payable by Client. The Client shall pay such invoice within 45 days of its receipt of the invoice.

- d. **Survival.** Except as otherwise stated in this Agreement, the rights and obligations contained in Sections 5, 7, 8, 9, 10, and 11 of this Agreement shall survive the termination of this Agreement.

8. Indemnification.

- a. **Claims Subject to Indemnification.** With respect to any action, claim, suit, investigation, or proceeding brought by a third party and that arises out of this Agreement (each, a "**Third Party Claim**"), each Party ("**Indemnitor**") shall indemnify, defend, and hold harmless the other Party, including its affiliates and each of their officers, directors, employees, and assigns (each, an "**Indemnatee**"), from and against all losses, damages, claims, fines, penalties, costs, and expenses (including reasonable attorneys' fees) (collectively, "**Losses**") arising out of that Third Party Claim to the extent the Losses resulted from the Indemnitor's breach of this Agreement, negligence, willful misconduct, and/or violation of applicable law or regulation.
- b. **Process.** Indemnatee shall promptly notify Indemnitor in writing of any claims subject to indemnification under this Section 8, provided that Indemnatee's delay in providing such notice will not relieve Indemnitor of its indemnification obligations except to the extent that Indemnitor is materially prejudiced by the delay. Indemnitor, at its sole expense, will have the right to control the defense and settlement of the claim. Indemnitor may settle or consent to the entry of any judgment with respect to any claim involving only the payment of money, but shall not, without the Indemnatee's prior written consent, which shall not be unreasonably withheld, settle any other claim or consent to any judgment that obligates Indemnatee to take any independent action or pay money. Indemnatee shall reasonably cooperate with the Indemnitor, at Indemnitor's expense, in connection with the defense of any claim subject to this Section 8 and shall, at the Indemnitor's expense, provide all information reasonably requested for defense of such claim. The Indemnatee may, at its own expense, retain separate counsel and participate in (but not control) any action under this Section 8.

9. **Limitation of Liability.** *Alliant will not be liable to Client for any special, indirect, consequential, or punitive damages arising out of this Agreement, even if Alliant knows of the possibility of such damages. Additionally, Alliant will not be liable to Client for damages of any kind in an amount in excess of the total amount Client paid to Alliant for the Services in the twelve-month period preceding the incident giving rise to such liability. Notwithstanding the foregoing, nothing in this Section 9 shall limit a Party's indemnification obligations under Section 8 or limit a Party's liability resulting from the Party's fraud, gross negligence, or willful misconduct.*
10. **Arbitration.** If the Parties are unable to resolve any dispute relating to this Agreement, they may submit the dispute to binding arbitration in accordance with the JAMS Rules, in front of a panel of three arbitrators. Each Party shall select an arbitrator unaffiliated with either Party and disinterested in the dispute, but knowledgeable about the subject matter of the dispute, and these two arbitrators shall mutually agree on a third arbitrator. Judgment based on the arbitration award may be entered by any court with valid jurisdiction. Any request for arbitration is barred if made after the date when institution of legal or equitable proceedings based on such claims would be barred by the applicable statute of limitations.
11. **Miscellaneous.**
- a. **Independent Contractor.** Alliant is an independent contractor for Client. This Agreement does not create a partnership, joint venture, franchise, employment, or any agency relationship between the Parties. Neither Party has any authority to act on behalf of the other Party or bind the other Party in any respect; provided, however, that Alliant has the authority to act as a broker on behalf of Client as contemplated hereunder.
- b. **Notice.** All notices given under this Agreement shall be in writing and deemed given: (i) on the business day when delivered personally; (ii) one business day after being sent by a reputable overnight courier services (charges prepaid); or (iii) five business days after being sent by certified mail (charges prepaid). Notices must be sent to the Party's following address or any other address that the Party designates by proper notice:
- | | |
|--|---|
| <p>If to Client:</p> <p>Huntley Community School District 158
650 Academic Drive
Algonquin, IL 60102
Attn: Adam Zehr</p> | <p>If to Alliant:</p> <p>Alliant Insurance Services, Inc.
2333 Waukegan Road, Suite 100
Bannockburn, IL 60015
Attn: Wendy Williams</p> <p><i>With a copy to:</i>
Legal Department (EB)
701 B Street, 6th Floor
San Diego, CA 92101</p> |
|--|---|
- c. **Governing Law; Venue.** This Agreement will be governed by and construed in accordance with the laws of California without regard to its conflicts of law principles, and the Parties each consent to the exclusive jurisdiction of the state and federal courts in California.
- d. **Assignment.** Neither Party may assign this Agreement without the prior written consent of the other Party, except that prior written consent will not be required for a

Party to assign this Agreement to its successor in interest after a merger, consolidation, reorganization, or sale of substantially all of that Party's assets. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the Parties and their permitted successors and assigns.

- e. **Waiver.** A Party's failure to enforce any provision of this Agreement shall not be construed as a waiver of that provision and shall not prevent the subsequent enforcement of each and every provision of this Agreement.
- f. **No Third Party Beneficiaries.** Except as stated in this Agreement, this Agreement does not create any right or cause of action in or on behalf of any person or entity other than the Parties.
- g. **Entire Agreement; Amendments; Severability.** This Agreement, together with its attached schedules, constitutes the entire agreement between the Parties relating to its subject matter and supersedes all prior or contemporaneous agreements, negotiations, representations and proposals of any kind, whether written, oral, express or implied, related to its subject matter, including the previous agreement between the Parties, dated February 15, 2016, as amended on February 15, 2019 and February 1, 2022. Any modification to this Agreement must be in writing and signed by authorized representatives of both Parties. If any provision of this Agreement is declared invalid by a court of competent jurisdiction, that provision will be severed from this Agreement without affecting the validity or enforceability of all other provisions of this Agreement, which will remain in full force and effect.
- h. **Construction.** The Parties jointly negotiated the terms of this Agreement and each Party has had an opportunity to review and discuss each provision with legal counsel, to the extent desired. Therefore, the normal rule of construction that construes any ambiguities against the drafting party shall not be employed in the interpretation of this Agreement.

SO AGREED:

Huntley Community School District 158

By: _____

Name: Adam Zehr

Title: Assistant Superintendent of Human Resources

Alliant Insurance Services, Inc.

By: _____

Name: Wendy K. Williams

Title: First Vice President

SCHEDULE I Services

1. **Plans and Lines of Coverage.** The services set forth in Schedule I.a. apply to the following Client's current group benefits programs. Core benefits included:

- Medical benefit plans
- Pharmacy benefit plans
- Stop loss insurance
- Dental benefit plans
- Vision benefit plans
- Employee Assistance Programs
- Life and Accident insurance plans
- Disability insurance plans
- Administrative plans (does not include provision of actual TPA services)
 - Flexible Spending Accounts
 - Health Savings Accounts (HSA)
 - COBRA

a. Standard Services

Service	Frequency
<u>Overall Strategy</u>	
Set/review goals and objectives against financial strategies	Annually
Evaluate market trends, competitive environment, and culture	Annually
Develop/refresh multiyear strategic glide path and financial plan to support goals and objectives	Annually
Benchmark plan designs, costs and contributions	Annually
Facilitate planning meetings and prepare executive-level documents as necessary	Annually
Evaluate funding and risk retention strategies	As Needed
Develop and manage service/benefit calendar	Annually
<u>Financial and Renewal Management</u>	
Deliver expected vs. budget reports including claim experience, fixed fees, and high cost claims	Self-insured: quarterly
Prepare pre-renewal analysis to inform renewal strategy	Annually
Initiate renewals with vendors, negotiate annual rates and terms and conditions	Annually
Conduct self-insured underwriting analysis	Annually
Price plan design alternatives	Annually
Develop employer premiums and calculate COBRA rates	Annually
Model employee contributions	Annually
Develop budget projections	Annually
Calculate annual reserve (IBNR) estimates	Annually
<u>Marketing and Placement Support</u>	
Prepare request for proposals (RFP) - evaluate potential vendors and develop bid specifications	As needed
Conduct detailed bid analysis – compare financial and quality responses, review plan designs, evaluate alternative cost and funding alternatives, negotiate performance guarantees	As needed
Facilitate finalist meetings and scorecard analysis; negotiate best and final rates	As needed
Implementation support: facilitate project plan management, review administrative agreements and contract terms and conditions	As needed
<u>Vendor Management</u>	
Manage and regularly evaluate insurance carrier and service provider relationships	Ongoing
Conduct utilization review meetings	Semi-annually

Service	Frequency
Support escalated claim or plan design issues	As needed
Review plan document changes (contracts, policies, SBCs)	Annually
<u>Health, Well-being and Productivity</u>	
Develop well-being strategy (including incentive design) in combination with annual benefit objective setting and strategy discussions	Annually
Assist in navigating the vendor landscape as it pertains to well-being programs and point solutions	Ongoing
Support marketing of vendors	As needed
Provide access to standard communication toolkit including monthly newsletter, annual communications calendar, health educational flyers and pamphlets on relevant health conditions and well-being initiatives	As needed
Share clinical opinion guides and infographics on common topics such as preventive care, cancer, diabetes, stress, screenings and biometrics	As needed
Support annual review of program engagement, participation and outcomes reports and provide feedback and recommendations	As needed
Provide templates for employee and employer surveys and assessments	As needed
<u>Compliance</u>	
Offer ongoing education through webcasts, podcasts, white papers, and legislative alerts	Ongoing
Provided daily Q&A support by designated Alliant compliance consultant on client's group health plan compliance questions, e.g. ERISA, COBRA, HIPAA, ACA, section 125, etc.	Ongoing
Assist with data gathering for preparation of 5500s, SARs, and PCORI fees	Annually
Provide consolidated annual notices package that includes the main Federal requirements including Medical Part D, HIPAA privacy, Women's Healthcare Rights Act	Annually
Provide templates documents for ERISA compliance including wrap plan documents, SPD's, Summary Material Modifications, COBRA model notices, customizable HIPAA Privacy and Security policies and procedures	As needed
<i>Optional/Additional Compliance Services:</i>	
Access to Human Resources Support Service, e.g., HR Workplace or similar service	Ongoing
<u>Communications</u>	
Facilitate communication strategies for open enrollment and new hires	Annually
Assess current communication materials provided by vendors and developed in-house	Annually
Draft open enrollment materials based on Alliant's template materials including announcement letter/email, open enrollment PowerPoint, benefit guides	Annually

Service	Frequency
Provide consolidated annual notices package that includes the main Federal requirements including Medical Part D, HIPAA privacy, Women's Healthcare Rights Act	Annually
Coordinate vendor materials and supplies to support open enrollment	Annually
Provide access to library of videos and educational materials	As needed
<i>Optional/Additional Communications Services:</i>	
Create custom employee communication campaign and electronic materials	As needed
Conduct open enrollment meetings and/or virtual or live benefits fairs	Annually
Offer mobile technology application/portal for employee (MyBenefist.Life)	Annually
Facilitate total rewards statements	As needed
Offer decision support tools	As needed

b. Analytics Services

Service	Frequency
<u>Financial Services</u>	
Underwriting service and support on self-funded medical plan, including models and assumption recommendations	As needed
Underwriting service and support on fully-insured dental and vision plans, including models and assumption recommendations	As needed based on data availability
Migration analysis, including advice on potential enrollment changes based on plan structure	Once annually
Contribution analysis, including advising on potential employee contribution structure to achieve strategic goals	Once annually
Plan design change analysis	As needed
Creditable coverage analysis—Medicare or state specific	Once annually
Provide financial impact of new regulation	As needed
Carrier change discount database comparison (major carrier networks only)	Once annually
Track and monitor stop loss claim reimbursements through plan year	As needed
Trend analysis	Once annually
Fully-insured v. self-insured analysis	As needed

SCHEDULE II COMPENSATION DISCLOSURE

As consideration for the Services Alliant provides pursuant to this Agreement, Alliant will receive the compensation set forth below. To the extent applicable, this compensation information is disclosed pursuant to ERISA section 408(b)(2), and in order for Client to comply with its fiduciary duty under ERISA to determine the reasonableness of the compensation Alliant will receive under the Agreement.

Alliant may be paid both direct and indirect compensation for the Services provided. Indirect compensation may include both base and contingent commissions from certain insurance carriers. Contingent commissions are generally calculated at the calendar year end and contingent upon a number of factors not directly related to Client's plan. Whether Alliant receives contingent commissions is a decision made exclusively by each carrier based on their own unique set of factors. These factors include the overall number of employer plans and/or plan participants in plans for which Alliant placed insurance, and retention rates, among others. In general, payment of contingent commissions does not impact your plans' premiums. Historically, these contingent commissions are in the ranges noted in the table below. Alliant uses this contingent and supplemental compensation to staff and resource proprietary programs specifically designed to maximize the performance of your plan and provide the highest quality experience for your employees and their dependents.

1. Direct Compensation.

- a. **Fees.** Client shall pay Alliant the following fees for the Services set forth above.

The annual fee for the Core Standard Services noted below will be divided into 4 quarterly installments due on 3/1, 6/1, 9/1 and 12/1:

Policy Year	Fee
2024	\$70,000
2025	\$72,000
2026	\$72,000

* The service fee does not apply to the Basic Life and Optional Life coverages and any future Voluntary Worksite coverages.

- b. **Payment.** Client shall pay any fee hereunder within 45 days of its receipt of Alliant's invoice.

- c. **Contingent Commission Opt Out.** As set forth above, Alliant may receive income as a result of contingent commission agreements with certain insurance carriers. Client may opt-out of having its plan premiums included in the calculation of these contingent commissions by accessing the "opt-out" form from the link on Alliant's website: <http://www.alliant.com/Legal-Notices/Pages/Disclosure-Policy.aspx>. The parties acknowledge that these commissions, if any, are determined by insurance carriers, and if the Client does not opt-out, it remains the carriers' exclusive decision to include or exclude certain premiums in any calculation. The availability of information related to the carriers' decision-making process on the payment of these contingent commissions is solely within the discretion of each insurance carrier. Note

that if your organization has opted out of contingent or override commissions, Alliant returns those commissions to the carrier per the opt-out request, if received.

- d. **Noncash compensation.** Alliant may, as is standard in the industry, receive certain non-cash compensation from Plan Insurance carriers, vendors, and service providers that is not connected to any particular employer plan or Alliant client. Provision of non-cash compensation is solely within the discretion of the entity providing Alliant the non-cash compensation. This compensation can include gifts valued at less than \$100 annually, an occasional dinner, or ticket to a sporting event, or other entertainment, or reimbursements in connection with educational meetings or training events, client workshops or events, or marketing or advertising initiatives. Plan vendors, insurance carriers, and service providers may also occasionally pay or reimburse Alliant for the costs associated with, education or training events that certain Alliant team members attend, and for Alliant sponsored conferences and events.
- e. **Changes in Compensation.** As required under ERISA 408(b)(2), Alliant will provide timely, updated disclosures for any changes in the compensation set forth above.
- f. **Changes in Services.** If Client requests a change in Services or if changes in Client's size, operations, or organization require a change in the scope and/or nature of the Services and/or Plans, the compensation described in this Section 1 will be adjusted accordingly.
- g. **Disclosure by Other Plan Service Providers.** Any other plan service provider that is subject to the 408(b)(2) disclosure requirements is required to make its own independent 408(b)(2) disclosure and any such disclosure is not included in this Agreement.



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102

(847) 659-6158 • www.huntley158.org

DATE: December 21, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: Authorized Agent of the District 158 Board of Education for energy procurement contract approvals **(A)**
Board of Education Meeting December 21, 2023
Action Item

Background:

As it has been in the past practice and to be able to execute energy contracts on the same day as RFP responses are received; to preserve offered pricing; the Administration requests the Board of Education designate an authorized agent to commence the procurement process along with the Administration. This process will require months of research and contract evaluation in preparation for a final run-off when the time is deemed appropriate.

At the December 15, 2022, Regular Board meeting, the Board of Education authorized Paul Troy to act as the authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2024 Board meeting "at which time this authorization will be reviewed".

The Administration is asking for the Board of Education to designate a Board member to act as its authorized agent of the Board of Education to sign approval of natural gas and electricity procurement contracts until the January 2025 Board meeting at which time this authorization will be reviewed again.

Recommendation:

The Administration recommends that the Board of Education designate Paul Troy as the authorized agent of the Board of Education at the Board of Education meeting on December 21, 2023. This individual will have the approval to sign natural gas and electricity procurement contracts until the January 2025 Board meeting at which time this authorization will be reviewed.

DR/jk



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: December 21, 2023
TO: Board of Education and Administration
FROM: Doug Renkosik, Director of Operations & Maintenance
RE: Asphalt Crackfill, Sealcoat, and Traffic Painting Bid #2023-43 (A)
Board of Education Meeting, December 21, 2023
Action Item

Background:

At the August 3, 2023 Committee of the Whole meeting, the Board of Education presented a Ten Year look at physical plant deferred maintenance life cycle capital replacement projects. Included was a line item for work to be done in summer 2024 including crackfill, sealcoating and traffic painting of the asphalt in the summer 2023 completed pavement improvements at the D158 Transportation Center and the Marlowe and Martin School properties.

A Bid Specification for this work was released on November 1, 2023.

A mandatory pre-bid meeting was held on November 8, 2023.

Bids were opened on November 20, 2023.

A summary of the bids is below.

Asphalt Crackfill, Sealcoat, and Traffic Paint Bid # 2023-43

Bid Opening November 20, 2023 @ 2:30 P.M. Administration Building

Bidder	Addendum # 1 & 2 noted	Bid Bond	Cert Comp Drug-Free Workplace	Certificate of Eligibility	Certificate of IDHR	Cert of Prevailing Wage	Hold Harmless Agreement	Equipment List	Reference List	Base Bid	Lineal Feet of Crackfill	Square Feet of Sealcoat
Denler, Inc.	X	10%	X	X	X	X	X	X	X	\$56,186.00	10,600	383,601
Hastings Asphalt Services, Inc.	Note 1	10%	X	X	X	X	X	X	X	\$61,314.01	6,568	346,928
SKC Construction, Inc.	X	10%	X	X	X	X	X	X	X	\$59,925.27	6,000	324,594

Special note

Note 1: Only Addendum No. 1 was acknowledged on the bid form but Addendum 2 was acknowledged in an email sent on 11-15-2023

Recommendation:

The Administration recommends the Board of Education approve the award of the Asphalt Crack-fill and Traffic Painting Bid #2023-43 to Denler, Inc. at a cost of \$56,186.00 at their December 21, 2023, Regular Board Meeting.

DR/jk



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102

(847) 659-6158 • www.huntley158.org

DATE: December 21, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations and Maintenance

RE: Change Order No. 4 to the Agreement with Veregy
Guaranteed Energy Savings Contract project RFP 2022-32 EV Bus Electrical Initiative (A)
Board of Education, December 21, 2023
Action Item

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.

At their March 16, 2023, Board meeting, the Board of Education approved Veregy's proposed Change Order No. 3 to include the cost adjustments for minor adjustments to the project's scope of work.

Attached is a draft of the proposed Change Order No. 4 which hands over management of the installation of the reseeding of the areas outside the new solar array fenced area which was disturbed by the Veregy construction area in the form of a deductive change order for the cost of said work.

Recommendation:

The Administration recommends the Board of Education approve Change Order No. 4 to the agreement with Veregy in the net total deductive amount of \$4,850.00 as attached at their December 21, 2023, Board of Education meeting.

DR/jk



NOTICE TO PROCESS DEDUCTIVE CHANGE ORDER

Date: 12/12/2023

To: Huntley Community School District 158 (Attention: Doug Renkosik)

Project: Huntley SD 158 Solar Addendum

This notice authorizes **Huntley Community School District 158** to process a deductive change order of \$4,850.00 for contract 71-22-044. This deductive change order signifies that the scope for restoration of vegetation around the fence of the Veregy installed solar array is no longer the responsibility of Veregy. Veregy has facilitated this proposal but is passing it off to D158 to close this project before the 2023-year end. Please note, the area in discussion (outside of the fence) does not affect the Solar O&M Agreement that has been previously put into effect. This is a standalone scope of work, requested by D158, being completed to remedy the official project punch list.

Hampton, Lenzini and Renwick, Inc. (HLR) is pleased to provide a proposal of \$4,850.00 for the native conversion adjacent to the 0.7-acre solar array at Huntley Community School District's Square Barn Campus. Approximately 0.45 acres of land surrounding the solar array were stripped of vegetation during construction activities related to the creation of the solar array in Summer 2023. HLR recommends a full native conversion of this site to restore vegetation. Restoration and conversion would be comprised of erosion control blanket installation followed by installation of a custom native seed mix.

Please except this notice to proceed and the signatures as commitment for the time being.

Josh Pottebaum

Project Manager, Midwest

[16647 Chesterfield Grove Road, Suite 200](#)

[Chesterfield, Missouri 63005](#)

E: jpottebaum@veregy.com

C: (314)-562-0613

Signature x *Josh Pottebaum*





Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltrengineering.com

November 14, 2023

Mr. Josh Pottebaum
Project Manager, Midwest
Veregy
16647 Chesterfield Grove Road, Suite 200
Chesterfield, Missouri 63005

RE: Native Conversion Adjacent to Solar Array - Square Barn Campus

Dear Mr. Pottebaum,

Hampton, Lenzini and Renwick, Inc. (HLR) is pleased to provide a proposal for the native conversion adjacent to the 0.7-acre solar array at Huntley Community School District's Square Barn Campus. Approximately 0.45 acres of land surrounding the solar array were stripped of vegetation during construction activities related to the creation of the solar array in Summer 2023. HLR recommends a full native conversion of this site to restore vegetation. Restoration and conversion would be comprised of erosion control blanket installation followed by installation of a custom native seed mix.

Native Management Techniques

Enhancement

Seeding is a very effective way of introducing native species. The disturbed areas will be seeded with a customized prairie seed mix. Introducing native species will limit habitat for invasive species and prevent future issues. Native seed enhances the aesthetics of the site and promotes diversity of the ecosystem. In addition to native grasses, aggressive flowering natives that have very long blooming periods will be added, providing an attractive and constructive addition to the ecosystem.

Scope and Fee

2024 Native Conversion Tasks	
Task	Costs
Native Seed (Provided and Installed)	\$1,600.00
Erosion Control Blanket or Blown Straw (Provided and Installed)	\$3,250.00
Total	\$4,850.00

COMPENSATION

Billing Terms

For our services we will be paid the lump-sum amount of \$4,850.00 in 2023.

Payment Terms

If the Client fails to make payments when due or otherwise is in breach of this Agreement, the Consultant may suspend performance of services upon 30 calendar days' notice to the Client. The Consultant shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, the Consultant shall resume services under this Agreement, and the time schedule and

1707 N. Randall Road
Suite 100
Elgin, IL 60123
Tel. 847.697.6700
Fax 847.697.6753

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel. 847.697.6700
Fax 847.697.6753

380 N. Terra Cotta Road
Unit G
Crystal Lake, Illinois 60012
Tel. 847.697.6753
Fax 847.697.6753

3085 Stevenson Drive
Suite 201
Springfield, Illinois 62703
Tel. 217.546.3400
Fax 217.546.8116

323 West 3rd Street
P.O. Box 160
Mt Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

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Native Conversion Adjacent to Solar Array
November 14, 2023
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compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for the Consultant to resume performance.

If the Client fails to make payment to the Consultant in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the Consultant.

If the Client objects to any portion of an invoice, the Client shall so notify the Consultant in writing within ten (10) calendar days of receipt of the invoice. The Client shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest as stated above shall be paid by the Client on all disputed invoice amounts that are subsequently resolved in the Consultant's favor and shall be calculated on the unpaid balance from the due date of the invoice.

Payments to the Consultant shall not be withheld, postponed, or made contingent on the construction, completion, or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions, or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

Delays

The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war, or other emergencies or acts of God; failure of any government agency or utility to act in timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

Indemnification

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and subconsultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

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Mediation

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers, and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

Notice of Delay

If the Consultant becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Client, the Client's consultants, or any other cause beyond the control of the Consultant, which will result in the schedule for performance of the Consultant's services not being met, the Consultant shall promptly notify the Client. If the Client becomes aware of any delays or other causes that will affect the Consultant's schedule, the Client shall promptly notify the Consultant. In either event, the Consultant's schedule for performance of its services shall be equitably adjusted.

Right of Entry

The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and subconsultants (collectively, Consultant) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.

Standard of Care

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Suspension of Services

If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.

If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Termination

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Consultant for all services rendered and all reimbursable costs incurred by the Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Consultant not less than seven (7) calendar days' written notice.

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Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar days' written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's services by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Consultant, the Client shall pay the Consultant, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

Unauthorized Changes

In the event the Client, the Client's contractors or subcontractors, or anyone for whom the Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents prepared by the Consultant without obtaining the Consultant's prior written consent, the Client shall assume full responsibility for the results of such changes. Therefore the Client agrees to waive any claim against the Consultant and to release the Consultant from any liability arising directly or indirectly from such changes.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant from any damages, liabilities, or costs, including reasonable attorneys' fees and costs of defense, arising from such changes.

In addition, the Client agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to the Consultant's construction documents without the prior written approval of the Consultant and that further requires the Contractor to indemnify both the Consultant and the Client from any liability or cost arising from such changes made without such proper authorization.

If this agreement meets with Veregy approval, please have the proper officials sign and date where indicated below and return one (1) copy for our file. If you have questions on any of the above, please call Karen Kase at our Elgin office.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.



Erica Spolar
Executive Vice President

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ACCEPTANCE

The terms and conditions of this letter agreement are hereby accepted by Veregy for the 0.45-acre native conversion adjacent to the solar array at Huntley Community School District's Square Barn Campus activities set forth above.

By

Date

Title



Huntley Community School District 158

650 Dr. John Burkey Drive
Algonquin, Illinois 60102
(847) 659-6158 • www.huntley158.org

DATE: December 21, 2023

TO: Board of Education and Administration

FROM: Doug Renkosik, Director of Operations & Maintenance

RE: Roof System Replacement and Repairs Bids # 2023-68 (A)
Committee of the Whole, December 21, 2023
Action Item

Background:

At the August 3, 2023 Committee of the Whole meeting of the District 158 Board of Education, the Administration presented the Board with an updated O&M Life Cycle Deferred Maintenance capital projects report which included Phase 5 of roof system replacement and repairs at Huntley High School.

On October 23, 2023, a Bid Specification including Drawings for the referenced project was released.

A mandatory pre-bid meeting was held on November 7, 2023, at Huntley High School.

Bids were opened on November 28, 2023.

A summary of the bids is below.

Huntley Community School District 158													
Roof Systems Replacement and Repairs Bid # 2023-68										Bid Opening-November 28, 2023 @ 10:30 am			
Huntley High School										Unit Prices			
Bidder	Bid Bond	Addendum 1, 2, & 3	Cert Comp Drug Free Workplace	Certificate of Eligibility to Bid	Certificate of IDHR	Certificate of IL Prevailing W	Hold Harmless Agreement	Reference List	Bid	Removal and replacement of wet or deteriorated 1-1/2" thick flat stock insulation \$ Sq.Ft.	Removal and replacement of wet or deteriorated 2" thick flat stock insulation \$ Sq.Ft.	Removal and replacement of wet or deteriorated 3" thick flat stock insulation \$ Sq.Ft.	Removal and replacement of wet or deteriorated tapered insulation \$ Sq.Ft.
Ampol Group	x	x	x	x	x	x	x	x	\$487,396.00	\$5.00	\$6.00	\$7.00	\$10.00
DCG Roofing	x	x	x	x	x	x	x	x	\$703,000.00	\$5.00	\$6.00	\$6.50	\$10.00
L Marshall Roofing	x	x	x	x	x	x	x	x	\$788,000.00	\$8.00	\$9.00	\$10.00	\$15.00
Riddiford Roofing	x	x	x	x	x	x	x	x	\$722,109.00	\$3.50	\$5.00	\$7.00	\$9.00

Award of this bid to Ampol Group is not recommended for the following five reasons:

1. The proposed alternative material which Ampol's bid is based on was not pre-approved before bids were opened (as required by the specifications). (In addition, as requested in the post-bidding interview, Ampol has failed to produce information on their proposed alternative material.)

2. Peter Schultz, President of Ampol said in the post bid interview that Ampol would have “no problem backing out of this project”.
3. Ampol has not produced a record copy of an Illinois Roofing Contractor’s license.
4. Ampol admitted in the post-bid interview that they have no experience installing the required coverboard as a part of the specified roof system.
5. Ampol is not a qualified installer of the specified roofing system as required by the specifications who:
 - a. Will complete 75% of the value of the work with their own staff
 - b. Has the required equipment in-house to perform the work
 - c. Is prequalified the approved roofing system manufacturer to install the specified roofing system

Recommendation:

The Administration recommends the Board of Education approve the award of the bid to DCG Roofing in the amount of \$703,000.00 and their unit process as listed in the bid summary attached at the December 21, 2023, Regular Board meeting.

DR/jk