

# McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, April 27, 2022

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

---

**1. CALL TO ORDER AND ROLL CALL**

**2. ADJOURN TO CLOSED SESSION(5:45p.m.)**

**Recommended motion:** Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and

•2(c)(10) The placement of individual students in special education programs and other matters relating to individual students and

•2(c)(11) Litigation, when an action against, affecting or on behalf of the particular 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.

**3. RECESS**

**4. RETURN TO PUBLIC SESSION**

**5. PLEDGE OF ALLEGIANCE**

**6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS**

A NCWHS Students - IL History Day

3

B NCHS/NCWHS - Youth on a Mission

4

**7. ORGANIZATION OF THE BOARD**

A ELECTION OF OFFICERS

1 Election for Office of Board President

2 Election for Office of Vice President

3 Election for Office of Secretary

**8. SUPERINTENDENT COMMENTS**

**9. PUBLIC COMMENTS**

**10. REPORTS**

A Summer School 2022 Update

5

B 1st Reading of Board Policies, Administrative Procedures and Exhibits

1 Exhibit 6.300-E2 State Law Graduation Requirements

11

2 Exhibit 6.60-AP1,E2 Resources for Biking and Walking Safety Education

16

3 Administrative Procedure 5.120-AP2,E1 Expectations and Guidelines for Employee-Student Boundaries

18

4 Administrative Procedure 5.120-AP2 Employee Conduct Standards

22

5 Administrative Procedure 4.175-AP1 Criminal Offender Notification Laws; Screening

26

6 Policy 2.210 Organizational Board Meetings

31

7 Exhibit 2.80-E1 Board Member Code of Conduct

32

C Requests for Information Pursuant to the Illinois Freedom of Information Act

33

The District has received and processed the following requests for information:

**11. ACTION**

A Approve One Year Extension for First Student, Inc. to Provide 2022-2023 School Year Transportation Services

34

<b>12. CONSENT AGENDA</b>	
<b>A Approval of Minutes</b>	
Minutes are not released for public viewing until approved by the Board of Education	
1 Regular Session 04.13.22	
2 Closed Session 04.13.22	
<b>B Personnel Matters</b>	<b>40</b>
<b>C Payment of Bills and Payrolls</b>	
1 Bills & Payroll reports	44
<b>D Approve Board Policies, Administrative Procedures, and Exhibits</b>	
1 <b>Section 4 - Operational Services</b>	
a. Administrative Procedure 4.40-AP1 Preparing and Updating Disclosures	73
2 <b>Section 7 - Students</b>	
a. Policy 7.20 Harassment of Students Prohibited	77
b. Policy 7.30 Student Assignment; Intra-District Transfer; Eligibility	80
c. Policy 7.50 School Admissions; Student Transfers To and From Non-District Schools; Re-Enrollment	82
d. Policy 7.60 Residence	85
e. Policy 7.70 Attendance and Truancy	87
f. Policy 7.80 Release Time for Religious Instruction-Observance	90
g. Policy 7.150 Agency and Police Interviews	91
h. Policy 7.160 Student Appearance	92
i. Policy 7.180 Prevention of and Response to Bullying, Intimidation, and Harassment	93
j. Policy 7.190 Student Behavior	98
k. Policy 7.200 Suspension Procedures	105
l. Policy 7.210 Expulsion Procedures	107
m. Policy 7.240 Conduct Code for Participants in Co-Curricular Activities	109
n. Policy 7.260 Exemption From Physical Education	111
o. Policy 7.290 Suicide and Depression Awareness and Prevention	113
p. Policy 7.310 Restrictions on Publications Elementary Schools	116
q. Policy 7.315 Restrictions on Publications High Schools	118
<b>E Approve Requests for Authorization to Use Fire Prevention and Safety Funds</b>	
1 Health Life Safety Amendments	121
<b>F Approve 2022-2023 Selection of Day, Hour, and Place for Board Meetings</b>	
<b>G Approve 2022-2023 Board of Education Regular Meeting Schedule</b>	<b>134</b>
<b>H Approve 2021-2022 Last Day of School</b>	<b>135</b>
<b>I Proclamation for Staff Appreciation Week, May 2-6, 2022</b>	<b>136</b>
<b>J 2022-2023 Task Force Requests</b>	<b>137</b>
<b>K Approve Six-Month Review of Closed Session Minutes of Meetings Lawfully Closed According to the Exceptions Provided in the Open Meetings Act and Determination of Need for Confidentiality as to Part of Those Minutes.</b>	
<b>L Approve of Destruction of Audio Recordings of Closed Minute Sessions from April 1, 2020 through September 30, 2020.</b>	
<b>M Approve 60 Month Equipment Maintenance and Cost Agreement with Watts Copy Systems for Black and White Copier Systems</b>	<b>139</b>
<b>N Approve NCWHS Donation</b>	<b>144</b>
<b>13. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS</b>	
<b>14. ADJOURNMENT</b>	

To: Dr. Weikle & the Board of Education  
From: Dave Johnson  
Re: Illinois History Day  
Date: April 27, 2022

Normal West has participated in the Illinois History Day project since 2013. Dr. John Bierbaum first brought the project to West, and after a few years, it became a part of the sophomore US History curriculum. Through Illinois History Day our students identify a topic of interest that has a connection to the state of Illinois, as well as a connection to the National History Day theme for the year. Students then develop a research question to further explore. Our school librarian, Tera Hafermann, works with students to support their research. Students ultimately produce papers, websites, or tri-fold displays to present their thesis, answering their research question, supported by an annotated bibliography.

This year Normal West was able to send 20 student projects to the Regional History Day fair at Millikin University. From there, six projects advanced to the State competition in Springfield. Our students advancing are:

- Camryn Brown & Cailynn Cleer (“LGBTQ+ Related Law Changes in Illinois”)
- Emily Masters (“Rod Blagojevich”)
- Erin Gibbons & Jayme Weaver (“Clinton Lake Drowning”)
- Talia Pierard (“The Smashing Pumpkins”)
- Lauren Cherry (“Chicago Tylenol Murders”)
- NaShyla McQuirter & Hailey Hargus (“The First Living Donor Liver Transplant”)

We also would like to recognize senior Addi Ganschow, who was Normal West’s first ever National History Day qualifier. In March 2020, Addi worked to transition her physical tri-fold “The Radium Girls: Fighting for their Rights to their Graves” to a virtual display after we were shut down. Addi ultimately was one of two students chosen to represent the entire state of Illinois at the National History Day competition in Washington, D.C. Due to COVID restrictions, Addi was unable to be formally recognized at the time of her accomplishment, and we wish to honor her in her senior year for her hard work and success.

---

**“It’s a GREAT Day to be a Wildcat!”**

Mr. Dave Johnson, *Principal* | Mrs. Angie Codron, *Associate Principal*

Mr. Sylvester Davis, *Asst. Principal* | Ms. Becky Frangella, *Asst. Principal* | Mr. Terry Gliege, *Asst. Principal* | Mr. Wes Temples, *Athletic Director*



Normal West High School  
Normal Community High School



To: Dr. Weikle and the Board of Education  
From: Dave Johnson  
Re: Youth on a Mission  
Date: April 27, 2022

In early September, Dayna Brown forwarded an opportunity for students in the Town of Normal to be a part of a new program. Town Councilwoman Chamberly Cummings was organizing a year-long experience to increase the civic engagement of students from local high schools by completing projects of their choosing.

The program started with a retreat (Friday night, Saturday, and Sunday) in October where students learned about each other and the adults in the room. Ms. Cummings, Tracy Freeman, a teacher at West, and Paige Malloy, a political science major at ISU who is now employed as a public engagement organizer for APEX Clean energy, helped guide the learning of the students. The students have committed one Saturday a month since this October retreat to prepare their presentations for the Town Council. They have been introduced to other members of the Normal Town Council, most of the Department Heads of the Town of Normal, and toured the new Firestation (minus a trip down the pole). They met Ms. Gloria Cotton, an expert in community building and leadership development, had fun at the Discover Museum, and bonded over “minute to win it” games. It has been inspirational to see such a diverse group of students come together for the betterment of their community.

Their project titles are: Sustainability (Electric Vehicle initiative); Diversity and Multicultural Art Center in Bloomington/Normal and Homelessness. Again, these all will be presented to the Town Council.

**Unit 5 Students:**

Chairperson **Shloka Ravinuthala** (NCHS)  
Vice-Chair: **Reilley Owens** (NCWHS)  
Members:  
**Rory Connell** (NCWHS)  
**Cecelia Cornejo** (NCWHS)  
**Symone Davis** (NCWHS)  
**Kathryn (Katie) Munson.** (NCWHS)

**University High School Students**

Secretary **Cana Brooks**  
Parliamentarian **Richa Shukla**  
Member: **Ben Davison**



## **2022 Summer School Update**

Similar to last year, we will be offering several summer programs this year. In addition to our traditional Extended School Year (ESY) program for students with disabilities, we will have programming for students in PreK through 8th grade with a focus on math and literacy with social-emotional support embedded, and for grades 9-12 a focus on credit recovery through Edmentum with support from staff to ensure success.

This summer programming targets students identified through specific criteria who demonstrate the most need. It is not based on parent requests. Our focus will be on those students who have the largest gaps and are not meeting grade level expectations. The goal of programming will be to provide readiness for those early learning students who are Kindergarten age eligible, provide targeted instruction for those students who are not meeting grade level expectations for Elementary and Middle School, and credit recovery for High School students who have failed 1 or more classes.

5

Students eligible for summer programming in PK-8 and ESY have been identified and notified. High School students will be notified in May.

### Programming Breakdown

<u>Early Learning</u>	<u>Elementary</u>	<u>Middle School</u>	<u>Special Education ESY</u>	<u>High School</u>
June 13th-July 14th 8:30 - 11:30 Monday - Thursday *no class July 4th <u>Location:</u> Cedar Ridge	June 13th-July 14th 8:30 - 11:30 Monday - Thursday *no class July 4th <u>Location:</u> Cedar Ridge and Oakdale	June 13th-July 14th 8:30 - 11:30 Monday - Thursday *no class July 4th <u>Location:</u> KJHS	June 13th-July 14th 8:30 - 11:30 Monday - Thursday *no class July 4th <u>Location:</u> PJHS	June 6th-June 30th 8:00-11:00 and 12-3 Monday-Thursday <u>Location:</u> NCHS and NCWHS
Transportation provided	Transportation provided	Transportation provided	Transportation provided	Transportation provided
Breakfast and packaged lunch provided	Breakfast and packaged lunch provided	Breakfast and packaged lunch provided	Breakfast and packaged lunch provided	Breakfast and packaged lunch provided
<ul style="list-style-type: none"> <li>● Approximately 20 students</li> <li>● Focus on intervention goals &amp; SEL</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 360 students</li> <li>● Focus on literacy, math priority targets, and SEL</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 100 students</li> <li>● Focus on ELA, Math, and SEL</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 320 students</li> <li>● Services specific to students goals and objectives on IEPs</li> </ul>	<ul style="list-style-type: none"> <li>● Approximately 250 students</li> <li>● Credit Recovery using Edmentum</li> </ul>

**Funding:** Elementary and Secondary School Emergency Relief Grant and IDEA

Additional grant funding for a Newcomer’s Summer Enrichment Program

---

---

# Newcomer Summer School

Summer 2022

---

---

# Bilingual Education Award

- be a recipient of FY 2022 Title III LIEP and not be recipients of FY 2020 and FY 2021 BEA award,
- had at least 100 ELs participate in ACCESS for ELLs in FY20,
- had the percentage of ELs meeting English language proficiency in FY20 that is higher than the state average, and
- have the highest percentage adequacy gap in FY 2022.

The funds are for building staff capacity around Newcomer Programs, SEL for English Learners, English Learners with IEPs, and Bilingual Early Childhood Programs.

---

# Students Served

We have identified 15 students who will be in grades 6-10 next school year who are new to the country and new to English.

5 secondary ESL and bilingual teachers have been hired to support individualized instruction.

The program will follow the same schedule as summer school<sup>9</sup> at KJHS, but only for 3 weeks

---

---

# Objectives

- To continue newcomer students' English acquisition through reading, writing, and math
- To prepare students with basic English, executive functioning, and collaborative skills necessary for the upcoming school year
- To help English Learner students feel part of the school community
- To provide an environment for English Learner students to form relationships

Exhibit – State Law Graduation Requirements

The *School Code*, 105 ILCS 527-22, ~~amended by P.A. 98-885, P.A. 99-434, and P.A. 99-485 (states that the requirements in P.A.434 are applicable beginning with students entering the 9<sup>th</sup> grade in the 2016-2017 school year), amended by P.A.s 101-464, 101-654, 101-643, and 102-366, and 102-551 and 105 ILCS 5/22-87, added by P.A. 101-180,~~ contains the following course requirements for a student in Illinois to receive a high school diploma. Other graduation requirements, including additional course requirements, if any, are contained in Board policy 6.300, *Graduation Requirements*. For guidance in offering the coursework necessary to meet the State graduation requirements, see the Illinois State Board of Education, *State Graduation Requirements, Guidance Document (20122016)* available at: ~~[www.isbe.state.il.us/news/pdf/grad-require.pdf](http://www.isbe.state.il.us/news/pdf/grad-require.pdf)~~[www.isbe.net/Documents/grad\\_require.pdf](http://www.isbe.net/Documents/grad_require.pdf).

State Law Graduation Requirements

105 ILCS 5/27-22, ~~amended by P.A.s 101-464, 101-643, 101-654, 102-366, and 102-551.~~

~~Sec. 27-22.~~ Required high school courses.

~~(a) - (d) are not listed because their dates have passed.~~

~~(e) Through the 2023-2024 school year, as a prerequisite to receiving a high school diploma, each pupil entering the 9th grade must, in addition to other course requirements, successfully complete all of the following courses:~~

~~(1) Four years of language arts.~~

~~(2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.~~

~~(3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content, and one of which may be an Advanced Placement computer science course. A mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path.~~

~~(3.5) For pupils entering the 9th grade in the 2022-2023 school year and each school year thereafter, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.~~

~~(4) Two years of science.~~

~~(5) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and, beginning with pupils entering the 9<sup>th</sup> grade in the 2016-2017 school year and each school year thereafter, at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent~~

Adopted: August 26, 2015  
Reviewed: ~~March 2016~~ April 2022  
Amended: April 13, 2016

- and responsible citizens throughout their lives. Course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of the democratic process. School districts may utilize private funding available for purposes of offering civics education. Beginning with pupils entering the 9th grade in the 2021-2022 school year and each school year thereafter, one semester, or part of one semester, may include a financial literacy course.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement under subdivision (1) may not be used to satisfy the course requirement under this subdivision (6).
- (f) The State Board of Education shall develop and inform school districts of standards for writing-intensive coursework.
- (e-5) Beginning with the 2024-2025 school year, as a prerequisite to receiving a high school diploma, each pupil entering the 9th grade must, in addition to other course requirements, successfully complete all of the following courses:**
- (1) Four years of language arts.
- (2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. If applicable, writing-intensive courses may be counted toward the fulfillment of other graduation requirements.
- (3) Three years of mathematics, one of which must be Algebra I, one of which must include geometry content, and one of which may be an Advanced Placement computer science course. A mathematics course that includes geometry content may be offered as an integrated, applied, interdisciplinary, or career and technical education course that prepares a student for a career readiness path.
- (3.5) For pupils entering the 9th grade in the 2022-2023 school year and each school year thereafter, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
- (4) Two years of laboratory science.
- (5) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent and responsible citizens throughout their lives. Civics course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of the democratic process. School districts may utilize private funding available for the purposes of offering civics education. Beginning with pupils entering the 9th grade in the 2021-2022 school year and each school year thereafter, one semester, or part of one semester, may include a financial literacy course.
- (6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech

and debate). A forensic speech course used to satisfy the course requirement under subdivision (1) may not be used to satisfy the course requirement under this subdivision (6).

(e-10) Beginning with the 2028-2029 school year, as a prerequisite to receiving a high school diploma, each pupil entering the 9th grade must, in addition to other course requirements, successfully complete 2 years of foreign language courses, which may include American Sign Language. A pupil may choose a third year of foreign language to satisfy the requirement under paragraph (6) of subsection (e-5).

(f-5) If a school district offers an Advanced Placement computer science course to high school students, then the school board must designate that course as equivalent to a high school mathematics course and must denote on the student's transcript that the Advanced Placement computer science course qualifies as a mathematics-based, quantitative course for students in accordance with subdivision (3) of subsection (e) of this Section.

(g) This amendatory Act of 1983 does not apply to pupils entering the 9th grade in 1983-1984 school year and prior school years or to students with disabilities whose course of study is determined by an Individualized Education Program. This amendatory Act of the 94th General Assembly does not apply to pupils entering the 9th grade in the 2004-2005 school year or a prior school year or to students with disabilities whose course of study is determined by an Individualized Education Program.

(h) The provisions of this Section are subject to the provisions of Section 27-22.05 [substitutions for required courses].

(i) The State Board of Education may adopt rules to modify the requirements of this Section for any students enrolled in grades 9 through 12 if the Governor has declared a disaster due to a public health emergency pursuant to Section 7 of the Illinois Management Agency Act.

105 ILCS 5/22-87, added by P.A. 101-180.

Graduation requirements; Free Application for Federal Student Aid.

(a) Beginning with the 2020-2021 school year, in addition to any other requirements under this Code, as a prerequisite to receiving a high school diploma from a public high school, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a Free Application for Federal Student Aid with the United States Department of Education or, if applicable, an application for State financial aid.

(2) On a form created by the State Board of Education, file a waiver with the student's school district indicating that the parent or guardian or, if applicable, the student understands what the Free Application for Federal Student Aid and application for State financial aid are and has chosen not to file an application under paragraph (1).

(b) Each school district with a high school must require each high school student to comply with this Section and must provide to each high school student and, if applicable, his or her parent or guardian any support or assistance necessary to comply with this Section. A school district must award a high school diploma to a student who is unable to meet the requirements of subsection (a) due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements under this Code and (ii) the principal

attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver under subsection (a).

(c) The State Board of Education may adopt rules to implement this Section.

~~(a)–(d) are not listed because their dates have passed.~~

~~(e) As a prerequisite to receiving a high school diploma, each pupil entering the 9<sup>th</sup> grade in the 2008-2009 school year or a subsequent school year must, in addition to other course requirements, successfully complete all of the following courses:~~

~~(1) Four years of language arts.~~

~~(2) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing intensive courses may be counted towards the fulfillment of other graduation requirements.~~

~~(3) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content, and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.~~

~~(4) Two years of science.~~

~~(5) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government and, beginning with pupils entering the 9<sup>th</sup> grade in the 2016-2017 school year and each school year thereafter, at least one semester must be civics, which shall help young people acquire and learn to use the skills, knowledge, and attitudes that will prepare them to be competent and responsible citizens throughout their lives. Course content shall focus on government institutions, the discussion of current and controversial issues, service learning, and simulations of democratic process.~~

~~(6) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.~~

~~(f) The State Board of Education shall develop and inform school districts of standards for writing intensive coursework.~~

~~(f-5) If a district offers an Advanced Placement computer science course to high school students, then the board must designate that course as equivalent to a high school mathematics course and must denote on the student's transcript that the Advanced Placement computer science course qualified as a mathematics-based, quantitative course for students in accordance with subdivision (3) of subsection (e) of this Section.~~

~~(g) This amendatory Act of 1983 does not apply to pupils entering the 9<sup>th</sup> grade in 1983-1984 school year and prior school years or to students with disabilities whose course of study is determined by an Individualized Education Program.~~

~~— This amendatory Act of the 94<sup>th</sup> General Assembly does not apply to pupils entering the 9<sup>th</sup> grade in the 2004-2005 school year or a prior school year or to students with disabilities whose course of study is determined by an Individualized Education Program.~~

(h) ~~The provisions of this Section are subject to the provisions of Section 27-22.05 [substitutions for required courses].~~



CROSS REF.: 6.300  
ADMIN. PROC.: 6.300-E1

Adopted: August 26, 2015  
Reviewed: ~~March 2016~~ April 2022  
Amended: April 13, 2016

---

**Exhibit - Resources for Biking and Walking Safety Education**

105 ILCS 5/27-23.11, ~~added by P.A. 100-1056~~, requires the District to make education available to students in grades kindergarten through 8 on effective methods for preventing and avoiding traffic injuries related to walking and bicycling. How that education is made available and any specific resources used are at the discretion of the District.

Pedestrian Safety Programs

*Pedestrian Safer Journey* by the Federal Highway Administration - Includes age-appropriate videos with follow-up quizzes and discussion guides on safe walking. The material is divided into three age ranges: 5 to 9, 10 to 14, and 15 to 18. Also includes a list of additional resources and curricula from around the country for teachers and parents/caregivers. Available at: [www.pedbikeinfo.org/pedsafehourney/index.html](http://www.pedbikeinfo.org/pedsafehourney/index.html).

*Child Pedestrian Safety Curriculum* by the National Highway Traffic Safety Administration - Teaches and encourages pedestrian safety for students in grades kindergarten through 5. It is organized into five lessons: walking near traffic, crossing streets, crossing intersections, parking lot safety, and school bus safety. Each lesson builds upon previous set of skills learned. Available at: [www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum](http://www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum).

~~[kidzneurosciencecenter.com/walksafe/](http://kidzneurosciencecenter.com/walksafe/)~~ - *WalkSafe®* by the University of Miami KiDZ Neuroscience Center - Organized into three levels for grades kindergarten-1, 2-3, and 4-5, and includes lessons using videos, outside simulation activities, and art projects. Supplemental materials include handouts, flashcards, and pre- and post-assessment tests. Available at: [kidzneurosciencecenter.com/walksafe/](http://kidzneurosciencecenter.com/walksafe/).

Bicycle Safety Programs

*Bicycle Safer Journey* by the Federal Highway Administration - Includes age-appropriate videos with follow-up quizzes and discussion guides on safe bicycling. The material is divided into three age ranges: 5 to 9, 10 to 14, and 15 to 18. Also includes a list of additional resources and curricula from around the country for teachers and parents/caregivers. Available at: [www.pedbikeinfo.org/bicyclesaferjourney/index.html](http://www.pedbikeinfo.org/bicyclesaferjourney/index.html).

*Bikeology* by Shape America and the National Highway Traffic Safety Administration - Aligns with the National Standards for kindergarten-12 Physical Education and includes lessons and assessments for skills and knowledge. Supplemental materials include a parent guide to reinforce the curriculum. Available at: [www.shapeamerica.org/publications/resources/teachingtools/quality/upload/bikeology-curriculum-part1-v2.pdf](http://www.shapeamerica.org/publications/resources/teachingtools/quality/upload/bikeology-curriculum-part1-v2.pdf).

*BikeSafe®* by the University of Miami KiDZ Neuroscience Center - Contains four off-bike lessons to teach bicycle safety skills to middle school-aged children through interactive simulations, modeling, and creative activities. Supplementary materials include student worksheets and parent tip sheets. An on-bike lesson plan is also provided. Available at: [kidznc.org/bikesafe](http://kidznc.org/bikesafe).

*Bike Safety Quiz* by Ride Illinois - Teaches kids, adults, and motorists how to share the road safely. Interactive quizzes for each audience cover safety techniques and relevant state laws. Available at: [www.bikesafetyquiz.com/](http://www.bikesafetyquiz.com/).

*Cycling Skills Clinic Guide* by the National Highway Traffic Safety Administration - Provides a step-by-step approach to planning and initiating an on-bicycle safety skills event, including instructions

---

Adopted: February 13, 2019

Reviewed: ~~December 2018~~ April 2022

Amended:

and resources for setting up and conducting a skills-training course. Available at: [one.nhtsa.gov/Driving-Safety/Bicycles/CyclingSkillsClinic](https://one.nhtsa.gov/Driving-Safety/Bicycles/CyclingSkillsClinic).

*Kids on Wheels Training Manual* by the Active Transportation Alliance - An experiential, on-bike curriculum to teach grades 2-4 students to travel safely on a bicycle. Over three lessons, students are engaged in demonstrations, hands-on exercises, and on-bicycle riding skills activities. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education)

Combined Pedestrian and Bicycle Safety Programs

*Bicycle and Pedestrian Safety: 10-minute Lessons for PE Class* by the Active Transportation Alliance - A series of brief pedestrian- and bicycle-themed lessons consisting of one 10- to 15-minute physical activity. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education).

*Bicycle and Pedestrian Safety: 9 Lessons for the Classroom* by the Active Transportation Alliance - A series of brief pedestrian- and bicycle-themed lessons designed to be delivered in a classroom setting. Available at: [www.activetrans.org/resources/education](http://www.activetrans.org/resources/education).

LEGAL REF.: 105 ILCS 5/27-23.11

Adopted: February 13, 2019  
Reviewed: ~~December 2018~~ April 2022  
Amended:

---

**General Personnel – Expectations and Guidelines for Employee-Student Boundaries**  
**(NEW)**

*105 ILCS 5/10-23.13, Erin's Law, requires this exhibit's discussion. Use this exhibit to structure local conversations around what the District will include for its examples of expectations and guidelines about professional boundaries in employee-student relationships. Finalization of this exhibit requires a conversation among district administrators and employees to customize it based upon the ages, grade levels, and developmental levels of the students served, as well as local conditions.*

All District employees must maintain professional employee-student boundaries and relationships with students. This includes meeting expectations and following guidelines established by the District for employee-student boundaries. These expectations and guidelines apply to all professional, educational support, and contracted District employees. If they conflict with an applicable collective bargaining agreement, the provision is severable and the applicable bargaining agreement will control.

The District understands that employees may have pre-existing relationships with families of students outside of school. These expectations and guidelines do not apply to employee-student relationships based in pre-existing relationships, including nuclear or extended families. These expectations and guidelines are not intended to prohibit such interactions, provided that an awareness of employee-student boundaries is maintained at all times. This document is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

Employee-Student Boundaries

The relationship between students and school employees is an inherently unequal imbalance of power because school employees are in a unique position of trust, care, authority, and influence in relation to students. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

- **Emotional Boundaries** – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.
- **Relationship/Power Boundaries** – recognizing, as noted above, that the employee-student relationship is unequal and employees must safeguard against misusing positions of power.
- **Communication Boundaries** – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.
- **Physical Boundaries** – physical contact between employees and students.

While some employee-student boundaries are clear and easy to recognize, there are some unclear, *grey* areas that employees must plan for and respond to with sound judgment. This means recognizing the potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue. Employees may use *time, place, and circumstances* as a guiding principle by asking themselves:

- Is this the appropriate *time* for my planned action?
- Have I chosen the appropriate *place* for the planned action?

Adopted:  
Reviewed: April 2022  
Amended:

- Are these appropriate *circumstances* for me to take my planned action?

To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should also recognize their own unique vulnerabilities. Examples of vulnerabilities that employees may experience include, but are not limited to:

- Employees regarding students as peers
- Employees who too closely identify with students and their issues
- Employees experiencing adult relationship issues
- Immature employees, or employees with an under-developed moral compass
- Employees feeling a need for attention
- Employees who abuse alcohol or other substances
- Employees who lack personal crisis management skills

Employees experiencing difficulties in their personal lives may be particularly susceptible to engaging in at-risk behavior or conduct with students. Employees must be alert to such risks and ensure they maintain professional boundaries at all times. The REFLECT ethical decision-making model may help employees evaluate and address conduct that concerns them. See <https://legacy.apsc.gov.au/reflect-aps-values-and-code-conduct-decision-making-model>.

Guidelines for Specific Boundary Areas

*Customize based upon the ages, grade levels, and developmental levels of the students served.*

<b>Boundary Area</b>	<b>Inappropriate</b>	<b>Appropriate</b>
Emotional	Favoring certain students by inviting them to your classroom at non-instructional times to “hang out.”  Favoring certain students by giving them special privileges.  Engaging in peer-like behavior with students.  Discussing employee personal issues with students.	Inviting students who need additional instructional support to your classroom for such additional support.  Conducting one-on-one student conferences in a classroom with the door open.
Relationship/Power	Meeting with a student off-campus without parent/guardian knowledge and/or permission.  Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside your professional role.  Transporting a student in a school or private vehicle without administrative authorization.	Meeting with a student off-campus with parent/guardian knowledge and/or permission, e.g., when providing pre-arranged tutoring or coaching services.  Transporting a student in a school or private vehicle with administrative authorization.  Taking and using photos/videos of students for educational purposes, with student and parent/guardian

Adopted:  
 Reviewed: April 2022  
 Amended:

Boundary Area	Inappropriate	Appropriate
	<p>Giving personal gifts, money, or treats to individual students.</p> <p>Sending students on personal errands.</p> <p>Intervening in serious student problems instead of referring the student to an appropriately trained professional.</p> <p>A sexual or romantic invitation toward or from a student.</p> <p>Taking and using photos/videos of students for non-educational purposes.</p>	<p>consent, while abiding by student records laws, policies, and procedures.</p> <p>Giving classroom incentives for educational purposes.</p>
Communication	<p>Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting.</p> <p>Inviting students to your home.</p> <p>Adding students on personal social networking sites as contacts when unrelated to a legitimate educational purpose.</p> <p>Privately messaging students by any means.</p> <p>Maintaining intense eye contact.</p> <p>Making comments about a student's physical attributes, including excessively flattering comments.</p> <p>Engaging in sexualized or romantic dialog.</p> <p>Making sexually suggestive comments directed toward or with a student.</p> <p>Disclosing confidential information.</p>	<p>Limiting communication to what is necessary for educational and/or extracurricular activities.</p> <p>Using District-approved methods for communicating with students.</p>

Boundary Area	Inappropriate	Appropriate
	Self-disclosure of a sexual, romantic, or erotic nature.	
Physical	Full frontal hugs.  Invading personal space.  Massages, shoulder rubs, neck rubs, etc.  Lingering touches or squeezes.  Tickling.  Having a student on your lap.  Physical exposure of a sexual, romantic, or erotic nature.  Sexual, indecent, romantic, or erotic contact with a student.  Assisting a young student or a student with special needs with a toileting issue without obtaining parent/guardian permission.	Occasionally patting a student on the back, shoulder, or arm.  Momentary physical contact with limited force designed to prevent a student from completing an act that would result in potential physical harm to the student or another person or damage to property; or to remove a disruptive student who is unwilling to leave the area voluntarily.  Assisting a young student or a student with special needs with a toileting issue when parent/guardian permission has been granted.

~~Administrative Procedure / General Personnel~~  
Employee Conduct Standards

Professional, ethical, and lawful behavior is expected of all District staff members, both inside and outside the workplace. Section 24-24 of ~~The~~ the School Code requires both certificated employees and educational support personnel to maintain discipline in the schools, including school grounds. In all matters relating to the discipline in and conduct of the schools, they stand in the relation of parents and guardians to students. Accordingly, all employees of the District hold a position of public trust and their actions are subject to much greater scrutiny than that given to the activities of the average person. Employees of the District serve as role models to students, and employees' unprofessional, unethical, immoral, inappropriate, or unlawful behavior has a deleterious effect on the District and greatly impedes their ability to adequately fulfill their duties and maintain discipline.

The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the District, and define misconduct justifying disciplinary action. The listed standards are not a complete list of expectations and, depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control. In addition, each educator must comply with 5.120-E1, Code of Ethics for Illinois Educators, adopted by the ~~Illinois~~ III. State Board of Education (ISBE) (23 Ill. Admin. Code Part 22).

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include but are not limited to falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
3. Maintain ~~a~~ professional, appropriate relationships and boundaries with all students, both in and outside the school, and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39), as well as all required trainings on child abuse, grooming behaviors, and boundary violations (325 ILCS 5/4(j), 105 ILCS 5/10-23.12, and 5/10-23.13 (Erin's Law)). Violations of this standard include but are not limited to:
  - (a) committing any act of child abuse or cruelty to children;
  - (b) willfully or negligently failing to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/);
  - ~~(b)(c)~~ engaging in harassing behavior;
  - ~~(e)(d)~~ soliciting, encouraging, or consummating an inappropriate written, verbal, or physical relationship with a student willfully or negligently failing to report an

Adopted: February 24, 2010  
Reviewed: ~~April 2014~~ April 2022  
Amended: May 28, 2014

instance of suspected sexual harassment as required by Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.); and

(e) providing a recommendation of employment for an employee, contractor, or agent that the employee knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, as prohibited by the Elementary and Secondary Education Act (20 U.S.C. § 7926);

(f) engaging in grooming as defined in 720 ILCS 5/11-25;

(g) engaging in prohibited grooming behaviors, including sexual misconduct as defined in Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;

(h) furnishing tobacco, alcohol, cannabis, or illegal/unauthorized substance, including e-cigarettes or a vaping device, to any student or allowing a student under his or her supervision to use tobacco, ~~consume~~ alcohol, cannabis (including medical cannabis unless the student is authorized to be administered a medical cannabis infused product by the school employee pursuant to Ashley's Law), or an illegal/unauthorized substance; and

~~(i)~~ violating expectations and guidelines for employee-student boundaries set forth in 5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries.

4. Maintain a safe and healthy environment, free from being impaired by and/or under the influence of prohibited substances to ensure high quality performance for the District and its students. The use of illegal drugs and/or abuse and misuse of alcohol, drugs, and other lawful products while on District premises or while performing work for the District diminishes the District's credibility and ability to educate students about drug and substance abuse prevention pursuant to Board policy 6:60, *Curriculum Content*. Violations of this standard include, but are not limited to, engaging in any of the prohibited activities listed in the District's drug- and alcohol-free workplace policy. Examples include using or being impaired by or under the influence of illegal drugs; abusing, misusing, and/or being impaired by or under the influence of alcohol, drugs, and/or other lawful products when performing work for the District when impairment is detectable regardless of when and/or where the use occurred; and/or using or being impaired or under the influence of or possessing medical cannabis in a school bus or on school grounds.

4.5. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, ~~hazing, substance abuse,~~ and violence, and free from bias and discrimination. Violations of this standard include but are not limited to:

~~(a) using alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities;~~

~~(b) using or possessing medical cannabis in a school bus or on school grounds;~~

~~(e)~~(a) unless specifically permitted by the Firearm Concealed Carry Act, carrying a firearm on or into any District controlled building, real property, or parking area, or any transportation vehicle paid for in whole or in part with public funds;

~~(e)~~(b) willfully or negligently failing to immediately report suspected cases of child abuse or neglect, or of gender harassment;

~~(e)~~(c) knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement; and

(f) tolerating-failing to appropriately respond to a witnessed or reported incident of student-on-student bullying, harassment, hazing, or teen dating violence.

6. Comply with the Professional Testing Practices for Educators, prepared and published by ISBE for educators who administer any standardized test (at [www.isbe.net/Documents/prof-test-prac.pdf](http://www.isbe.net/Documents/prof-test-prac.pdf)). This document contains numerous examples of actions that violate test security; actions that must not be part of test preparation; actions that must not occur during test administration; and actions that must be avoided when reporting test results.

~~5~~.7. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include but are not limited to:

(a) misusing public or school-related funds;

(b) failing to account for funds collected from students or parents/guardians;

(c) submitting fraudulent requests for reimbursement of expenses or for pay;

(d) ~~co-~~mingling District or school funds with personal funds or checking accounts; and

(e) using school property without the approval of the supervising school official.

~~6~~.8. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard include but are not limited to soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.

~~7~~.9. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include but are not limited to:

(a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and

(b) disclosing confidential information restricted by State or federal law.

8.10. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). Unethical conduct is any conduct that impairs the employee's ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

9.11. Comply with all State and federal laws, all rules regulating public schools, and all Board policies, both inside and outside the workplace, including but not limited to: State and federal criminal laws and Board policies 2.105 ([Ethics and Gift Ban](#)), 4:165 ([Awareness and Prevention of Child Sexual Abuse and Prohibited Grooming Behaviors](#)), 5.10 ([Equal Employment Opportunity and Minority Recruitment](#)), 5.20 ([Workplace Harassment Prohibited](#)), 5.30 ([Hiring Process and Criteria](#)), 5.50 ([Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition](#)), 5.60 ([Expenses](#)), 5.90 ([Abused and Neglected Child Reporting](#)), 5:100 ([Staff Development Program](#)), 5.120 ([Employee Ethics; Conduct; and Conflict of Interest](#)), 5.130 ([Responsibilities Concerning Internal Information](#)), 5.140 ([Solicitations By or From Staff](#)), 5.170 ([Copyright](#)), 5.180 ([Temporary Illness or Temporary Incapacity](#)), 5.200 ([Terms and Conditions of Employment and Dismissal](#)), 5.230 ([Maintaining Student Discipline](#)), 5.280 ([Duties and Qualifications](#)), 5.290 ([Employment Termination and Suspensions](#)), 6.235 ([Access to Electronic Networks](#)), 7.20 ([Harassment of Students Prohibited](#)), 7:180 ([Prevention of and Response to Bullying, Intimidation, and Harassment](#)), 7.190 ([Student Behavior](#)), 7.340 ([Student Records](#)), and 8.30 ([Visitors to and Conduct on School Property](#)).

Conviction of any employment disqualifying criminal offense listed in ~~Section 105 ILCS 5/10-21.9~~ or 21B-80 ~~of The School Code~~ will result in dismissal. Illegal conduct occurring inside or outside the workplace involving dishonesty, fraud, assault, battery, illegal drugs, drug paraphernalia, sex offenses, or other conduct which in the opinion of the Board impedes the ability of an employee to adequately fulfill his or her duties or maintain discipline may result in discipline including dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, efficiency, or accountability. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee's record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

**Administrative Procedure - Criminal Offender Notification Laws; Screening**

Laws Protecting Students on School Grounds

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See Board policies 4.175, [Convicted Child Sex Offender; Screening; Notifications](#); 8.30, [Visitors to and Conduct on School Property](#); and ~~administrative Procedure-procedure~~ 8.30-AP1, [Definition of Child Sex Offender](#).
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. These laws are hereafter referred to as "offender notification laws." See also Board policy 4.175, [Convicted Child Sex Offender; Screening; Notifications](#).

The School Code (105 ILCS 5/10-21.9, 21B-5 and 5/21B-80) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. 105 ILCS 5/20-219 requires any person hired by the District to submit to a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual's *Criminal History Records Information* (CHRI), and (b) the [Federal Bureau of Investigation](#) (FBI)'s national crime information databases.

The law also requires a school district to [initially](#) check two [publicly-available](#) Illinois offender databases for each applicant [being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District](#), which are (a) the Statewide Sex Offender Registry, [www.isp.state.il.us/sor/https://isp.illinois.gov/Sor/Disclaimer](http://www.isp.state.il.us/sor/https://isp.illinois.gov/Sor/Disclaimer), and (b) the Statewide Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/emvo/https://isp.illinois.gov/MVOAY/Disclaimer](http://www.isp.state.il.us/emvo/https://isp.illinois.gov/MVOAY/Disclaimer). Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. See Board policy 5.30, [Hiring Process and Criteria](#); ~~administrative Procedure-procedure~~ 5.30-AP2, [Investigations](#); and ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: [www.isbe.net/pdf/guidance\\_chr.pdf](http://www.isbe.net/pdf/guidance_chr.pdf).

3. ~~Note: A District may also check t~~The National Sex Offender Public Registry Website, [www.nseopnsopw.gov](http://www.nseopnsopw.gov); however, [if performing a check here note that](#) the same information will likely appear in the information furnished by the FBI.
4. The provisions in ~~The the~~ School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students, (105 ILCS 5/10-21.9(f)). See ~~administrative Procedures-procedures~~ 4.60-AP3, [Criminal History Records Check of Contractor Employees](#); and 5.30-AP2, [Investigations](#).

5. Being charged with attempting to commit, conspiring to commit, soliciting, or committing any offense listed in 105 ILCS 5/21B-80(b-5) results in the automatic suspension or revocation of the individual's license until the individual's criminal charges are adjudicated through a court of competent jurisdiction. If the individual is acquitted, his or her license or application shall be immediately reinstated.

5-6. Conviction of an offense listed in 105 ILCS 5/21B-80(c) results in the automatic suspension or revocation of the individual's license. Conviction of an offense listed in 105 ILCS 5/21B-80(b) depending upon whether the individual's sentence has been satisfactorily completed and seven years have passed since that date, may result in automatic suspension or revocation of the individual's license.

7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any ~~guidance-school~~ counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4.175, Convicted Child Sex Offender; Screening; Notifications.

8. When a criminal sexual offense is committed, or alleged to have been committed, by a District employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the Superintendent. This transmission occurs either (725 ILCS 191/15, added by P.A. 102-652):

a. Upon the Superintendent's request<sup>3</sup> to a law enforcement agency; or

b. If the law enforcement agency knows the offender/alleged offender is employed by the District (either as an employee or contractor), automatically.

The copy of the CHRI that is provided must exclude the identity of the adult victim, and if the Superintendent is otherwise aware of the adult victim, he or she must keep that person's identity confidential.

#### Receipt of Information from ~~and~~ Collaboration with Law Enforcement

**Offender Notification Laws:** The Superintendent ~~or designee~~ and Building Principal(s) shall notify the local law enforcement official, including the relevant lawyers in the States Attorney's Office ~~and/or~~ county sheriff that he or she is the District's official contact person for purposes of the offender notification laws. The Superintendent or designee ~~and/or~~ Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent ~~or designee~~ will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.

- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these Procedures, State law, or as authorized by the Superintendent or designee. Requests for information should be referred to the local law enforcement officials or State police.

Licensed Teacher Felony Conviction Notification Laws: On behalf of the Board, the Superintendent, or if the licensed teacher is the Superintendent, the Board President, shall notify 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.

On behalf of the Board, the Superintendent, or if the teacher is the Superintendent, the Board President, shall notify the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when the District 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.

**Juvenile Delinquency Adjudication Notifications:** The Superintendent or designee shall contact the Juvenile Division of the County State's Attorney Office(s) having jurisdiction over the District's school(s) to discuss how the State's Attorney shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012, ~~(750 ILCS 405/5-9.01(8))~~, amended by P.A. 102-197. The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any ~~guidance-school~~ counselor designated by the Building Principal. ~~(Id.)~~

#### Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/), and the Statewide Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and *Exhibit 4.175-AP1,E1*.

Requests for additional information shall be referred to local law enforcement officials.

#### Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening* is not the same as the School Code's requirement to perform a *fingerprint-based criminal history records check* through (a) the Illinois State Police (ISP) for an individual's *Criminal History Records Information* (CHRI) and (b) the FBI's national crime information databases, ~~(105 ILCS 5/10-21.9)~~.

Screening involves checking an individual's name and address against the: (1) Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)<https://isp.illinois.gov/SOR/Disclaimer>, and (2) the State Murderer and Violent Offender Against Youth Registry maintained by the State Police, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)<https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6).

There are five categories listed below of individuals with the potential to have contact with students at school or at school events.

1. For employees and student teachers, the Superintendent or ~~designee or~~ Building Principal(s) perform the following tasks:
  - a. Completes the required forms to request the *fingerprint-based criminal history records check*; see administrative Procedure procedure 5.30-AP2, Investigations. 105 ILCS 5/10-21.9(a).
  - b. Screens the individual's name and address against the: (1) ~~Illinois Statewide~~ Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)/<https://isp.illinois.gov/Sor/Disclaimer>, and (2) the Statewide Murderer and Violent Offender Against Youth Registry maintained by the State Police, [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo)/<https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6). This screening must be done for applicants being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District.
  - c. Reviews the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Superintendent or designee immediately contacts the local police officials to confirm or disprove the match. The Superintendent or designee immediately notifies the Board if a match is confirmed. The Board President will contact the Attorney for the District and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.
  - d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. Of Children and Family Services (DCFS) CANTS system. This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS form at [www.illinois.gov/dcf/aboutus/notices/Documents/cfs\\_689\\_authorization\\_for\\_background\\_check\\_for\\_programs\\_not\\_licensed\\_by\\_dcf\\_\(fillable\).pdf](http://www.illinois.gov/dcf/aboutus/notices/Documents/cfs_689_authorization_for_background_check_for_programs_not_licensed_by_dcf_(fillable).pdf)[www.dhs.state.il.us/page.aspx?item=48125](http://www.dhs.state.il.us/page.aspx?item=48125).  
  
If an indicated report by DCFS or by a child welfare agency of another jurisdiction is found, the Board must consider the individual's status as a condition of employment. ~~contact~~ Contact the Attorney for the District for guidance.
  - e. Notify the State Superintendent of Education in writing within 10 business days when a fingerprint-based criminal history records check returns a pending criminal charge against a license holder for an offense set forth in 105 ILCS 5/21B-80.
  - e.f. Notify the State Superintendent of Education in writing within 15 business days when a fingerprint-based criminal history records check returns a conviction of a crime set forth in 105 ILCS 5/21B-80 or when publicly-available Illinois offender databases checks find a registration.
2. For students doing field or clinical experience other than student teaching, the Superintendent or designee or Building Principal(s):

- a. May require the same fingerprint-based criminal-history records check required of student teachers. The cost of this check will be reimbursed by the student seeking the experience.
  - b. Performs the responsibilities listed in 1. b. & c., above.
3. For volunteers, see *Procedure 6.250-AP1*. The Superintendent or designee or Building Principal(s):
- a. May require the same fingerprint-based criminal history records check required of student teachers.
  - b. Performs the responsibilities listed in 1. b. & c., above.
4. For ~~Contractors'~~ contractors' employees, see administrative Procedures-procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*; 5.30-AP2, *Investigations*.
5. For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this Procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

CROSS REF.: 3.40, 3.50, 3.60, 4.165, 4.175, 5.30, 6.250, 8.30

ADMIN. PROC.: 4.60-AP3, 4.175-AP1,E1, 5.30-AP2, 6.250-AP1, 6.250-E1, 8.30-AP1, 8.30-E1, 8.30-E2, 8.30-E3

Adopted: October 14, 2009  
Reviewed: ~~March 2017~~ April 2022  
Amended: April 12, 2017

### Organizational Board Meetings

The Board shall organize/re-organize annually.

#### Even-numbered years

During ~~the second~~ regular or special meeting in April in even-numbered years, the Board shall re-organize at which time the following shall occur:

1. The Board shall elect its officers to ~~4~~one-year terms, who assume office immediately upon their election.
2. The Board shall fix a time and date for its regular meetings.

#### Odd-numbered years

During a March meeting in odd-numbered years, the Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. ~~The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.~~ At ~~that~~ the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in the Board policy 2.80, Board Member Oath and Conduct.
2. The new Board members shall be seated.
3. All Board members shall ascribe to the "Code of Conduct" as provided in Exhibit 2.80-E1, Board Member Code of Conduct.
4. The Board shall elect its officers to ~~4~~one-year terms, who assume office immediately upon their election.
5. The Board shall fix a time and date for its regular meetings.

~~The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.~~

LEGAL REF.: 10 ILCS 5/2A-1 et seq.  
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.  
CROSS REF.: 2.30, 2.110, 2.200, 2.220, 2.230  
~~EXHIBIT: 2.80-E1~~

Adopted: August 9, 1995  
Reviewed: ~~March 2014~~April 2022  
Amended: April 23, 2014

**Exhibit - Board Member Code of Conduct**

The Board adopts the Illinois Association of School Boards' "Code of Conduct for Members of School Boards". Each member of the Board ascribes to the following Code of Conduct:

"As a member of my local Board of Education, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or any appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in Board meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance."

**CROSS REF.:— 2.80**

Adopted: August 9, 1995  
Reviewed: ~~March 2014~~ April 2022  
Amended: April 23, 2014

**Requests for Information Pursuant to the Illinois Freedom of Information Act  
The District has received and processed the following requests for information:**

1. Brian Hensley, responded 04.27.22

**STUDENT TRANSPORTATION SERVICES EXTENSION AGREEMENT**

**THIS STUDENT TRANSPORTATION SERVICES EXTENSION AGREEMENT**, (“Extension Agreement”) is entered into this 27th day of April, 2022 and supplements the Student Transportation Services Agreement entered into between the Board of Education (the “School Board”) of Community Unit School District No. 5, Mclean and Woodford Counties, Illinois (the “School District”) and First Student, Inc. (“First Student”) on July 1, 2015 (the “Agreement”), Amendment to Student Transportation Services Agreement dated November 1, 2016 (“Amendment”), Student Transportation Services Extension Agreement dated January 24, 2018, Student Transportation Services Extension Agreement dated February 26, 2020 and Student Transportation Services Extension Agreement dated March 10, 2021.

**RECITALS**

**WHEREAS**, pursuant to Section 29-6.1 of the School Code (105 ILCS 5/29-6.1), school boards may enter into contracts for up to 3 years for the transportation of pupils to and from school; and

**WHEREAS**, such contracts may be extended for up to 2 additional years by mutual agreement of the parties, and thereafter may be extended on a year-to-year basis by mutual agreement of the parties, provided a timely request to bid has not be received from another interested contractor; and

**WHEREAS**, the School Board’s current Agreement with First Student will expire on June 30, 2022; and

**WHEREAS**, the School Board and First Student desire to extend the Agreement for the 2022-2023 school year in accordance with the terms and conditions stated herein.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants set forth below, the School Board and First Student agree as follows:

**1. TERM.**

The term of this Extension Agreement shall commence on **July 1, 2022** and continue through **June 30, 2023**, unless earlier terminated by either party as otherwise expressly permitted by the Contract.

**2. DEFINITIONS.**

All terms used in this Extension Agreement shall have the same meanings as defined in the Agreement, unless otherwise specifically defined herein.

**3. COMPENSATION.**

In consideration for providing the Student Transportation Services, the School District shall pay to the Contractor all sums due and calculated in accordance with the attached Price Pages on Exhibit A, which represent a 14.2% increase based on 122 home-to-school routes.

All personnel expenses (including without limitation wages and benefits for drivers, monitors, management, and maintenance personnel, and licensing expenses), vehicle expenses (including without limitation maintenance expenses), and other expenses deemed necessary by Contractor to provide the Student Transportation Services are included within the costs specified on the Price Pages.

**4. SUBSTITUTES.**

Section 6(a) of the Agreement requires First Student to supply all personnel necessary to provide the Student Transportation Services on time, including without limitation adequate bus drivers, monitors, substitutes, supervisors, routers, dispatchers, maintenance personnel, safety personnel, and office personnel. Section 6(c) requires First Student to ensure that enough substitutes are available to provide the Student Transportation Services on time each day, taking into consideration the number of runs and route combinations per day, weather forecasts, and previous absenteeism on certain days and at certain times of year. It also requires at least 10% of First Student's total number of drivers to be substitute drivers, requires substitute drivers and monitors to be familiar with the School District's routes, prohibits substitute drivers from being assigned permanent routes, and reserves the right of the District to ask the Contractor to increase the number of substitute drivers if the need exists. Consistent with its obligation to ensure that enough substitutes are available each day taking into consideration driver absenteeism, should First Student's driver absenteeism exceed 10% of its total number of drivers, First Student shall increase its substitute drivers by a corresponding percentage.

**5. FIRST PLANNING SOLUTIONS.**

First Student is obligated under the Agreement to transport the School District's students to and from school on time each day when school is in session, and to such other places as designated from time to time by authorized School District personnel, in a safe, convenient, efficient, and cost effective manner and in conformance with the Contract Documents. First Student is further obligated under the Agreement to supply all personnel necessary to provide the Student Transportation Services on time, including without limitation adequate bus drivers, monitors, substitutes, supervisors, routers, dispatchers, maintenance personnel, safety personnel, and office personnel. The School District acknowledges First Student may need to use its subsidiary company First Planning Solutions in order to meet its contractual obligations, however First Student is not obligated to use First Planning Solutions.

**6. TIMELINESS; NONPERFORMANCE PENALTIES.**

Timeliness of route pick-ups and drop-offs is extremely important to the School District. Timeliness ensures consistency for the students, their parents, and the School District. Without prejudice to other rights or remedies it may have under the law or the Contract, the School District shall be entitled to impose the following penalties for timeliness issues or the Contractor's failure to perform in accordance with the terms and conditions of the Contract:

- (1) No service on any regularly scheduled route = rate x 125%/per day
- (2) No shows for extra-curricular/charter route = \$250 per occurrence
- (3) Failure to provide a properly licensed/approved bus driver = \$150 per occurrence

The District will attempt to assess the above penalties within a reasonable amount of time after designated District officials are made aware of the violations. However, failure of the District to invoke or assert the above penalties shall not operate as a waiver of any equitable or legal remedies the School District holds under law.

Notwithstanding anything herein to the contrary, First Student expressly acknowledges it is still obligated under the Agreement to:

- (1) Transport the School District's students to and from school on time each day when school is in session, and to such other places as designated from time to time by authorized School District personnel, in a safe, convenient, efficient, and cost effective manner and in conformance with the Contract Documents. Such services may include without limitation transportation to and from athletic and extra-curricular events, field trips, and educational or vocational facilities.
- (2) Guarantee the School District the availability of sufficient vehicles, equipment, and drivers to satisfy School District requirements for Field Trips & Charters.
- (3) Supply all personnel necessary to provide the Student Transportation Services on time, including without limitation adequate bus drivers, monitors, substitutes, supervisors, routers, dispatchers, maintenance personnel, safety personnel, and office personnel.
- (4) Ensure buses arrive at least five (5) minutes prior to the bell for drop-off in the AM, at least five (5) minutes prior to the bell for pick-up in the PM, and depart no more than eight (8) minutes after the bell for pick-up in the PM.
- (5) Employ only qualified and properly licensed employees who shall be required at all times to exercise the highest degree of care and to observe and comply with all laws, ordinances, rules and regulations pertaining to the operation of school buses.
- (6) Prepare and submit to the School District a monthly "Transportation Report". This report shall outline specific levels of operation; number of buses, routes, runs, drivers, monitors, students transported, route miles, number of accidents, late buses, on-time arrival percentage, student discipline referrals, complaints received and their reconciliation, as well as outline any service issues along with actions and recommendations.
- (7) Ensure that at all times it is providing Student Transportation Services it has a designated person or persons available who is responsible for communicating with School District administrators, parents, and students regarding transportation issues or concerns. Such person(s) shall be knowledgeable about District routing and dispatching, transportation safety and laws, and District policies and procedures.
- (8) Ensure all bus drivers, monitors, and other personnel report all infractions through the FirstACTS system on the day they occur to the appropriate school administrator.
- (9) Ensure that office personnel, including but not limited to the general manager/director, assistant manager/director, driver/safety supervisor(s), maintenance manager, routers, and dispatchers, and mechanics do not drive a bus or be a monitor on a bus except in an emergency situation (e.g. to remove a bus from the scene of an accident). First Student shall provide the School District with information, as part of its monthly Transportation Report, of all office personnel and mechanics who have driven a bus or been a monitor on a bus during the previous month and the corresponding dates and times, routes, and reasons necessitating driving or monitoring.

## **7. VIDEO FILE SERVICES.**

Section 10(d) of the Agreement requires First Student to ensure that camera equipment on all buses used to provide the Student Transportation Services is turned on and working on a daily basis and to maintain and repair all School District and camera equipment at its sole cost and expense. It also requires First Student to provide video files and a compatible viewer to district personal when requested.

Because of the reliability issues the School District experienced in the retrieval of bus videos and operation of bus cameras, the School District took back over the retrieval of all bus videos and maintenance and repair of bus cameras as part of the Amendment.

For the term of this Extension Agreement, First Student will deduct \$1,250 per month from the School District's monthly invoice to reimburse Unit 5 for the cost of an IT technician.

**8. ATHLETIC, CHARTER & FIELD TRIPS CONFLICTING FEE.**

Continuing with this Extension Agreement, First Student shall not charge any fees for Athletic, Charter & Field Trips that conflict with A.M. or P.M. regular Routes. Rather First Student shall provide adequate personnel and buses in order to provide both the Student Transportation Services and transportation for athletic, charter, and field trips on time each day; provided, however, First Student shall only be obligated to provide adequate personnel and buses in order to service five (5) conflicting athletic, charter, and field trips per day. First Student shall service more than five (5) conflicting athletic, charter, and field trips per day, at no additional charge to the School District, if there are adequate personnel and buses available.

**9. MAINTENANCE OF BUSES AND OTHER DISTRICT VEHICLES.**

Section 10(c) of the Agreement requires First Student to maintain all school buses, other vehicles, and equipment for the transportation of students, regardless of whether owned or leased by the District or the Contractor, in strict accordance with all Federal and State laws and standards. Section 10(g) of the Agreement requires First Student to maintain and repair the School District's other Vehicles together with all new or replacement vehicles used for similar purposes in a safe, clean, and sound mechanical condition, and in strict accordance with all Federal and State laws and standards at all times. Both sections provide First Student shall bill the School District the cost of replacement parts for the School District's buses and other Vehicles as a separate line item each month. First Student acknowledges the School District is exempt from sales tax under State law. Accordingly, no sales tax shall be charged for replacement parts for School District buses or other Vehicles.

**10. INSURANCE.**

Section 13 of the Agreement requires First Student to purchase and maintain at its own expense during the term of the Contract certain insurance in specified amounts. With respect to automobile insurance, the Agreement requires, among other things, First Student to maintain such insurance on all of the Contractor's buses and vehicles used to provide the Student Transportation Services. Section 14 of the Agreement requires, among other things, First Student to defend, indemnify, and hold harmless the School District from all claims based on personal injury or property damage arising out of First Student's or its employees' negligence or willful misconduct. In order to manage its risk under the Agreement, First Student maintains automobile insurance that covers not only any buses and vehicles used to provide the Student Transportation Services, but also on all buses and vehicles driven by First Student bus drivers regardless of whether they are owned by First Student or owned/leased by the School District.

Because First Student already maintains such insurance, the School District has been advised by Arthur J. Gallagher, the third-party administrator of its insurance pool South Suburban Insurance Cooperative Pool (SSCIP) that it may want to consider reducing its coverage on buses it

owns/leases that are only driven by First Student employees and not School District employees. The School District is interested in pursuing this option.

Accordingly, for the term of this Extension Agreement, it is agreed by First Student and the School District that First Student shall continue to maintain automobile insurance in the amounts specified in the Agreement on all buses used by First Student to provide Student Transportation Services regardless of whether they are owned by First Student or owned/leased by the School District. Such insurance policies shall name the School District, its Board of Education, officers, employees, and agents as an additional insureds (the "Additional Insureds"), shall be primary to any insurance carried independently by such Additional Insureds, shall include a severability of interest clause with respect to claims, demands, suits, judgments, costs, charges, and expenses arising out of, or in connection with any loss, damage, or injury resulting from the negligence or other fault of First Student, First Student's Agents, representatives, and employees, and shall contain a waiver of subrogation in favor of the Additional Insureds, but only to the extent First Student's comparative negligence exceeds the District's comparative negligence (if any).

First Student shall furnish the School District with a certificate or certificates of insurance showing that such insurance is in effect. First Student will provide written notice to the School District at least thirty (30) days prior to the cancellation, non-renewal, or reduction in the limits of liability endorsement, change in deductible per claim, or change in the limitations or exclusions of such insurance.

#### **11. FIRSTVIEW AND DRIVER TABLETS**

First Student has installed DriverHub (driver tablets) on all school buses and will continue to maintain and operate DriverHub on all school buses throughout the life of the Agreement. DriverHub units will provide drivers with audible turn by turn directions based on updated routes. First Student will provide FirstView customer support throughout the life of the Agreement.

#### **12. COMMUNICATIONS**

Section 8(a) of the Agreement requires that at all times the First Student is providing Student Transportation Services it has a designated person or persons available who is responsible for communicating with School District administrators, parents, and students regarding transportation issues or concerns. Consistent with that obligation, First Student will employ a Customer Service Liaison that will be responsible for communicating late buses, updates, and route changes with parents and school administration. Additionally, the Liaison will be responsible for managing the customer feedback process. Tools to be used will include FirstView, School Messenger, Google form for bus reassignments and First Feedback. First Student will provide a call-center through September 30, 2022, to handle the high phone call volume. Thereafter, First Student will continue the call-center on a month-to-month basis if the average on-time performance percentage of the previous month is below 95%. In addition, if the average on-time performance percentage of any month shall fall below 95% after the call-center has been discontinued, First Student shall reinstate the call center on a month-to-month basis until such time as the average on-time performance percentage for the previous month is 95% or more. The Parties agree they will meet to discuss any potential continuation or reinstatement of the call center prior to any change going into effect.

**13. SUPPLEMENTAL AGREEMENT.**

This Extension Agreement is intended to supplement the Agreement and not to diminish, replace, or supersede any obligations of First Student contained therein. If there is any conflict between the terms, conditions and provisions of this Extension Agreement and the Agreement, other than the compensation reflected in the updated Price Pages, the terms, conditions, and provisions of the Agreement shall prevail. This Extension Agreement supersedes all oral negotiations and prior contemporaneous writings with respect to First Student’s supplemental obligations and is intended as the complete and exclusive statement of First Student’s supplemental obligations. All terms and conditions of the Agreement remain in full force and effect and both parties reserve their rights and remedies under the Agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Extension Agreement on the date indicated above.

**COMMUNITY UNIT SCHOOL DISTRICT  
NO. 5, MCLEAN AND WOODFORD  
COUNTIES, ILLINOIS**

**FIRST STUDENT, INC.**

By: \_\_\_\_\_  
Board President

By: \_\_\_\_\_  
Senior Vice President

ATTEST:

ATTEST:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Its: \_\_\_\_\_

PERSONNEL MATTERS - April 27, 2022

Revisions appear in bold

Personnel Matters

**Resignations/Retirements/Releases/Terminations**

Last Name	First Name	Homebase	Assignment	Action	Effective
<b><u>Certified</u></b>					
Boyd	Lora	Brigham	Instructional Coach	Retirement	June 2025
<b>O'Dea</b>	<b>Colleen</b>	<b>Brigham</b>	<b>ESL</b>	<b>Retirement</b>	<b>June 2025</b>
Recker	Randon	Fairview	LBS1	Resignation	05/26/2022
<b>Feely</b>	<b>Laura</b>	<b>Glenn</b>	<b>Kindergarten</b>	<b>Resignation</b>	<b>06/01/2022</b>
<b>Klendworth</b>	<b>Sherilyn</b>	<b>Grove</b>	<b>2nd Grade</b>	<b>Retirement</b>	<b>June 2025</b>
Beemer	Lori	Hudson	4th grade	Retirement	May 2025
Benedict	Julie	Hudson	Kindergarten	Retirement	June 2025
Largent	Amanda	Oakdale	2nd Grade	Resignation	05/26/2022
Current	Julie	Prairieland	SLP	Resignation	05/26/2022
Siebert	Kristy	Towanda	1st Grade	Retirement	May 2025
<b>Negley</b>	<b>Paula</b>	<b>CJHS</b>	<b>FACS</b>	<b>Retirement</b>	<b>May 2024</b>
<b>Slater</b>	<b>Gwendolyn</b>	<b>CJHS</b>	<b>8th Grade Lit and Comp</b>	<b>Resignation</b>	<b>05/26/2022</b>
<b>Cherry</b>	<b>Jill</b>	<b>EJHS</b>	<b>SLP</b>	<b>Resignation</b>	<b>05/26/2022</b>
<b>Roberts</b>	<b>Adrienne</b>	<b>KJHS</b>	<b>6th Grade LA</b>	<b>Resignation</b>	<b>05/26/2022</b>
<b>Stalter</b>	<b>Angela</b>	<b>PJHS</b>	<b>Instrumental Music</b>	<b>Retirement</b>	<b>June 2025</b>
<b>Chapman</b>	<b>Trevor</b>	<b>NCHS</b>	<b>Principal</b>	<b>Resignation</b>	<b>06/30/2022</b>
<b>Young</b>	<b>Erin</b>	<b>NCWHS</b>	<b>LBS1</b>	<b>Resignation</b>	<b>05/26/2022</b>
<b>Aslinger</b>	<b>Melanie</b>	<b>Unit Office</b>	<b>Spec Ed Administrator</b>	<b>Resignation</b>	<b>06/30/2022</b>
<b><u>Educational Support Personnel</u></b>					
<b>Shirture</b>	<b>Yogita</b>	<b>Benjamin</b>	<b>Para-Spec Ed</b>	<b>Resignation</b>	<b>4/29/2022</b>
Thompson	Therese	Cedar Ridge	EOP 10 mon lane B	Retirement	6/10/2022
<b>Klunke</b>	<b>Michelle</b>	<b>Fox Creek</b>	<b>EOP 9.5 Mon Lane B</b>	<b>Resignation</b>	<b>04/29/2022</b>

Muhlbauer	Jennifer		Fox Creek		Para-Spec Ed			Resignation		05/26/2022
Howes Sullivan	Kailey Molly		Glenn Hudson		Para-Spec Ed NHS			Resignation Resignation		05/26/2022 05/26/2022
Holmes	Shawn		Oakdale		NHS			Resignation		01/10/2022
Duzan Hartless	Jill Ra'Nelle		PSE PSE		NHS NHS			Resignation Resignation		05/26/2022 05/26/2022
Grimm	Faelan		NCWHS		Night Custodian			Resignation		04/26/2022
Stewart-Jiles	Kimberly		Unit Office		Payroll Administrator			Retirement		June 2025

**Employment** (R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)

	Last Name	First Name	Homebase		Assignment	Step	Lane	FTE	Effective
<b>Certified</b>									
(RE)	Kwilas	Meg	Benjamin		2nd Grade	Step 2	B+0	1.0	2022-2023
(RE)	Whitworth	Mollie	Benjamin		Social Worker	Step 17	M+32	1.0	2022-2023
(LR)	McManaman	Sylvie	Carlock		2nd Grade	Step 1	B+0	1.0	2022-2023
(R)	Wright	Skyler	Carlock/Towanda		PE	Step 1	B+0	1.0	2022-2023
(R)	Muirhead	Shanice	Fairview		Early Learning	Step 1	B+0	1.0	2022-2023
(R)	Decker	Jennifer	Field		LBS1	Step 10	B+0	1.0	2022-2023
(RE)	Thorson-Beaty	Elizabeth	Grove		Social Worker	Step 13	M+48	0.6	2022-2023
(R)	Theobald	Keely	Hoose		SLP	Step 2	M+0	1.0	2022-2023
(RE)	Hakes	Kylie	Northpoint		SLP	Step 18	M+17	1.0	2022-2023
(R)	Drollinger	Sydney	Pepper Ridge		LBS1	Step 1	B+0	1.0	2022-2023
(RE)	Gross	Josh	Pepper Ridge		PE	Step 3	B+0	1.0	2022-2023
(R)	Reeves	Elizabeth	Prairieland		1st Grade	Step 1	B+0	1.0	2022-2023
(R)	DesLauriers	Jacqueline	CJHS		Guidence	Step 6	B+0	1.0	2022-2023
(R)	Nicasio	Mariana	CJHS		Principal			1.0	2022-2023
(R)	Buhrow	Stephanie	EJHS		Psychologist	Step 5	M+44	1.0	2022-2023
(RE)	Palacio	Elisa	EJHS		ESL			1.0	2022-2023
(R)	Peters	Austin	EJHS		PE	Step 1	B+0	1.0	2022-2023
(LR)	Burger	Brianna	KJHS		LBS1	Step 2	B+0	1.0	2022-2023

(R)	Harr	Tyler	KJHS		Music		<b>Step 5</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Miller	Hanna	KJHS		LBS1		<b>Step 1</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Peterson	Jennifer	KJHS		LBS1		<b>Step 6</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Bennett	Emily	PJHS		LBS1		<b>Step 1</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(LR)	Cruz	Aldahir	PJHS		LBS1		<b>Step 1</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
<b>(RE)</b>	<b>Keogh</b>	<b>Meg</b>	<b>NCHS</b>		<b>LBS1</b>		<b>Step 2</b>	<b>B+0</b>	<b>1.0</b>		<b>2022-2023</b>
(LR)	Lamkin	Sarah	NCHS		Mentor/Social Studies		<b>Step 1</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Love	Mackenzie	NCHS		French		<b>Step 9</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Hall	Kaitlin	NCWHS		LBS1		<b>Step 1</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Schmidt	Chloe	NCWHS		PE		<b>Step 2</b>	<b>B+0</b>	<b>1.0</b>		2022-2023
(R)	Thornton	DaTayven	NCWHS		LBS1		<b>Step 6</b>	<b>B+0</b>	<b>1.0</b>		2022-2023

**Educational Support Personnel**

**Substitutes**

<b>Michael</b>	<b>Madalyn</b>
Miller	Allyson
Salek	William

**Contract Revisions**

			Homebase	Revision	Effective
<b>Certified</b>					
<b>Bello</b>	<b>Juan</b>		<b>NCHS/ Safety Monitor</b>	<b>From NCHS Safety Monitor To Transportation Shuttle Driver</b>	<b>4/11/2022</b>
<b>Davis</b>	<b>Sylvester</b>		<b>NCWHS/ Assistant Pricipal</b>	<b>From NCWHS Assistant Principal To KJHS Associate Principal</b>	<b>2022-2023</b>
Dickson	Lindsey		Unit Office	From UFEA Pres To EJHS 8th Grade Math	2022-2023
<b>Martin-Boyd</b>	<b>Kimberly</b>		<b>EJHS/ Asst Principal</b>	<b>From Assistant Principal to Associate Principal</b>	<b>07/01/2022</b>
<b>Papoccia</b>	<b>Brett</b>		<b>NCHS/ LBS1</b>	<b>From NCHS LBS1 to EJHS Assistant Principal</b>	<b>2022-2023</b>
<b>Schedule B</b>					
Allen	Vincent, Non-UFEA		KJHS	Add - JHTR	4/5/2022
Alsberry	Charles, Non-UFEA		KJHS	Add - JHTR	4/5/2022
<b>Buelow</b>	<b>Mike, Non-UFEA</b>		<b>NCHS</b>	<b>Add - SHLA</b>	<b>8/18/2021</b>
Lenz	Andrea		Cedar Ridge	Add - SXI.S 1/2	8/16/2021

Sheehan	Sean		EJHS			Add - JHTR				7/9/2021
Stycen	Zoey, Non-UFEA		NCHS			Add - AVOB				8/18/2021
Tippett	Mark		KJHS			Add - JHCH				8/15/2021

**Educational Support Personnel**

<b>Payne</b>	<b>Cathy</b>		<b>Hoose</b>			<b>From EOP 9.5 Mon Lane B to EOP 10 Mon Lane B</b>				<b>08/01/2022</b>
Hicks	Brittanie		Warehouse			Payroll revision				08/18/2021
<b>West</b>	<b>Kaitlyn</b>		<b>PJHS</b>			<b>From PJHS to KJHS</b>				<b>8/15/2022</b>
Unser	Theresa		NCHS			From 3 hours to 6 hours				4/18/2022
Klein	Lisa		NCWHS			From NCWHS to PSE				4/18/2022

**Leave Requests**

			Homebase/Position			Leave Requested				Effective
--	--	--	-------------------	--	--	-----------------	--	--	--	-----------

**Certified**

**Educational Support Personnel**

**Information Only**

Bender	Abby		Grove/ 4th Grade			From 4th Grade to 2nd Grade				2022-2023
Brienen	Nicole		KJHS/ 8th Grade LA			From 8th Grade LA To 8th Grade Lit/Comp				2022-2023
<b>Cole</b>	<b>Kelly</b>		<b>Northpoint/ Nurse</b>			<b>From Northpoint to Prairieland</b>				<b>2022-2023</b>
Davison	Britt		Fairview/ 5th Grade			From 5th Grade to 1st Grade				2022-2023
Durdan	Michelle		Hudson LBS1			From Hudson to EJHS				2022-2023
Edwards	Angie		Grove/ 5th Grade			From 5th Grade to 4th Grade				2022-2023
Ellison	Aaron		KJHS/ MTSS Interventionist			From MTSS Interventionist to 6th Grade Science				2022-2023
Ellison	Lori		Hoose/ 3rd Grade			From 3rd Grade to 5th Grade				2022-2023
<b>Estes</b>	<b>Danielle</b>		<b>EJHS/ SLP</b>			<b>From EJHS to Prairieland</b>				<b>2022-2023</b>
<b>Gibler</b>	<b>Dan</b>		<b>NCHS Assistant Principal</b>			<b>From NCHS to Fox Creek</b>				<b>2022-2023</b>
Gillespie	Lindsey		Grove/ Kindergarten			From Kindergarten to 2nd Grade				2022-2023
Hailey	Marissa		Benjamin/ 2nd Grade			From 2nd Grade to 3rd Grade				2022-2023
Hayes	Mallory		Benjamin/ 3rd Grade			From 3rd Grade to 2nd Grade				2022-2023
Latzke	Jennifer		CJHS/ 8th Grade Social Studies			From 8th Grade to 6th Grade				2022-2023
Lowry	Tarah		Towanda/5th Grade			From 5th Grade to 4th Grade				2022-2023
Knapp	Brandon		CJHS/ 8th Grade Social Studies			From 8th Grade SS to 7th Grade SS				2022-2023
Mikesell	Erica (Stacy)		Northpoint/3rd Grade			From 3rd Grade to 5th Grade				2022-2023
Poulos	Alyssa		EJHS/ 8th Grade LA			From 8th Grade LA to 6th grade LA				2022-2023
<b>Quist</b>	<b>Margaret</b>		<b>CJHS/ SLP</b>			<b>From CJHS to KJHS</b>				<b>2022-2023</b>
<b>Roop</b>	<b>Cari</b>		<b>Glenn/ Principal</b>			<b>From Glenn to Sugar Creek</b>				<b>08/01/2022</b>
Steadman	Kelcey		Northpoint/2nd Grade			From 2nd Grade to 3rd Grade				2022-2023
<b>Vogel</b>	<b>Scott</b>		<b>Towanda/ Principal</b>			<b>From Towanda to Glenn</b>				<b>2022-2023</b>

**CUSD No. 5, McLean and Woodford Counties, Illinois**

**Payroll Fund Totals**

Fiscal Year: 2021-2022

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	190	04/01/2022	04/15/2022	04/14/2022
Certified - Semi	191	04/01/2022	04/15/2022	04/14/2022
Classified - Semi	190	04/01/2022	04/15/2022	04/14/2022

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
<b>Certified - Semi - Period Number: 190</b>					
10	3,093,955.55	0.00	141,866.48	357,832.00	3,593,654.03
50	0.00	43,020.43	0.00	0.00	43,020.43
80	4,089.24	0.00	458.26	327.50	4,875.00
<b>Period Total:</b>	<b>\$3,098,044.79</b>	<b>\$43,020.43</b>	<b>\$142,324.74</b>	<b>\$358,159.50</b>	<b>\$3,641,549.46</b>
<b>Classified - Semi - Period Number: 190</b>					
10	622,934.53	0.00	0.00	165,744.25	788,678.78
20	251,562.51	0.00	0.00	2,492.50	254,055.01
40	8,953.22	0.00	0.00	1,637.50	10,590.72
50	0.00	64,614.47	0.00	0.00	64,614.47
51	0.00	0.00	78,031.88	0.00	78,031.88
80	8,943.81	0.00	0.00	1,165.00	10,108.81
<b>Period Total:</b>	<b>\$892,394.07</b>	<b>\$64,614.47</b>	<b>\$78,031.88</b>	<b>\$171,039.25</b>	<b>\$1,206,079.67</b>
<b>Certified - Semi - Period Number: 191</b>					
10	11,887.50	0.00	0.00	0.00	11,887.50
50	0.00	909.47	0.00	0.00	909.47
<b>Period Total:</b>	<b>\$11,887.50</b>	<b>\$909.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,796.97</b>
<b>Grand Totals:</b>	<b>\$4,002,326.36</b>	<b>\$108,544.37</b>	<b>\$220,356.62</b>	<b>\$529,198.75</b>	<b>\$4,860,426.10</b>

End of Report

**Expenditure Summary Report**

From Date: 4/13/2022  
 To Date: 4/13/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Carolina Biological Supply Co	V453960	992200036	5142	4/13/2022	107.25
<b>Carolina Biological Supply Co Total</b>					<b>107.25</b>
Gerdes, Andrew L.	V147197	0	19868	4/13/2022	130.00
<b>Gerdes, Andrew L. Total</b>					<b>130.00</b>
Hillard, George I	V605587	0	19869	4/13/2022	130.00
<b>Hillard, George I Total</b>					<b>130.00</b>
Johnson, Rebecca D	V876156	0	2716	4/13/2022	67.13
<b>Johnson, Rebecca D Total</b>					<b>67.13</b>
Learned, Nicole Rae	V722652	0	5450	4/13/2022	464.40
<b>Learned, Nicole Rae Total</b>					<b>464.40</b>
Rottunda, Larry	V500071	0	19871	4/13/2022	55.00
	V89061	0	19870	4/13/2022	65.00
<b>Rottunda, Larry Total</b>					<b>120.00</b>
<b>Grand Total</b>					<b>1,018.78</b>

**Expenditure Summary Report**

From Date: 4/13/2022  
To Date: 4/13/2022

Fund	Amount
99	1,018.78
<b>Grand Total</b>	<b>1,018.78</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Adams, Richard S.	V561561	0	125994	4/19/2022	130.00	
<b>Adams, Richard S. Total</b>					<b>130.00</b>	
Akman, Olcay	V357993	0	126009	4/22/2022	35.00	
	V486060	0	125998	4/21/2022	65.00	
	V960399	0	125988	4/19/2022	100.00	
<b>Akman, Olcay Total</b>					<b>200.00</b>	
Allen, Vincent T	V181733	0	14484	4/21/2022	95.00	
<b>Allen, Vincent T Total</b>					<b>95.00</b>	
Amazon Capital Services	V275412	992200026	7153	4/26/2022	26.97	
	V83948	992200029	7153	4/26/2022	245.48	
	V394491	992200045	7153	4/26/2022	109.72	
	V692798	992200050	7153	4/26/2022	40.95	
	1FTN-K3JG-7WF7	0	14485	4/21/2022	19.99	
	1PDN-DRKR-367J	0	14481	4/14/2022	23.35	
	1NPX-N4P7-PFGQ	0	14481	4/14/2022	357.02	
<b>Amazon Capital Services Total</b>					<b>823.48</b>	
Ambrose, Valerie L	V542858	0	14486	4/21/2022	23.53	
<b>Ambrose, Valerie L Total</b>					<b>23.53</b>	
American Heart Association	Donation 4/2022	0	46173	4/22/2022	260.00	
<b>American Heart Association Total</b>					<b>260.00</b>	
Arbogast, John	V265239	0	19872	4/19/2022	120.00	
<b>Arbogast, John Total</b>					<b>120.00</b>	
Aubin, Chad Stephen	Track equipment	0	45763	4/21/2022	90.00	
<b>Aubin, Chad Stephen Total</b>					<b>90.00</b>	
Avanti's Italian Restaurant - Normal		5380	0	45745	4/14/2022	486.00
<b>Avanti's Italian Restaurant - Normal Total</b>					<b>486.00</b>	
Avanti's Italian Restaurant -Bloomington	Wrestling Banq	0	46122	4/19/2022	615.10	
<b>Avanti's Italian Restaurant -Bloomington Total</b>					<b>615.10</b>	
B & B Awards & Recognition	V479532	0	6098	4/21/2022	15.00	
	20048902	0	45764	4/21/2022	15.00	
<b>B &amp; B Awards &amp; Recognition Total</b>					<b>30.00</b>	
Bainter, Gina	V929180	0	4981	4/20/2022	90.44	
<b>Bainter, Gina Total</b>					<b>90.44</b>	
Barth, Joseph	V776252	0	19881	4/22/2022	130.00	
	V740580	0	19877	4/21/2022	55.00	
<b>Barth, Joseph Total</b>					<b>185.00</b>	
Bender, Abigall J	V652430	0	4982	4/20/2022	93.71	
<b>Bender, Abigall J Total</b>					<b>93.71</b>	
Bernardi, Juliana R	Best Buddies Supp	0	46166	4/22/2022	106.52	
<b>Bernardi, Juliana R Total</b>					<b>106.52</b>	
Bierbaum, John	Venmo reimb	0	45746	4/14/2022	200.00	
<b>Bierbaum, John Total</b>					<b>200.00</b>	
Birckelbaw, Richard E.	V622568	0	125999	4/21/2022	120.00	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Birckelbaw, Richard E. Total</b>					<b>120.00</b>
BloNo Pizza Company	V303402	0	1585	4/19/2022	510.00
<b>BloNo Pizza Company Total</b>					<b>510.00</b>
Bloodworth, Bryan A.	V581177	0	126000	4/21/2022	65.00
<b>Bloodworth, Bryan A. Total</b>					<b>65.00</b>
Blue Cross Blue Shield Of Illinois	3.83169E+11	0	0	4/19/2022	414,346.21
<b>Blue Cross Blue Shield Of Illinois Total</b>					<b>414,346.21</b>
Bollmann, Brooke M	Food for testing	0	45747	4/14/2022	100.78
<b>Bollmann, Brooke M Total</b>					<b>100.78</b>
Bond, Zachary R.	V960399	0	125989	4/19/2022	65.00
<b>Bond, Zachary R. Total</b>					<b>65.00</b>
Boratto, Leah	V57184	0	24095	4/26/2022	120.00
<b>Boratto, Leah Total</b>					<b>120.00</b>
Brawner, Natalie Michelle	V385204	0	3990	4/22/2022	99.23
<b>Brawner, Natalie Michelle Total</b>					<b>99.23</b>
Bruton, Katie Ann	V46448	0	21479	4/26/2022	14.72
<b>Bruton, Katie Ann Total</b>					<b>14.72</b>
BSN Sports	915195691	0	46180	4/25/2022	423.47
	916725184	0	46144	4/21/2022	4,799.07
	916817274	0	45765	4/21/2022	63.00
	916742118	0	45748	4/14/2022	32.25
<b>BSN Sports Total</b>					<b>5,317.79</b>
Bultemeier, William	V169857	0	125980	4/14/2022	120.00
<b>Bultemeier, William Total</b>					<b>120.00</b>
Bunting, Alicia Marie	V375423	0	9402	4/14/2022	76.16
<b>Bunting, Alicia Marie Total</b>					<b>76.16</b>
Byrne, Phillip R.	V685024	0	19873	4/19/2022	120.00
<b>Byrne, Phillip R. Total</b>					<b>120.00</b>
Cardiff, Angela R	Supplies-BB	0	46145	4/21/2022	271.00
<b>Cardiff, Angela R Total</b>					<b>271.00</b>
Carey, Jennifer	V818680	0	21473	4/19/2022	18.34
<b>Carey, Jennifer Total</b>					<b>18.34</b>
Carpenter, Karolina	V904381	0	24096	4/26/2022	30.00
<b>Carpenter, Karolina Total</b>					<b>30.00</b>
Cawley, Kaylyn Michelle	V823461	0	21474	4/19/2022	21.97
<b>Cawley, Kaylyn Michelle Total</b>					<b>21.97</b>
Central Illinois Inflatables	NCHS After Prom	0	46146	4/21/2022	2,580.00
<b>Central Illinois Inflatables Total</b>					<b>2,580.00</b>
Champion Cheer Culture	Back to basics	0	46123	4/19/2022	2,087.75
<b>Champion Cheer Culture Total</b>					<b>2,087.75</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Chick-Fil-A	4/7/2022	0	46124	4/19/2022	792.00
<b>Chick-Fil-A Total</b>					<b>792.00</b>
Chiddix Junior High School	V896969	0	24077	4/18/2022	370.00
<b>Chiddix Junior High School Total</b>					<b>370.00</b>
Children's Discovery Museum	V37319	0	6289	4/25/2022	759.00
<b>Children's Discovery Museum Total</b>					<b>759.00</b>
Collins, Lance	V471918	0	19900	4/26/2022	10.00
	V600216	0	19878	4/21/2022	68.00
	V541515	0	125985	4/18/2022	90.00
<b>Collins, Lance Total</b>					<b>168.00</b>
Conley, Brianna J	Future Ed Award	0	46167	4/22/2022	200.00
	Lois Smith Manahan	0	46174	4/22/2022	1,000.00
<b>Conley, Brianna J Total</b>					<b>1,200.00</b>
Cooper, Boston	V960399	0	125990	4/19/2022	100.00
<b>Cooper, Boston Total</b>					<b>100.00</b>
Cremeens, Jason	V384104	0	24078	4/18/2022	50.00
<b>Cremeens, Jason Total</b>					<b>50.00</b>
Crooks, Ursula	Coed Track official	0	46125	4/19/2022	125.00
<b>Crooks, Ursula Total</b>					<b>125.00</b>
Dahlquist, Martin	V666953	0	126010	4/22/2022	65.00
<b>Dahlquist, Martin Total</b>					<b>65.00</b>
Davenport, Leslie A	V444157	0	1824	4/21/2022	157.66
<b>Davenport, Leslie A Total</b>					<b>157.66</b>
Dazey, Kylee	V292574	0	24097	4/26/2022	200.00
<b>Dazey, Kylee Total</b>					<b>200.00</b>
Dejaynes, Gabrielle M	FACS Dept Award	0	46168	4/22/2022	200.00
<b>Dejaynes, Gabrielle M Total</b>					<b>200.00</b>
Demara, Elizabeth Holly	V128959	0	19901	4/26/2022	10.00
	V794964	0	19879	4/21/2022	68.00
<b>Demara, Elizabeth Holly Total</b>					<b>78.00</b>
Denny's Doughnuts & Bakery	927542	0	46181	4/25/2022	145.40
	V747188	0	24083	4/19/2022	85.78
	926571	0	45749	4/14/2022	74.10
<b>Denny's Doughnuts &amp; Bakery Total</b>					<b>305.28</b>
Diederich, Edward	V169857	0	125981	4/14/2022	120.00
<b>Diederich, Edward Total</b>					<b>120.00</b>
Dixon, Lisa Marie	V152736	0	24086	4/22/2022	16.03
<b>Dixon, Lisa Marie Total</b>					<b>16.03</b>
Dixon, Skylar	V11468	0	24087	4/22/2022	120.00
	V642966	0	24087	4/22/2022	610.00
<b>Dixon, Skylar Total</b>					<b>730.00</b>
Dodds, Heidi C	V697674	0	2516	4/25/2022	43.17

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
<b>Dodds, Heidi C Total</b>					<b>43.17</b>
Donald, Ray	V581177	0	126001	4/21/2022	65.00
<b>Donald, Ray Total</b>					<b>65.00</b>
Drengwitz, Jason	Staff Meal & snacks	0	46126	4/19/2022	280.34
<b>Drengwitz, Jason Total</b>					<b>280.34</b>
Dunne, Laurie	After Prom supplies	0	46127	4/19/2022	92.46
<b>Dunne, Laurie Total</b>					<b>92.46</b>
Duran, Eduard	V486060	0	126002	4/21/2022	100.00
<b>Duran, Eduard Total</b>					<b>100.00</b>
Dyke, Curtis	V238964	0	126011	4/22/2022	260.00
	V486141	0	125986	4/18/2022	110.00
	V193612	0	125982	4/14/2022	-
	V839133	0	125979	4/14/2022	100.00
<b>Dyke, Curtis Total</b>					<b>470.00</b>
Edwards, Sarah Lynn	V383342	0	4983	4/20/2022	57.83
	V334926	0	4983	4/20/2022	44.97
	V575222	0	4983	4/20/2022	22.18
<b>Edwards, Sarah Lynn Total</b>					<b>124.98</b>
Egan, Paula	V252483	0	24098	4/26/2022	19.97
	V126308	0	24084	4/19/2022	13.02
<b>Egan, Paula Total</b>					<b>32.99</b>
Egge, Sarah	Post prom prizes	0	45766	4/21/2022	1,088.67
<b>Egge, Sarah Total</b>					<b>1,088.67</b>
Eilers, Sara	V554332	0	6095	4/18/2022	29.97
<b>Eilers, Sara Total</b>					<b>29.97</b>
Elias, Faye	V227153	0	2862	4/18/2022	8.51
<b>Elias, Faye Total</b>					<b>8.51</b>
Emberson, Matthew David	Amazon order	0	46147	4/21/2022	9.99
<b>Emberson, Matthew David Total</b>					<b>9.99</b>
Eureka College	Girls Bball summer	0	45750	4/14/2022	180.00
<b>Eureka College Total</b>					<b>180.00</b>
Evergreen Racquet Club	408161	0	45751	4/14/2022	40.00
<b>Evergreen Racquet Club Total</b>					<b>40.00</b>
Fader, Marley	V409800	0	24099	4/26/2022	320.00
<b>Fader, Marley Total</b>					<b>320.00</b>
Fastsigns	35470	0	45752	4/14/2022	166.74
<b>Fastsigns Total</b>					<b>166.74</b>
Feeney, David	Rental of Gym	0	46128	4/19/2022	300.00
<b>Feeney, David Total</b>					<b>300.00</b>
Fink, Julie A	V13646	0	7149	4/25/2022	75.00
<b>Fink, Julie A Total</b>					<b>75.00</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Fischer, David W	V759652	0	19882	4/22/2022	-
	V802942	0	19882	4/22/2022	-
	V359765	0	19888	4/22/2022	110.00
	V888823	0	19889	4/22/2022	110.00
<b>Fischer, David W Total</b>					<b>220.00</b>
Five Star Water	V827959	0	21480	4/26/2022	26.97
	V318599	0	2632	4/25/2022	9.00
	V162944	0	7150	4/25/2022	47.85
	V799338	0	1389	4/14/2022	112.01
<b>Five Star Water Total</b>					<b>195.83</b>
Foster, Nathan C	Coaches office	0	46148	4/21/2022	78.06
<b>Foster, Nathan C Total</b>					<b>78.06</b>
Further	40200561	0	0	4/21/2022	11,839.39
	V421001	0	0	4/18/2022	4,011.97
	40192060	0	0	4/14/2022	21,621.90
<b>Further Total</b>					<b>37,473.26</b>
Geiselman, Kailey A	Best Buddies 4-14	0	45753	4/14/2022	44.41
<b>Geiselman, Kailey A Total</b>					<b>44.41</b>
Gerrietts, Jennifer Lee	V524649	0	21475	4/19/2022	114.52
<b>Gerrietts, Jennifer Lee Total</b>					<b>114.52</b>
Giermann, Jennifer	Pizza	0	46182	4/25/2022	65.58
<b>Giermann, Jennifer Total</b>					<b>65.58</b>
Glatt, Michelle L	V777813	0	6099	4/21/2022	55.63
<b>Glatt, Michelle L Total</b>					<b>55.63</b>
Goben, Denise L	V678537	0	24085	4/19/2022	2,064.53
<b>Goben, Denise L Total</b>					<b>2,064.53</b>
Gorman, Kyle D	Service to school	0	46175	4/22/2022	250.00
<b>Gorman, Kyle D Total</b>					<b>250.00</b>
Gotschall, Heather L	Coaches Backpack	0	46149	4/21/2022	102.99
<b>Gotschall, Heather L Total</b>					<b>102.99</b>
Greenberger, Bart	V530437	0	19880	4/21/2022	55.00
<b>Greenberger, Bart Total</b>					<b>55.00</b>
Hafermann, Eduard	Reimburse 4-14	0	45754	4/14/2022	47.79
<b>Hafermann, Eduard Total</b>					<b>47.79</b>
Hamilton, Andrew	V133417	0	19890	4/25/2022	55.00
<b>Hamilton, Andrew Total</b>					<b>55.00</b>
Hansen, Michael Elvyn Zahradnik	V249274	0	126013	4/25/2022	100.00
<b>Hansen, Michael Elvyn Zahradnik Total</b>					<b>100.00</b>
Harcourt Outlines, Inc	V262890	0	7148	4/14/2022	149.48
<b>Harcourt Outlines, Inc Total</b>					<b>149.48</b>
Harris, Elizabeth Rae	Lab Supplies	0	46183	4/25/2022	924.54
	FFA Banquet	0	46176	4/22/2022	633.51
	Banquet awards	0	46150	4/21/2022	1,815.80

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Harris, Elizabeth Rae	Ground Zero Hotel	0	46150	4/21/2022	320.10
	Tree Donations-2022	0	46150	4/21/2022	855.56
<b>Harris, Elizabeth Rae Total</b>					<b>4,549.51</b>
Hart, Michael	V354595	0	19902	4/26/2022	65.00
<b>Hart, Michael Total</b>					<b>65.00</b>
Hawkins, Karrin R	Snacks for reps	0	46129	4/19/2022	82.59
<b>Hawkins, Karrin R Total</b>					<b>82.59</b>
Heaser, Lisa Marie	V770321	0	5143	4/14/2022	13.11
<b>Heaser, Lisa Marie Total</b>					<b>13.11</b>
Hendricks, Carly E	V129970	0	2633	4/25/2022	70.00
<b>Hendricks, Carly E Total</b>					<b>70.00</b>
Hertzner, Daniel C	French Club food	0	46130	4/19/2022	23.97
<b>Hertzner, Daniel C Total</b>					<b>23.97</b>
Hille, Alexandra J	V326075	0	4984	4/20/2022	27.25
<b>Hille, Alexandra J Total</b>					<b>27.25</b>
Hinshaw, Rachel	V300896	0	24079	4/18/2022	1,026.13
<b>Hinshaw, Rachel Total</b>					<b>1,026.13</b>
HOBY Youth Leadership	178546 & 178547	0	46151	4/21/2022	650.00
<b>HOBY Youth Leadership Total</b>					<b>650.00</b>
Hodge Products, Inc.	0483950 IN	0	21472	4/14/2022	1,208.00
<b>Hodge Products, Inc. Total</b>					<b>1,208.00</b>
Holland, Anita	V680320	0	14482	4/14/2022	52.95
<b>Holland, Anita Total</b>					<b>52.95</b>
Holtz, Elizabeth Marie	V735302	0	7151	4/25/2022	30.00
<b>Holtz, Elizabeth Marie Total</b>					<b>30.00</b>
Horan, Katriona	V754421	0	3778	4/21/2022	25.00
<b>Horan, Katriona Total</b>					<b>25.00</b>
Hunt, Amanda Louise	Post Prom food	0	45755	4/14/2022	252.14
<b>Hunt, Amanda Louise Total</b>					<b>252.14</b>
Hurt, Kaleb	V703650	0	19891	4/25/2022	55.00
	V939933	0	19898	4/25/2022	55.00
	V965654	0	19899	4/25/2022	65.00
	V406061	0	125993	4/19/2022	100.00
	V925609	0	125995	4/19/2022	55.00
<b>Hurt, Kaleb Total</b>					<b>330.00</b>
Huth, Lisa L.	V137310	0	24080	4/18/2022	50.00
<b>Huth, Lisa L. Total</b>					<b>50.00</b>
Ihmec	V650822	0	21481	4/26/2022	253.00
<b>Ihmec Total</b>					<b>253.00</b>
Illinois Basketball Coaches Association	HOF items	0	46184	4/25/2022	400.00
<b>Illinois Basketball Coaches Association Total</b>					<b>400.00</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Illinois Hosa	2022 ILC	0	46131	4/19/2022	630.00	
<b>Illinois Hosa Total</b>					<b>630.00</b>	
Illinois Portable Toilets	V223247	0	19903	4/26/2022	280.00	
<b>Illinois Portable Toilets Total</b>					<b>280.00</b>	
Ince, Addie	Dude Be Nice 2022	0	46185	4/25/2022	259.14	
<b>Ince, Addie Total</b>					<b>259.14</b>	
Intercity Program Fund	Intercity girls socc	0	45767	4/21/2022	424.00	
<b>Intercity Program Fund Total</b>					<b>424.00</b>	
Jagodzinski, Ronald	V201945	0	19892	4/25/2022	110.00	
<b>Jagodzinski, Ronald Total</b>					<b>110.00</b>	
Jerome, Ruth H	V786403	0	6100	4/21/2022	38.92	
	V882946	0	6096	4/18/2022	365.00	
<b>Jerome, Ruth H Total</b>					<b>403.92</b>	
Jones, Stephen L.	V97193	0	19874	4/19/2022	65.00	
<b>Jones, Stephen L. Total</b>					<b>65.00</b>	
JOSTEN'S	N003022242	0	45756	4/14/2022	259.69	
<b>JOSTEN'S Total</b>					<b>259.69</b>	
Jostens, Inc		33746	0	46152	4/21/2022	24,000.00
<b>Jostens, Inc Total</b>					<b>24,000.00</b>	
Kearfott, Nicolas	IADA Drawing	0	46186	4/25/2022	40.00	
<b>Kearfott, Nicolas Total</b>					<b>40.00</b>	
Kelly, Jennifer	Supplies/stamps	0	46153	4/21/2022	99.48	
<b>Kelly, Jennifer Total</b>					<b>99.48</b>	
Kerr, Sean C	Batteries, tech	0	46154	4/21/2022	271.00	
<b>Kerr, Sean C Total</b>					<b>271.00</b>	
Kingsley Junior High School	SLC Sub 22	0	46132	4/19/2022	150.00	
<b>Kingsley Junior High School Total</b>					<b>150.00</b>	
Klokkenga, Kathryn Elizabeth	V993845	0	24088	4/22/2022	175.10	
<b>Klokkenga, Kathryn Elizabeth Total</b>					<b>175.10</b>	
Knapp, Randall	V236110	0	126014	4/25/2022	130.00	
<b>Knapp, Randall Total</b>					<b>130.00</b>	
Lanphier High School	V998274	0	19875	4/19/2022	125.00	
<b>Lanphier High School Total</b>					<b>125.00</b>	
Lavin, Charles	V925609	0	125996	4/19/2022	55.00	
<b>Lavin, Charles Total</b>					<b>55.00</b>	
Lee, Cassandra Leigh	V762182	0	21482	4/26/2022	105.24	
<b>Lee, Cassandra Leigh Total</b>					<b>105.24</b>	
Lenz, Andrea Lynn	V90034	0	2634	4/25/2022	495.36	
<b>Lenz, Andrea Lynn Total</b>					<b>495.36</b>	
Leverton, Doris	V803417	0	14487	4/21/2022	50.00	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
<b>Leverton, Doris Total</b>					<b>50.00</b>	
Lewis, Marcus A.	V362720	0	126003	4/21/2022	55.00	
<b>Lewis, Marcus A. Total</b>					<b>55.00</b>	
Limelite Graphics		4789	0	45757	4/14/2022	351.00
<b>Limelite Graphics Total</b>					<b>351.00</b>	
Lowe, Owen	After Prom	0	46155	4/21/2022	250.00	
<b>Lowe, Owen Total</b>					<b>250.00</b>	
Lower, Mickey	After Prom 2022	0	46156	4/21/2022	250.00	
<b>Lower, Mickey Total</b>					<b>250.00</b>	
Luginbuhl, Benjamin	Festival Lunches	0	46133	4/19/2022	803.44	
<b>Luginbuhl, Benjamin Total</b>					<b>803.44</b>	
Macek, Michelle	Banquet	0	46134	4/19/2022	484.80	
<b>Macek, Michelle Total</b>					<b>484.80</b>	
Maentanis, Samantha	Amazon order	0	46187	4/25/2022	-	
<b>Maentanis, Samantha Total</b>					<b>-</b>	
Maestas, Jamie	After Prom amazon	0	46188	4/25/2022	1,579.55	
<b>Maestas, Jamie Total</b>					<b>1,579.55</b>	
Mahannah, Jay	Coed Track official	0	46135	4/19/2022	125.00	
<b>Mahannah, Jay Total</b>					<b>125.00</b>	
Marks, Richard Jason	V647806	0	126015	4/25/2022	100.00	
<b>Marks, Richard Jason Total</b>					<b>100.00</b>	
Martin-Boyd, Kimberly	V420585	0	21476	4/19/2022	44.97	
<b>Martin-Boyd, Kimberly Total</b>					<b>44.97</b>	
Mathews, James E.	V236110	0	126016	4/25/2022	155.00	
<b>Mathews, James E. Total</b>					<b>155.00</b>	
Mccabe, James	V249274	0	126017	4/25/2022	65.00	
<b>Mccabe, James Total</b>					<b>65.00</b>	
Mcgraw, Christopher R	V442409	0	6097	4/18/2022	288.03	
	V437648	0	6097	4/18/2022	59.96	
<b>Mcgraw, Christopher R Total</b>					<b>347.99</b>	
McLean Co Unit Dist No 5	V982187	0	2635	4/25/2022	2,054.21	
	100800 reimb 4/10	0	45768	4/21/2022	5,660.42	
	V735851	0	9404	4/20/2022	306.81	
	V757473	0	9404	4/20/2022	78.36	
	V595150	0	4985	4/20/2022	1,653.32	
	V576	0	5016	4/22/2022	45.00	
	V387142	0	6288	4/20/2022	451.06	
	V908424	0	21477	4/19/2022	143.76	
	V14431	0	6101	4/21/2022	2,019.73	
	V312145	0	1826	4/20/2022	468.90	
	V638897	0	1584	4/14/2022	433.64	
	V975231	0	3779	4/21/2022	929.43	
<b>McLean Co Unit Dist No 5 Total</b>					<b>14,244.64</b>	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
McLean Co Unit Dist No 5 - Food Service	Inv NC 013	0	46157	4/21/2022	58.20	
	Inv NC 014	0	46157	4/21/2022	302.50	
	INV NC12,13 & 14	0	46157	4/21/2022	9.10	
	NW1006	0	45769	4/21/2022	125.75	
	WA0127	0	21478	4/19/2022	423.50	
	NC 011	0	46136	4/19/2022	42.50	
	NW1005	0	45758	4/14/2022	110.00	
	V134182	0	4979	4/18/2022	270.50	
	V993663	0	2631	4/14/2022	386.75	
<b>McLean Co Unit Dist No 5 - Food Service Total</b>					<b>1,728.80</b>	
Meller, Craig A.	V589138	0	126019	4/26/2022	175.00	
<b>Meller, Craig A. Total</b>					<b>175.00</b>	
Menards Lumber	73620, 73631	0	45770	4/21/2022	307.11	
<b>Menards Lumber Total</b>					<b>307.11</b>	
Minerva Promotions	S52028 & 194135	0	46177	4/22/2022	1,498.00	
<b>Minerva Promotions Total</b>					<b>1,498.00</b>	
Moe's Southwest Grill 1	1012135 after prom	0	46137	4/19/2022	500.00	
<b>Moe's Southwest Grill 1 Total</b>					<b>500.00</b>	
Moore, Tina		4/21/2022	0	45771	4/21/2022	2,145.00
<b>Moore, Tina Total</b>					<b>2,145.00</b>	
Morey, Joseph	V238964	0	126012	4/22/2022	200.00	
	V954368	0	19883	4/22/2022	65.00	
<b>Morey, Joseph Total</b>					<b>265.00</b>	
Mozingo, Jeff	V228172	0	19876	4/19/2022	65.00	
<b>Mozingo, Jeff Total</b>					<b>65.00</b>	
National Assoc Of Agricultural Educ	Case Grant	0	46138	4/19/2022	2,047.60	
<b>National Assoc Of Agricultural Educ Total</b>					<b>2,047.60</b>	
National Cheerleaders Association	Reg-0010932836	0	45772	4/21/2022	3,000.00	
<b>National Cheerleaders Association Total</b>					<b>3,000.00</b>	
Nchs Alumni Foundation	Winter Concesstions	0	46189	4/25/2022	90.63	
<b>Nchs Alumni Foundation Total</b>					<b>90.63</b>	
Nelson, Margaret Rose	V182033	0	9403	4/14/2022	84.27	
<b>Nelson, Margaret Rose Total</b>					<b>84.27</b>	
Nenne, Natalie	V895042	0	24100	4/26/2022	40.00	
<b>Nenne, Natalie Total</b>					<b>40.00</b>	
Nichols, Roger L	V427669	0	19884	4/22/2022	55.00	
	V362720	0	126004	4/21/2022	55.00	
	V780422	0	125977	4/14/2022	65.00	
<b>Nichols, Roger L Total</b>					<b>175.00</b>	
Noonan, Donna	Reimb of overpayment	0	46169	4/22/2022	52.60	
<b>Noonan, Donna Total</b>					<b>52.60</b>	
Norton, Jeff	V87150	0	125992	4/19/2022	75.00	
<b>Norton, Jeff Total</b>					<b>75.00</b>	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Novy, Thomas R	After Prom Food	0	46190	4/25/2022	488.58	
	Prizes	0	46190	4/25/2022	1,009.99	
	Cash machine	0	46158	4/21/2022	700.00	
<b>Novy, Thomas R Total</b>					<b>2,198.57</b>	
Original Niepagen Flower Shop		13764	0	45773	4/21/2022	41.33
<b>Original Niepagen Flower Shop Total</b>					<b>41.33</b>	
Ort, Robert	V63091	0	126020	4/26/2022	100.00	
	V231727	0	126018	4/25/2022	275.00	
	V293039	0	24081	4/18/2022	75.00	
<b>Ort, Robert Total</b>					<b>450.00</b>	
Palatine High School	V930507	0	125997	4/20/2022	70.00	
<b>Palatine High School Total</b>					<b>70.00</b>	
Palmer, Elisa L	V769787	0	24089	4/22/2022	38.75	
<b>Palmer, Elisa L Total</b>					<b>38.75</b>	
Papa John's Pizza 1	V816860	0	24090	4/22/2022	300.00	
<b>Papa John's Pizza 1 Total</b>					<b>300.00</b>	
Parent, Megan R	Principals Award	0	46170	4/22/2022	250.00	
<b>Parent, Megan R Total</b>					<b>250.00</b>	
Parke Regency Hotel & Conference Center	43400 April 2022	0	46159	4/21/2022	5,500.00	
<b>Parke Regency Hotel &amp; Conference Center Total</b>					<b>5,500.00</b>	
Pendleton, Tara D	Bowling Social	0	46160	4/21/2022	816.00	
<b>Pendleton, Tara D Total</b>					<b>816.00</b>	
Peoria High School		2520	0	45774	4/21/2022	175.00
<b>Peoria High School Total</b>					<b>175.00</b>	
Poulsen, Dylan	V133538	0	125983	4/14/2022	195.00	
<b>Poulsen, Dylan Total</b>					<b>195.00</b>	
Powell, Joseph W	V190149	0	19893	4/25/2022	130.00	
<b>Powell, Joseph W Total</b>					<b>130.00</b>	
Prairie Signs	220215-01	0	46139	4/19/2022	2,499.00	
<b>Prairie Signs Total</b>					<b>2,499.00</b>	
Pritchett, Mark L	V10158	0	19894	4/25/2022	55.00	
	V780422	0	125978	4/14/2022	65.00	
<b>Pritchett, Mark L Total</b>					<b>120.00</b>	
Prosser, Stanley	V479741	0	14489	4/22/2022	-	
	V961995	0	14490	4/22/2022	150.00	
<b>Prosser, Stanley Total</b>					<b>150.00</b>	
Puritan Springs	1274737 (414)	0	45759	4/14/2022	205.71	
	V235114	0	4980	4/18/2022	83.81	
<b>Puritan Springs Total</b>					<b>289.52</b>	
Quill Corporation	24399745	0	45775	4/21/2022	28.59	
	24546442	0	45775	4/21/2022	21.79	
<b>Quill Corporation Total</b>					<b>50.38</b>	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Raglan, Melissa N	V151836	0	2517	4/25/2022	125.00
	V798809	0	2517	4/25/2022	131.98
	V327709	0	2514	4/14/2022	44.94
<b>Raglan, Melissa N Total</b>					<b>301.92</b>
Reinhart, Glenn T	V317662	0	19885	4/22/2022	130.00
<b>Reinhart, Glenn T Total</b>					<b>130.00</b>
Rennels, Karen	V214361	0	21483	4/26/2022	77.00
<b>Rennels, Karen Total</b>					<b>77.00</b>
Riddell	20993	0	45776	4/21/2022	814.46
<b>Riddell Total</b>					<b>814.46</b>
Ridgewood High School Dist 234	Live Event	0	45777	4/21/2022	250.00
<b>Ridgewood High School Dist 234 Total</b>					<b>250.00</b>
Rogers Athletic Company	288907	0	46140	4/19/2022	4,661.56
<b>Rogers Athletic Company Total</b>					<b>4,661.56</b>
Roop, Jennifer L	V543985	0	2636	4/25/2022	3.89
<b>Roop, Jennifer L Total</b>					<b>3.89</b>
Russell, Carlie	V279521	0	24091	4/22/2022	80.00
	V397646	0	24091	4/22/2022	530.50
<b>Russell, Carlie Total</b>					<b>610.50</b>
Russell, Mayaih	V515664	0	24092	4/22/2022	30.00
<b>Russell, Mayaih Total</b>					<b>30.00</b>
Schaidle, Jacob	V71939	0	19895	4/25/2022	55.00
	V486141	0	125987	4/18/2022	175.00
	V133538	0	125984	4/14/2022	-
<b>Schaidle, Jacob Total</b>					<b>230.00</b>
Schenk, Gillian S	Incentives, supplies	0	45760	4/14/2022	182.45
<b>Schenk, Gillian S Total</b>					<b>182.45</b>
Schermann, April M	Reimbursement 4-21	0	45778	4/21/2022	526.99
<b>Schermann, April M Total</b>					<b>526.99</b>
Schonauer, Derrick J	Entry fee-Springfiel	0	46141	4/19/2022	100.00
<b>Schonauer, Derrick J Total</b>					<b>100.00</b>
School Health Corporation	V556560	0	6126	4/20/2022	130.49
<b>School Health Corporation Total</b>					<b>130.49</b>
School Specialty	3.09104E+11	992200039	7154	4/26/2022	61.29
	V48695	992200046	7154	4/26/2022	45.00
<b>School Specialty Total</b>					<b>106.29</b>
Select Screen Prints	59335	0	21484	4/26/2022	498.00
	3 invoices 4/2022	0	46178	4/22/2022	1,610.00
	V140436	0	24093	4/22/2022	354.50
	59271	0	45779	4/21/2022	30.00
<b>Select Screen Prints Total</b>					<b>2,492.50</b>
Shickel, Tadd	V64508	0	19886	4/22/2022	65.00
<b>Shickel, Tadd Total</b>					<b>65.00</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Short, Ryan E	Reimb Certification	0	46179	4/22/2022	119.54	
<b>Short, Ryan E Total</b>					<b>119.54</b>	
SIPCO	Hypnotist	0	46161	4/21/2022	1,000.00	
<b>SIPCO Total</b>					<b>1,000.00</b>	
Spitzzeri, Alfred A	V836010	0	19896	4/25/2022	55.00	
<b>Spitzzeri, Alfred A Total</b>					<b>55.00</b>	
Sport Decals	AR INV 634256	0	46162	4/21/2022	871.70	
<b>Sport Decals Total</b>					<b>871.70</b>	
SPROUT, JASON	V942028	0	19887	4/22/2022	55.00	
	V622568	0	126005	4/21/2022	120.00	
<b>SPROUT, JASON Total</b>					<b>175.00</b>	
St. Jude Children's Research	V946280	0	14483	4/14/2022	25.00	
<b>St. Jude Children's Research Total</b>					<b>25.00</b>	
Starnet Digital Publishing	22-040804A	0	46163	4/21/2022	90.75	
<b>Starnet Digital Publishing Total</b>					<b>90.75</b>	
Stricklin, Julie Cristine	V31743	0	7152	4/25/2022	32.46	
<b>Stricklin, Julie Cristine Total</b>					<b>32.46</b>	
Stuczynski, Victoria Lynn	V182018	0	6102	4/21/2022	139.34	
<b>Stuczynski, Victoria Lynn Total</b>					<b>139.34</b>	
Temples, Wesley G	AD meeting supplies	0	45761	4/14/2022	83.94	
<b>Temples, Wesley G Total</b>					<b>83.94</b>	
The Music Shoppe, Inc	V228904	0	24094	4/22/2022	38.97	
<b>The Music Shoppe, Inc Total</b>					<b>38.97</b>	
Thomas, Bryan	Concessions	0	46191	4/25/2022	132.50	
<b>Thomas, Bryan Total</b>					<b>132.50</b>	
Thomas, Gabrielle A	Principals Award	0	46171	4/22/2022	250.00	
<b>Thomas, Gabrielle A Total</b>					<b>250.00</b>	
Topping, Elizabeth	Musical Props/Cost	0	46142	4/19/2022	328.78	
<b>Topping, Elizabeth Total</b>					<b>328.78</b>	
Trask, Angela	V57628	0	6127	4/20/2022	31.96	
<b>Trask, Angela Total</b>					<b>31.96</b>	
Tuggle, Lenora	V914409	0	21485	4/26/2022	300.00	
<b>Tuggle, Lenora Total</b>					<b>300.00</b>	
U.S. Specialty Coatings	V291225	0	126006	4/21/2022	203.71	
<b>U.S. Specialty Coatings Total</b>					<b>203.71</b>	
Unit 5 Decker Industries		149	0	46164	4/21/2022	99.75
	V331325		0	6103	4/21/2022	110.25
		146	0	45780	4/21/2022	20.00
	V860012		0	1825	4/21/2022	35.00
<b>Unit 5 Decker Industries Total</b>					<b>265.00</b>	

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
University Of Illinois Extension	V138210	0	2863	4/18/2022	300.00
<b>University Of Illinois Extension Total</b>					<b>300.00</b>
Varsity Spirit	V90877	0	24101	4/26/2022	65.45
	12917931	0	14488	4/21/2022	2,386.30
<b>Varsity Spirit Total</b>					<b>2,451.75</b>
Vietor, Bret	V728771	0	126008	4/21/2022	100.00
<b>Vietor, Bret Total</b>					<b>100.00</b>
Washburn, John	V75676	0	19897	4/25/2022	55.00
<b>Washburn, John Total</b>					<b>55.00</b>
Watkins, Charmelle W	Overpayment	0	46172	4/22/2022	4,611.00
<b>Watkins, Charmelle W Total</b>					<b>4,611.00</b>
Weber, David Jonathan	PTO grant	0	45762	4/14/2022	13.73
<b>Weber, David Jonathan Total</b>					<b>13.73</b>
Whitman, Donald Oliver	Stem capstone/clay	0	46165	4/21/2022	107.90
<b>Whitman, Donald Oliver Total</b>					<b>107.90</b>
Wills, Richard L	V970390	0	24082	4/18/2022	50.00
<b>Wills, Richard L Total</b>					<b>50.00</b>
Wittman, Andrew	V486060	0	126007	4/21/2022	100.00
<b>Wittman, Andrew Total</b>					<b>100.00</b>
Witzemann, Mallory	V85287	0	24102	4/26/2022	120.00
<b>Witzemann, Mallory Total</b>					<b>120.00</b>
X-Treme Light And Sound	Prom 2022	0	46143	4/19/2022	1,200.00
<b>X-Treme Light And Sound Total</b>					<b>1,200.00</b>
<b>Grand Total</b>					<b>585,150.21</b>

**Expenditure Summary Report**

From Date: 4/14/2022  
To Date: 4/26/2022

Fund	Amount
07	33,461.29
08	418,358.18
99	133,330.74
<b>Grand Total</b>	<b>585,150.21</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ace Hardware	580976/5 4/21	2204590	249039	4/27/2022	21.58
	580952/5 4/19	2204524	249039	4/27/2022	9.88
	2 INVS 4/8-4/11	2204513	249039	4/27/2022	45.85
	580831/5 4/08	2204464	249039	4/27/2022	39.19
	580798/5 4/07	2204365	249039	4/27/2022	86.34
<b>Ace Hardware Total</b>					<b>202.84</b>
ADAC Inc.	295.2857143	2204438	249040	4/27/2022	4,139.00
<b>ADAC Inc. Total</b>					<b>4,139.00</b>
Advance Auto Parts	19 INVS 3/1-3/29	2200109	249041	4/27/2022	1,333.79
<b>Advance Auto Parts Total</b>					<b>1,333.79</b>
Alpha Controls & Services LLC	AP1-22S010-1 3/11	2204593	249042	4/27/2022	131,308.40
<b>Alpha Controls &amp; Services LLC Total</b>					<b>131,308.40</b>
Alta Construction Equipment Illinois	2 INVS 04/06	2204519	249043	4/27/2022	2,675.00
<b>Alta Construction Equipment Illinois Total</b>					<b>2,675.00</b>
Altorfer	2 INVS 04/06	2204366	249044	4/27/2022	452.86
<b>Altorfer Total</b>					<b>452.86</b>
Amazon Capital Services	1VHY-4CD7-V369	2204507	249045	4/27/2022	57.98
	1DR9-FNH9-YKXD	2204449	249045	4/27/2022	487.02
	1NLG-41QM-WDQ6	2204474	249045	4/27/2022	694.59
	1D4K-4M6Y-FYHN 4/18	2204410	249045	4/27/2022	296.64
	1PYR-N3WG-PHYG	2204346	249045	4/27/2022	493.81
	14Q9-NKKL-DT94 4/12	2204280	249045	4/27/2022	574.38
	1C3K-J9GQ-J6JN 4/12	2204308	249045	4/27/2022	693.63
	1R44-TH4K-L76R 4/11	2204279	249045	4/27/2022	627.19
	1VLH-F6RP-7TP6	2204282	249045	4/27/2022	696.98
	1PMV-GV63-H9DT 4/9	2204335	249045	4/27/2022	160.00
	1VV7-DC7V-PFWT 3/8	2203707	249045	4/27/2022	509.79
<b>Amazon Capital Services Total</b>					<b>5,292.01</b>
Baby Fold	14371.57143	2204424	249046	4/27/2022	25,173.36
	14388.57143	2204425	249046	4/27/2022	47,252.16
	14407.57143	2204426	249046	4/27/2022	18,880.02
	14422.57143	2204427	249046	4/27/2022	18,880.02
	14360.66667	2204423	249046	4/27/2022	11,813.04
<b>Baby Fold Total</b>					<b>121,998.60</b>
Beddigs, Krista	REIM POSTAGE 4/6	2204407	249047	4/27/2022	13.70
<b>Beddigs, Krista Total</b>					<b>13.70</b>
Beirne, Amy	HOURS 3/7-3/31	2204419	249048	4/27/2022	671.18
<b>Beirne, Amy Total</b>					<b>671.18</b>
Bennett Electronics	33555.2	2203842	249049	4/27/2022	906.00
	33556.2	2203897	249049	4/27/2022	173.00
	33550.21053	2204499	249049	4/27/2022	2,920.00
<b>Bennett Electronics Total</b>					<b>3,999.00</b>
Birkey's Farm Store	P27269 3/24	2204520	249050	4/27/2022	803.07
<b>Birkey's Farm Store Total</b>					<b>803.07</b>
Blaum, Melissa Marie	TRAVEL MAR 22	0	249051	4/27/2022	26.22
<b>Blaum, Melissa Marie Total</b>					<b>26.22</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Blick Art Materials	8442607.222	2204336	249052	4/27/2022	96.81
<b>Blick Art Materials Total</b>					<b>96.81</b>
Blue Springs, Inc.	43039.09677	2204409	249053	4/27/2022	270.00
<b>Blue Springs, Inc. Total</b>					<b>270.00</b>
Bobcat Of Peoria	02-68829 4/12	2204510	249054	4/27/2022	522.39
<b>Bobcat Of Peoria Total</b>					<b>522.39</b>
Bovenkerk, Bradley Alan	REIMB SUPPLS 2/4-	2204597	249055	4/27/2022	1,063.13
<b>Bovenkerk, Bradley Alan Total</b>					<b>1,063.13</b>
Brown's Wrecker Service Inc	344541.6	2204515	249056	4/27/2022	390.00
<b>Brown's Wrecker Service Inc Total</b>					<b>390.00</b>
Capitol Group	S2195981.001	2204457	249057	4/27/2022	15.80
<b>Capitol Group Total</b>					<b>15.80</b>
Carey, Jennifer	REIMB SUPPLS 1/4-	2204369	249058	4/27/2022	152.41
<b>Carey, Jennifer Total</b>					<b>152.41</b>
CDW Computer Centers, Inc 1	V914006 4/14	2204306	249059	4/27/2022	8,704.00
<b>CDW Computer Centers, Inc 1 Total</b>					<b>8,704.00</b>
City of Bloomington	WATER BILL 4/13	0	249060	4/27/2022	3,268.10
<b>City of Bloomington Total</b>					<b>3,268.10</b>
Clean The Uniform Company	3 INVS 3/22-4/5	2204607	249061	4/27/2022	247.86
<b>Clean The Uniform Company Total</b>					<b>247.86</b>
Collins, Veronica	TRAVEL MAR 22	0	249062	4/27/2022	69.85
<b>Collins, Veronica Total</b>					<b>69.85</b>
Confidential On-Site Paper Shreddin	126813.0968	2204371	249063	4/27/2022	28.59
<b>Confidential On-Site Paper Shreddin Total</b>					<b>28.59</b>
Connor Co	2 INVS 4/05	2204372	249064	4/27/2022	265.29
<b>Connor Co Total</b>					<b>265.29</b>
Corn Belt Energy Corporation	ELECTRIC 4/11	0	249065	4/27/2022	103,387.09
<b>Corn Belt Energy Corporation Total</b>					<b>103,387.09</b>
Cornell Interventions, Inc.	429340322.1	2204422	249066	4/27/2022	3,289.02
<b>Cornell Interventions, Inc. Total</b>					<b>3,289.02</b>
Cummins Sales And Service	2 INVS 4/04	2204459	249067	4/27/2022	967.44
<b>Cummins Sales And Service Total</b>					<b>967.44</b>
Diaz, Marianela	REIMB WALMART 2/23	2204401	249068	4/27/2022	18.35
<b>Diaz, Marianela Total</b>					<b>18.35</b>
Dischert, Susan	REIMB CONF EXP 4/8	0	249069	4/27/2022	30.00
<b>Dischert, Susan Total</b>					<b>30.00</b>
Drengwitz, Jason	REIMB FUEL 4/15	2204568	249070	4/27/2022	99.02
<b>Drengwitz, Jason Total</b>					<b>99.02</b>
Dunagan, Robin	HOURS 4/11	2204398	249071	4/27/2022	165.00
<b>Dunagan, Robin Total</b>					<b>165.00</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Edmentum	INV-155766-2	2204547	249072	4/27/2022	35,400.00
<b>Edmentum Total</b>					<b>35,400.00</b>
Ekon-O-Pac LLC	105298.8	2204448	249073	4/27/2022	8,590.00
<b>Ekon-O-Pac LLC Total</b>					<b>8,590.00</b>
Elpayaa, Lauren	TRAVEL MAR 22	0	249074	4/27/2022	97.34
<b>Elpayaa, Lauren Total</b>					<b>97.34</b>
Ely, Kathleen Ann	TRAVEL MAR 22	0	249075	4/27/2022	58.21
<b>Ely, Kathleen Ann Total</b>					<b>58.21</b>
Engravables Plus	25589.33333	2204416	249076	4/27/2022	2,498.03
<b>Engravables Plus Total</b>					<b>2,498.03</b>
First Student, Inc.	11793703.29	2204608	249077	4/27/2022	848,946.70
<b>First Student, Inc. Total</b>					<b>848,946.70</b>
Follett Book Fairs	474396F 4/08	2204050	249078	4/27/2022	217.32
<b>Follett Book Fairs Total</b>					<b>217.32</b>
Follett Content Solutions	469016F	2203849	249079	4/27/2022	1,013.34
<b>Follett Content Solutions Total</b>					<b>1,013.34</b>
Fontana, Elizabeth Rose	REIM CONF EXP 4/6	2204408	249080	4/27/2022	335.00
<b>Fontana, Elizabeth Rose Total</b>					<b>335.00</b>
FREEDOM BUILDINGS INC.	2606.666667	2204387	249081	4/27/2022	1,092.38
<b>FREEDOM BUILDINGS INC. Total</b>					<b>1,092.38</b>
Freeman, Tracy	REIMB SUPPLS 4/6	2204413	249082	4/27/2022	40.69
<b>Freeman, Tracy Total</b>					<b>40.69</b>
Frontier 1	PHONE BILL-4/13/22	0	249083	4/27/2022	6,621.21
<b>Frontier 1 Total</b>					<b>6,621.21</b>
Frontline Technologies Group, LLC.	INVUS155171 10/09/22	2204491	249084	4/27/2022	7,966.93
<b>Frontline Technologies Group, LLC. Total</b>					<b>7,966.93</b>
Fs Custom Turf	34007466.21	2204514	249085	4/27/2022	182.48
<b>Fs Custom Turf Total</b>					<b>182.48</b>
Galesburg Sewing Center	3590.2	2204545	249086	4/27/2022	1,495.00
<b>Galesburg Sewing Center Total</b>					<b>1,495.00</b>
Ggnet, Inc.	82832.26667	2204496	249087	4/27/2022	75.00
<b>Ggnet, Inc. Total</b>					<b>75.00</b>
Goeke, Karl A	REIM SUBSCR 2/10	2204558	249088	4/27/2022	59.88
<b>Goeke, Karl A Total</b>					<b>59.88</b>
Gordon Food Service, Inc	10 INV 4/13	2204538	249089	4/27/2022	12,946.34
	23 INV 4/7-4/12	2204447	249089	4/27/2022	28,893.08
	21 INV 3/31-4/07	2204445	249089	4/27/2022	13,848.58
	20 INV 3/30-4/06	2204444	249089	4/27/2022	11,785.50
	26 INV 1/25-4/05	2204443	249089	4/27/2022	24,516.07
<b>Gordon Food Service, Inc Total</b>					<b>91,989.57</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Stage Company	INV-0350547-IN 4/14	2204200	249090	4/27/2022	10,025.00
<b>Grand Stage Company Total</b>					<b>10,025.00</b>
Griffin, Jade Marie	REIM SUPPLS 4/11	2204405	249091	4/27/2022	30.77
	REIMB LOWES 3/31	2204403	249091	4/27/2022	43.40
<b>Griffin, Jade Marie Total</b>					<b>74.17</b>
Harris, Elizabeth Rae	REIMB FUEL 2/21-4/9	2204571	249092	4/27/2022	339.94
<b>Harris, Elizabeth Rae Total</b>					<b>339.94</b>
Hawkins, Inc.	6159160 &6159161	2204373	249093	4/27/2022	3,775.68
<b>Hawkins, Inc. Total</b>					<b>3,775.68</b>
Heinemann	7432450.308	2204347	249094	4/27/2022	6,900.79
<b>Heinemann Total</b>					<b>6,900.79</b>
Higby, Valerie Maria	REIM SUPPLS2/23-	2204560	249095	4/27/2022	294.77
<b>Higby, Valerie Maria Total</b>					<b>294.77</b>
Hildenbrand, Beth	HOURS 4/11	2204397	249096	4/27/2022	180.00
<b>Hildenbrand, Beth Total</b>					<b>180.00</b>
Hill Radio	2022-16616	2204563	249097	4/27/2022	90.00
<b>Hill Radio Total</b>					<b>90.00</b>
Hodges Loizzi Eisenhammer Rodick &	54895.07143	2204469	249098	4/27/2022	6,964.20
	54642.03226	2204468	249098	4/27/2022	1,489.56
<b>Hodges Loizzi Eisenhammer Rodick &amp; Total</b>					<b>8,453.76</b>
Holt Supply Company	3324558.8	2204374	249099	4/27/2022	33.62
	3321731.143	2204466	249099	4/27/2022	39.59
<b>Holt Supply Company Total</b>					<b>73.21</b>
Hopper, Daniele A	REIM SUPPLS 4/4-4/6	2204436	249100	4/27/2022	16.00
<b>Hopper, Daniele A Total</b>					<b>16.00</b>
Ideal Environmental Engineering, In	60423.33333	2204508	249101	4/27/2022	1,284.49
	60316.16667	2204526	249101	4/27/2022	220.00
<b>Ideal Environmental Engineering, In Total</b>					<b>1,504.49</b>
Iesa Illinois Elementary School Asn	REG FEES PJHS	2204483	249102	4/27/2022	1,365.00
	IESA FEES-PALMER	2204337	249102	4/27/2022	300.00
	ATH FEES-PALMER	2204338	249102	4/27/2022	1,065.00
	RENEWAL FEES 22-23	2204300	249102	4/27/2022	1,365.00
<b>Iesa Illinois Elementary School Asn Total</b>					<b>4,095.00</b>
Illinois School For The Deaf	ISD03312022KT 4/14	2204530	249103	4/27/2022	1,999.33
	STUDENT TRANS 3/3	2204606	249103	4/27/2022	19.00
<b>Illinois School For The Deaf Total</b>					<b>2,018.33</b>
Interstate All Battery Center	1.9004E+12	2204517	249104	4/27/2022	649.70
	1.9004E+12	2204461	249104	4/27/2022	95.40
<b>Interstate All Battery Center Total</b>					<b>745.10</b>
J Spencer Construction LLC	1705.428571	2204523	249105	4/27/2022	672.00
<b>J Spencer Construction LLC Total</b>					<b>672.00</b>
Janet's Cakes	111679-4/22	2204552	249106	4/27/2022	165.00
<b>Janet's Cakes Total</b>					<b>165.00</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Jaypro Sports	1226145.286	2204155	249107	4/27/2022	396.92
<b>Jaypro Sports Total</b>					<b>396.92</b>
Jensen, Karrah	REIMB SAMS 4/7	2204375	249108	4/27/2022	98.19
<b>Jensen, Karrah Total</b>					<b>98.19</b>
Johnson Controls Fire Protection Lp	4 INVS 4/01	2204460	249109	4/27/2022	7,902.89
<b>Johnson Controls Fire Protection Lp Total</b>					<b>7,902.89</b>
Johnstone Supply	261-S100311152.001	2204376	249110	4/27/2022	31.28
<b>Johnstone Supply Total</b>					<b>31.28</b>
Juers, Roger Alan	REIMB FUEL 9/24	2204389	249111	4/27/2022	97.72
	REIMB FUEL 4/16	2204569	249111	4/27/2022	100.48
<b>Juers, Roger Alan Total</b>					<b>198.20</b>
Kemmerer Village	TUITION MAR	2204428	249112	4/27/2022	5,470.09
<b>Kemmerer Village Total</b>					<b>5,470.09</b>
Ken's OIL Service, Inc.	4 INVS 4/13-4/15	2204567	249113	4/27/2022	36,809.17
	100516.3636	2204432	249113	4/27/2022	2,159.42
	508104304.6	2204377	249113	4/27/2022	29,832.66
<b>Ken's OIL Service, Inc. Total</b>					<b>68,801.25</b>
Klokkenga, Joshua D	REIM SUPPLS 4/18	2204484	249114	4/27/2022	40.75
<b>Klokkenga, Joshua D Total</b>					<b>40.75</b>
Kloster, Heather Ann	REIMB CONF EXP 4/08	0	249115	4/27/2022	30.00
<b>Kloster, Heather Ann Total</b>					<b>30.00</b>
Krut, Elizabeth Joy	TRAVEL APR 22	0	249116	4/27/2022	67.86
<b>Krut, Elizabeth Joy Total</b>					<b>67.86</b>
Kuebrich, Jennifer L	TRAVEL JAN 22	0	249117	4/27/2022	85.12
	TRAVEL FEB 22	0	249117	4/27/2022	55.69
<b>Kuebrich, Jennifer L Total</b>					<b>140.81</b>
Landes, Jason	HOURS - 4/11/22	2204396	249118	4/27/2022	60.00
<b>Landes, Jason Total</b>					<b>60.00</b>
Lenovo Inc.	6460426165	2202966	249119	4/27/2022	247,500.00
<b>Lenovo Inc. Total</b>					<b>247,500.00</b>
Long, Amanda Danielle	REIMB AMAZON 1/28	2204414	249120	4/27/2022	369.99
<b>Long, Amanda Danielle Total</b>					<b>369.99</b>
Mainieri, Patrick Allen	HOURS - 4/11/22	2204394	249121	4/27/2022	120.00
<b>Mainieri, Patrick Allen Total</b>					<b>120.00</b>
MakerGear LLC	MG-210646	2204479	249122	4/27/2022	294.00
<b>MakerGear LLC Total</b>					<b>294.00</b>
Maryruth Books	33451	2204378	249123	4/27/2022	171.99
<b>Maryruth Books Total</b>					<b>171.99</b>
Mc Master-Carr Supply Co	76078539	2204380	249124	4/27/2022	310.41
<b>Mc Master-Carr Supply Co Total</b>					<b>310.41</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
McEllin, Daniel	REIMB REG. FEES	2204471	249125	4/27/2022	369.00
<b>McEllin, Daniel Total</b>					<b>369.00</b>
<b>Mclean County Glass &amp; Mirror</b>	<b>54909</b>	2204462	249126	4/27/2022	659.40
<b>Mclean County Glass &amp; Mirror Total</b>					<b>659.40</b>
<b>Menards Lumber</b>	<b>7.37777E+14</b>	2200023	249127	4/27/2022	109.79
	5-INVS, 4/7-4/19	2200023	249127	4/27/2022	331.29
	<b>74267</b>	2204506	249127	4/27/2022	112.34
	9-INVS, 4/6-4/14	2204467	249127	4/27/2022	490.73
	<b>73494</b>	2204381	249127	4/27/2022	73.97
	<b>73480</b>	2204433	249127	4/27/2022	25.47
<b>Menards Lumber Total</b>					<b>1,143.59</b>
<b>METRO FIBERNET LLC</b>	<b>1556269 - 04/08/22</b>	2204495	249128	4/27/2022	435.96
	<b>1399756 - 4/1/22</b>	2204492	249128	4/27/2022	15,393.97
<b>METRO FIBERNET LLC Total</b>					<b>15,829.93</b>
<b>Meyer, Christine</b>	REIMB CONF FEES	0	249129	4/27/2022	220.00
<b>Meyer, Christine Total</b>					<b>220.00</b>
<b>Midamerican Energy</b>	ELECTRIC 04/20	0	249130	4/27/2022	44,654.29
<b>Midamerican Energy Total</b>					<b>44,654.29</b>
<b>Midwest Construction Rentals</b>	<b>166587-1</b>	2204518	249131	4/27/2022	309.00
	<b>165518-1</b>	2204543	249131	4/27/2022	2,023.95
<b>Midwest Construction Rentals Total</b>					<b>2,332.95</b>
<b>Midwest Equipment li</b>	<b>5.93625E+11</b>	2204512	249132	4/27/2022	445.53
	4-INVS, 4/1-4/5	2204542	249132	4/27/2022	1,137.90
	<b>587569</b>	2204516	249132	4/27/2022	100.11
<b>Midwest Equipment li Total</b>					<b>1,683.54</b>
<b>Mitchell, Lynda Jeanne</b>	REIMB TRAVEL 03/31	0	249133	4/27/2022	70.73
<b>Mitchell, Lynda Jeanne Total</b>					<b>70.73</b>
<b>Moore, Burlinda</b>	REIMB TRAVEL 10/29	0	249134	4/27/2022	319.20
	REIMB TRAVEL 12/17	0	249134	4/27/2022	201.60
	REIMB TRAVEL 03/31	0	249134	4/27/2022	298.35
<b>Moore, Burlinda Total</b>					<b>819.15</b>
<b>Motion Industries, Inc</b>	IL66-00179767	2204511	249135	4/27/2022	6.54
	IL66-00177621	2204521	249135	4/27/2022	91.72
<b>Motion Industries, Inc Total</b>					<b>98.26</b>
<b>Motorola Solutions - Starcom</b>	<b>6.40402E+12</b>	2204368	249136	4/27/2022	3,240.00
<b>Motorola Solutions - Starcom Total</b>					<b>3,240.00</b>
<b>MyFleetCenter.com</b>	<b>14710586</b>	2204430	249137	4/27/2022	75.63
<b>MyFleetCenter.com Total</b>					<b>75.63</b>
<b>Negley, Paula Jo</b>	REIMB FACS 1/14-4/2	2204437	249138	4/27/2022	13.00
<b>Negley, Paula Jo Total</b>					<b>13.00</b>
<b>Nicor Gas</b>	GAS 4/5-4/18	0	249139	4/27/2022	1,272.94
<b>Nicor Gas Total</b>					<b>1,272.94</b>
<b>Nu-Air Corporation</b>	0148293-IN	2204463	249140	4/27/2022	3,444.40
<b>Nu-Air Corporation Total</b>					<b>3,444.40</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Nybakke Vacuum Shop, Inc	041122-1, 031422-3	2204522	249141	4/27/2022	109.98
<b>Nybakke Vacuum Shop, Inc Total</b>					<b>109.98</b>
OSF Healthcare	00137189-00, 1354445	2204592	249142	4/27/2022	385.00
<b>OSF Healthcare Total</b>					<b>385.00</b>
Papa Murphy's	IL-4/15/22	2204540	249143	4/27/2022	4,557.50
<b>Papa Murphy's Total</b>					<b>4,557.50</b>
Parts Town, LLC	3-INVS, 4/6-4/8	2204458	249144	4/27/2022	1,201.73
	29418737, 29422044	2204391	249144	4/27/2022	844.34
<b>Parts Town, LLC Total</b>					<b>2,046.07</b>
Pavilion	MCLEAN0415	2204598	249145	4/27/2022	792.00
<b>Pavilion Total</b>					<b>792.00</b>
Pearson	17956735	2204551	249146	4/27/2022	41.25
<b>Pearson Total</b>					<b>41.25</b>
Pepsi Cola General Bot, Inc	6-INVS, 4/11-4/31	2204539	249147	4/27/2022	3,346.35
	6-INVS, 4/4-4/8	2204446	249147	4/27/2022	1,853.28
<b>Pepsi Cola General Bot, Inc Total</b>					<b>5,199.63</b>
Petersen, Jamith	REIMB CONF 04/18	0	249148	4/27/2022	30.00
<b>Petersen, Jamith Total</b>					<b>30.00</b>
Pioneer Valley Books	I230468	2204263	249149	4/27/2022	785.90
	I230340	2204161	249149	4/27/2022	170.76
<b>Pioneer Valley Books Total</b>					<b>956.66</b>
Poindexter, Lynne	3771, 3784	2204417	249150	4/27/2022	265.52
<b>Poindexter, Lynne Total</b>					<b>265.52</b>
Pro-Type Printing	63511512513	2204266	249151	4/27/2022	598.00
<b>Pro-Type Printing Total</b>					<b>598.00</b>
Quadient Leasing USA, Inc.	N9371622	2204562	249152	4/27/2022	318.57
<b>Quadient Leasing USA, Inc. Total</b>					<b>318.57</b>
Reading Reading Books, LLC	38954	2204382	249154	4/27/2022	258.44
<b>Reading Reading Books, LLC Total</b>					<b>258.44</b>
Read's Sporting Goods	B2185	2204341	249153	4/27/2022	130.60
<b>Read's Sporting Goods Total</b>					<b>130.60</b>
Reckamp, Jane	REIMB REG. FEES	0	249155	4/27/2022	100.00
<b>Reckamp, Jane Total</b>					<b>100.00</b>
Regional Office Of Education #17	1002200463	2204421	249156	4/27/2022	20.00
<b>Regional Office Of Education #17 Total</b>					<b>20.00</b>
Rochester 100 Inc	INV-013513	2204490	249157	4/27/2022	249.40
	INV-012357	2204270	249157	4/27/2022	1,980.00
<b>Rochester 100 Inc Total</b>					<b>2,229.40</b>
Rollie Johnson, Inc (RJI)	9603	2204465	249158	4/27/2022	777.27
<b>Rollie Johnson, Inc (RJI) Total</b>					<b>777.27</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Ron Smith Printing Company	156535	2204402	249159	4/27/2022	160.00
<b>Ron Smith Printing Company Total</b>					<b>160.00</b>
RW Vandegraff	4464	2204431	249160	4/27/2022	5,863.00
<b>RW Vandegraff Total</b>					<b>5,863.00</b>
S & S Builders Hardware Co	572525	2204528	249161	4/27/2022	2,184.00
<b>S &amp; S Builders Hardware Co Total</b>					<b>2,184.00</b>
Salvati, Dawn	REIMB TRAVEL 04/18	0	249162	4/27/2022	67.86
<b>Salvati, Dawn Total</b>					<b>67.86</b>
Savvas Learning Company LLC	7027910766	2204390	249163	4/27/2022	1,200.00
<b>Savvas Learning Company LLC Total</b>					<b>1,200.00</b>
Schermann, April M	REIMB SUPPLS 4/14	2204404	249164	4/27/2022	109.95
<b>Schermann, April M Total</b>					<b>109.95</b>
Scholastic Inc.	38302138	2203820	249165	4/27/2022	3,614.25
	3-INV5, 4/5/22	2204537	249165	4/27/2022	395.67
<b>Scholastic Inc. Total</b>					<b>4,009.92</b>
School Specialty	2.0813E+11	2204327	249166	4/27/2022	178.78
<b>School Specialty Total</b>					<b>178.78</b>
Schwenker, Jenna	MCUD5-2	2204420	249167	4/27/2022	600.00
<b>Schwenker, Jenna Total</b>					<b>600.00</b>
Sheppelman, Dawn Demlow	REIMB TRAVEL 03/31	0	249168	4/27/2022	89.51
<b>Sheppelman, Dawn Demlow Total</b>					<b>89.51</b>
Shumaker, Natalie Elise	REIMB TRAVEL 03/28	0	249169	4/27/2022	81.37
<b>Shumaker, Natalie Elise Total</b>					<b>81.37</b>
Soard, Brandee Leigh	REIMB QUIZIZZ 3/12	2204559	249170	4/27/2022	60.00
<b>Soard, Brandee Leigh Total</b>					<b>60.00</b>
SOS Technologies	97208, 97521	2204591	249171	4/27/2022	2,551.00
<b>SOS Technologies Total</b>					<b>2,551.00</b>
Specialized Education Of Illinois	INV-133307	2204429	249172	4/27/2022	40,122.62
<b>Specialized Education Of Illinois Total</b>					<b>40,122.62</b>
Stalter, Todd	HOURS - 4/11/22	2204395	249173	4/27/2022	60.00
<b>Stalter, Todd Total</b>					<b>60.00</b>
Stone, Jennifer D	REIMB FUEL 4/7/22	2204572	249174	4/27/2022	100.00
	REIMB FUEL 3/4/22	2204570	249174	4/27/2022	75.00
<b>Stone, Jennifer D Total</b>					<b>175.00</b>
Streamwood Behavioral Health Center	15611	2204531	249175	4/27/2022	140.00
<b>Streamwood Behavioral Health Center Total</b>					<b>140.00</b>
Terminix Int'L	SERV.PLAN 4/1/22-23	2204384	249176	4/27/2022	693.00
<b>Terminix Int'L Total</b>					<b>693.00</b>
Terwilliger, Natasha	REIMB TRAVEL 3/31	0	249177	4/27/2022	32.76
<b>Terwilliger, Natasha Total</b>					<b>32.76</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
The Music Shoppe, Inc	3244799, 3244274	2204561	249178	4/27/2022	284.20
	3243520	2204406	249178	4/27/2022	1,021.32
	3242835, 3242089	2204548	249178	4/27/2022	417.43
	3242080, 2082	2204385	249178	4/27/2022	200.00
	3238530	2204439	249178	4/27/2022	28.00
<b>The Music Shoppe, Inc Total</b>					<b>1,950.95</b>
The Traffic Sign Store	T22463	2204509	249179	4/27/2022	260.00
<b>The Traffic Sign Store Total</b>					<b>260.00</b>
Thoennes, Lisa A	REIMB TRAVEL 03/30	0	249180	4/27/2022	26.09
	REIMB TRAVEL 02/25	0	249180	4/27/2022	25.39
<b>Thoennes, Lisa A Total</b>					<b>51.48</b>
Thresholds	TR22-09-04,09-05BR	2204529	249181	4/27/2022	5,513.12
<b>Thresholds Total</b>					<b>5,513.12</b>
Tomlin, Lisa	REIM SUPLS 1/22-4/18	2204412	249182	4/27/2022	148.40
<b>Tomlin, Lisa Total</b>					<b>148.40</b>
Touchtone Communications	1580885	0	249183	4/27/2022	571.52
<b>Touchtone Communications Total</b>					<b>571.52</b>
Town Of Normal Water Dept.	WATER BILL - 04/25	0	249184	4/27/2022	86.91
<b>Town Of Normal Water Dept. Total</b>					<b>86.91</b>
Tractor Supply Co	517029	2204588	249185	4/27/2022	14.99
<b>Tractor Supply Co Total</b>					<b>14.99</b>
Trane U.S. Inc.	312364944	2204525	249186	4/27/2022	6,474.00
<b>Trane U.S. Inc. Total</b>					<b>6,474.00</b>
Turf Tank	4080	2204527	249187	4/27/2022	176.86
<b>Turf Tank Total</b>					<b>176.86</b>
Twin Supplies, LTD.	15703G 2/15	2203313	249188	4/27/2022	12,000.00
<b>Twin Supplies, LTD. Total</b>					<b>12,000.00</b>
U.S. Specialty Coatings	0.221284	2204393	249189	4/27/2022	203.71
<b>U.S. Specialty Coatings Total</b>					<b>203.71</b>
Watts Copy Systems, Inc	1135951	2204600	249190	4/27/2022	12,371.87
	1134018	2204549	249190	4/27/2022	12,885.22
<b>Watts Copy Systems, Inc Total</b>					<b>25,257.09</b>
Watts Copy Systems, Inc.	V673233	2204494	249191	4/27/2022	976.75
<b>Watts Copy Systems, Inc. Total</b>					<b>976.75</b>
Weakly, Shelly	REIMB MEMBRSHIP FEES	2204596	249192	4/27/2022	99.00
<b>Weakly, Shelly Total</b>					<b>99.00</b>
Williams, Sara E	1	2204386	249193	4/27/2022	100.00
<b>Williams, Sara E Total</b>					<b>100.00</b>
Windshield Specialists	5-INVS, 9/20-1/21/22	2204566	249194	4/27/2022	1,224.57
<b>Windshield Specialists Total</b>					<b>1,224.57</b>
Wyland, Benjamin J	HOURS - 4/11/22	2204399	249195	4/27/2022	120.00
<b>Wyland, Benjamin J Total</b>					<b>120.00</b>

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					1,982,423.59

**Expenditure Summary Report**

From Date: 4/27/2022  
To Date: 4/27/2022

Fund	Amount
10	835,581.65
20	182,412.86
40	930,964.33
80	33,464.75
<b>Grand Total</b>	<b>1,982,423.59</b>

**MCLEAN COUNTY UNIT DISTRICT NO. 5**  
**Authorization for Payment of Bills and Payrolls**  
**April 14, 2022 through April 27, 2022**

**SUMMARY OF BILLS & PAYROLLS BY FUND**

<b>Fund</b>	<b><sup>1</sup> Prepaid Bills</b>	<b><sup>2</sup> Bills To Be Paid</b>	<b><sup>3</sup> Payrolls</b>	<b>Total</b>
07 Flexible Benefit Plan Trust Fund	33,461.29	0.00	0.00	33,461.29
08 Unit 5 Self-Funded Insurance	418,358.18	0.00	0.00	418,358.18
10 Educational	0.00	835,581.65	4,394,220.31	5,229,801.96
20 Operations & Maintenance	0.00	182,412.86	254,055.01	436,467.87
30 Debt Service	0.00	0.00	0.00	0.00
40 Transportation	0.00	930,964.33	10,590.72	941,555.05
50 Social Security	0.00	0.00	108,544.37	108,544.37
51 IMRF	0.00	0.00	78,031.88	78,031.88
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	0.00	33,464.75	14,983.81	48,448.56
90 Life Safety	0.00	0.00	0.00	0.00
99 Student Activity Funds <sup>4</sup>	134,349.52	0.00	0.00	134,349.52
<b>Grand Total</b>	<b>\$586,168.99</b>	<b>\$1,982,423.59</b>	<b>\$4,860,426.10</b>	<b>\$7,429,018.68</b>

<sup>1</sup> For funds 8 through 90, these bills were paid on and between 4/14/22 and 4/26/22. Please see the "Vendor Bill Listing - PREPAID" report for details.

<sup>2</sup> These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

<sup>3</sup> Please see the "Payroll Fund Totals" report for details.

<sup>4</sup> These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 4/13/22 and 4/26/22. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

**ATTEST:**

**I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$7,429,018.68.**

\_\_\_\_\_  
 President, Board of Education

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Secretary, Board of Education

\_\_\_\_\_  
 Date

---

**Administrative Procedure - Preparing and Updating Disclosures**

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the District's best interest that the District comply in all material respects with federal securities laws regarding its (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the "Official Statements"), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Financial Information or Annual Financial Information, as required by and defined in the Undertakings (the "Annual Financial Information") to be filed with the Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an "EMMA Notice"). These procedures are designed to enable the District to create accurate disclosures with respect to its (i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices, which are collectively referred to herein as "Disclosures."

In response to these interests, the District hereby adopts the following procedures:

(a) Disclosure Officer

Consistent with Board Policy 4.40, *Incurring Debt*, the Superintendent (the "Disclosure Officer") is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the "Disclosure Procedures").

(b) Disclosure Procedures: Official Statements

Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the "Working Group"), and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.
2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information, and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding

bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2, above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate, and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2, above.
4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2 and 3, above.
5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however*, that the use of the Official Statement must be ratified, approved and authorized by the Board.

(c) Disclosure Procedures: Annual Financial Information

The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By December 20th of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking), the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the "Financial Statements"). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.
2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) Disclosure Procedures: Reportable Events

The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of 10 business days after the

occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation. (This paragraph (d) shall only apply if the District has entered into an Undertaking on or after February 27, 2019.)

(e) Disclosure Procedures: EMMA Notices

Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.
2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.
3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(f) Additional Responsibilities of the Disclosure Officer

The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with these Disclosure Procedures (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;
2. Evaluating the effectiveness of the procedures contained in these Disclosure Procedures; and
3. Informing the Board when substantive revisions or modifications are made to these Disclosure Procedures.

(g) General Principles

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.
2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.
3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be “speaking to the market.” When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.
4. While care should be taken not to shortcut or eliminate any steps outlined in these Disclosure Procedures on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.
5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of these Disclosure Procedures.

LEGAL REF.: 15 U.S.C. §77a et seq., Securities Act of 1933.  
15 U.S.C. §78a et seq., Securities Exchange Act of 1934  
17 CFR §240.15c2-12

---

### **Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

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

#### Making a Report or Complaint

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

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

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

<b>Nondiscrimination Coordinator:</b>	Name: M. Curt Richardson
	Address: 1809 West Hovey Ave, Normal, IL 61761
	Email: <a href="mailto:richardmc@unit5.org">richardmc@unit5.org</a>
	Telephone: (309) 557-4082

<b>Complaint Manager:</b>	Name: Roger Baldwin
	Address: 1809 West Hovey Ave, Normal, IL 61761
	Email: <a href="mailto:baldwinr@unit5.org">baldwinr@unit5.org</a>
	Telephone: (309) 557-4026

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

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

#### Investigation Process

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

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

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

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

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

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

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

#### Enforcement

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

with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

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

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

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

CROSS REF.: 2.260, 2.265, 4.165, 5.20, 5.90, 7.10, 7.180, 7.185, 7.190, 7.240

---

Adopted: July 9, 1997  
Reviewed: March 2022  
Amended: April 27, 2022

### **Student Assignment; Intra-District Transfer; Eligibility**

#### Attendance Areas

The District is divided into school attendance areas. The Superintendent or designee will:

1. Review the boundary lines annually and recommend to the Board any changes or revisions to existing units, including the designation of open attendance areas and/or grade levels;
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race or nationality.

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public.

Except as provided below, students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6.140, *Education of Homeless Children*.

#### Open Attendance Areas and Grade Levels

An open attendance area is a designated area assigned to two or more schools including the school for that assigned attendance area.

An open attendance grade level is a designated grade level at a school assigned to two or more schools including the school for that assigned attendance area.

#### Transfers within the District

A student's parents/guardians may request a transfer for their child to a District school other than the one assigned. A request should be directed to the Superintendent or designee, who, at his or her sole discretion, may grant the request when the parents/guardians demonstrate that the student could be better accommodated at another school, provided space is available.

If a request is granted, the parent/guardian shall be responsible for transportation.

The provisions in this section have no applicability to transfers pursuant to the Unsafe School Choice Option covered in Board policy 4.170, *Safety*.

#### Eligibility

If an attendance exception is granted it is possible that the student will not be eligible for interscholastic athletics/activities. An eligibility ruling will be requested by the school receiving the transfer student, through the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA), the governing agencies of said activities. The IHSA or IESA will determine the student's eligibility.

#### Class Assignments

The Building Principal or designee shall assign students to classes.

LEGAL REF.: 105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

CROSS REF.: 4.170, 6.30, 6.140

---

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

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school year. Based upon an assessment of the child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6.135, *Accelerated Placement Program*.

Admission Procedure

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

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7.60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

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

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6.140, *Education of*

---

*Homeless Children*, and its implementing Administrative Procedure 6.140-AP1, govern the enrollment of homeless children.

Foster Care Students

The Superintendent or designee will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

Student Transfers To and From Non-District Schools

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

Foreign Exchange Students

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

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

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

Re-Enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see Board policy 6.110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under Board policy 7.210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.  
20 U.S.C. §1232, Family Educational Rights and Privacy Act  
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.  
29 U.S.C. §794, Rehabilitation Act, Section 504.

---

Adopted: April 7, 1969  
Reviewed: March 2022  
Amended: April 27, 2022

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1,  
5/26-2, 5/27-8.1.  
105 ILCS 10/8.1, Ill. School Student Records Act.  
105 ILCS 45/, Education for Homeless Children Act.  
105 ILCS 70/, Educational Opportunity for Military Children Act.  
325 ILCS 50/, Missing Children Records Act.  
325 ILCS 55/, Missing Children Registration Law.  
410 ILCS 315/2e, Communicable Disease Prevention Act.  
20 Ill. Admin. Code Part 1290, Missing Person Birth Records and School  
Registration.  
23 Ill. Admin. Code Part 225, Special Education  
23 Ill. Admin. Code Part 375, Student Records.

CROSS REF.: 4.110, 6.30, 6.110, 6.135, 6.140, 6.300, 6.310, 7.60, 7.70, 7.100, 7.340

---

## 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 a 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 address 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 within 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.

Tuition will not be required if a family plans to move into the District within the first nine-week period of the school year.

### Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parents/guardians for non-resident admission. The Superintendent or designee 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 parents/guardians will be charged the maximum amount of tuition as allowed by State law.
4. The student's parents/guardians 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 and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6.140, *Education of Homeless Children*, and its implementing administrative procedure, 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 non-resident 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 student 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 5/10-20.12b.

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.  
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch.  
Dist. 200, 235 Ill. App. 3d 652 (5<sup>th</sup> Distr. 1992).  
Joel R. v. Bd. of Educ. of Manheim Sch. Dist. 83, 292 Ill. App. 3d 607 (1<sup>st</sup> Dist. 1997).  
Kraut v. Rachford, 51 Ill. App. 3d 206 (1<sup>st</sup> Dist. 1977).

CROSS REF.: 6.140, 7.50, 7.70

Adopted: November 18, 1968  
Reviewed: March 2022  
Amended: April 27, 2022

### **Attendance and Truancy**

The Board believes that a major cause of academic failure is frequent absences from school and that students, staff, and parents all play an important part in assuring a good attendance record.

The resources of classroom teachers, support personnel, and school administrators shall be employed constructively to solve with individual students their problems of excessive absence. There shall be adequate provisions for make-up work. Administrative procedures to implement this policy shall be written and filed with the Superintendent.

#### Compulsory School Attendance

This Board 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 or time of day, and
- (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Board 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. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

---

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 2 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 the 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 acknowledgement 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 6 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 Board policy 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.

LEGAL REF.: 105 ILCS 5/26-1 through 18.  
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.  
23 Ill. Admin. Code §§1.242 and 1.290.

CROSS REF.: 5.100, 6.110, 6.150, 7.10, 7.50, 7.60, 7.80, 7.190, 7.340

**Release Time for Religious Instruction/Observance**

Religious Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The parent(s)/guardian(s) must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s).

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the state law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.: 105 ILCS 5/26-1 and 5/26-2b.  
775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7.70

---

### **Agency and Police Interviews**

The Superintendent or designee shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

- 1) Recognize individual student rights and privacy;
- 2) Recognize the potential impact an interview may have on an individual student;
- 3) Minimize potential disruptions;
- 4) Foster a cooperative relationship with public agencies and law enforcement; and
- 5) Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.: 105 ILCS 5/10-20.64, 5/22-88.  
55 ILCS 80/, Children's Advocacy Center Act.  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/31-1 *et seq.*, Interference with Public Officers Act.  
725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5.90, 7.130, 7.140, 7.190

### **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. 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.

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, 7.130, 7.190

---

Adopted: July 9, 1997  
Reviewed: March 2022  
Amended: April 27, 2022

---

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

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

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

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

Definitions from Section 27-23.7 of the *School Code* (105 ILCS 5/27-23.7)

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

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

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

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

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

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

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-2.

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

**Nondiscrimination Coordinator:** Name: M. Curt Richardson  
Address: 1809 West Hovey Ave, Normal, IL 61761  
Email: [richardmc@unit5.org](mailto:richardmc@unit5.org)  
Telephone: (309) 557-4082

**Complaint Manager:** Name: Roger Baldwin  
Address: 1809 West Hovey Ave, Normal, IL 61761  
Email: [baldwinr@unit5.org](mailto:baldwinr@unit5.org)  
Telephone: (309) 557-4026

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student

discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2.240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification or areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

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

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2.260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 6.60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

- d. 6.65, *Student Social and Emotional Development*. Student social and emotional development is incorporated in the District's educational program as required by State law.
- e. 6.235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
- g. 7.185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- h. 7.190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- i. 7.310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.  
405 ILCS 49/, Children's Mental Health Act.  
775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2.240, 2.260, 2.265, 4.170, 5.230, 6.60, 6.65, 6.235, 7.20, 7.185, 7.190, 7.220, 7.230, 7.240, 7.285, 7.310, 7.315

---

### **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

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale, alcoholic beverages. Students who are under the influence 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, bartering, 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 it is 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 medication when not prescribed for the student by a physician licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions or without following *Board policy 7.270* and its implementing procedures including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. 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 non-prescription medication without following *Board policy 7.270* and its implementing procedures.
- f. 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.
- g. 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.
- h. "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.
- i. 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 knife, a "weapon" as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices 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, eavesdrop (e.g. surreptitiously recording a conversation), 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, or electronic mobile device.

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- a. the supervising teacher grants permission;
  - b. use of the device is provided in a student's individualized education program (IEP); or
  - c. 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 direct supervision and in the context of instruction.
  7. Disobeying rules of student conduct or directives from staff members or school officials. 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, altering report cards, or 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.
  11. Teen dating violence, as described in *Board policy 7.185*.
  12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or 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, vandalism, 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, including situations in which 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, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any 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 of 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 may include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding 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. 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 may use this option 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*.
11. Out-of-school suspension from school and all school activities in accordance with *Board policy 7.200*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with *Board policy 7.210*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of expulsion.
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*.

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/or 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 and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school shall be expelled for at least one (1) calendar year but not more than two (2) calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a 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. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent or designee'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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator.

#### 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. Dept. of State Police (ISP), and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Adopted: December 12, 1989

Reviewed: March 2022

Amended: April 27, 2022

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 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, Associate Building Principal, Assistant Building Principal, or School Administration Manager (SAM) 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 days for safety reasons.

Student Handbook

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parents/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. §7151 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 and  
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.

CROSS REF.: 2.150, 2.240, 5.230, 6.110, 7.70, 7.130, 7.140, 7.150, 7.160, 7.170, 7.180, 7.185,  
7.200, 7.210, 7.220, 7.230, 7.240, 7.270, 7.310, 7.315, 8.30

## **Suspension Procedures**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program, if any, shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel (e.g. paraprofessional).
3. Students are given an opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation:

- a) Of the other behavioral and disciplinary interventions that have been or will be attempted;
  - b) Of the restorative justice practices that will be attempted; and
  - c) That the student's continuing presence in school would either pose:
    - i) A threat to school safety; or
    - ii) A disruption to other students' learning opportunities.
  - ii. For a suspension of 4 or more school days, an explanation:
    - a) Of the other behavioral and disciplinary interventions that have been attempted;
    - b) That other appropriate and available behavioral and disciplinary interventions have been exhausted;
    - c) Of the restorative justice practices that have been or will be attempted; and
    - d) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff or members of the school community, or
      - ii) Substantially disrupt, impede or interfere with the operation of the school.
  - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel at their own expense. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 19 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.  
23 Ill. Admin. Code §1.280.

CROSS REF.: 5.100, 7.125, 7.130, 7.190, 7.220

Adopted: May 26, 1999  
Reviewed: March 2022  
Amended: April 27, 2022

---

### **Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that *The School Code* allows the Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Attorney for the District, if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide:
  - (1) testimony of any other behavioral and disciplinary interventions already attempted;
  - (2) testimony that other appropriate and available behavioral and disciplinary interventions have been exhausted; and
  - (3) evidence of the threat or disruption posed by the student.

The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the

evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion
  - c. Document how school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted.
  - d. Document how the student's continuing presence in school would
    - (1) pose a threat to the safety of other students, staff, or members of the school community, or
    - (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5.100, 7.130, 7.190, 7.200, 7.230

---

### **Conduct Code for Participants in Co-Curricular Activities**

The Superintendent or designee, using input from coaches and sponsors of co-curricular activities, shall develop a conduct code for all participants in co-curricular activities consistent with Board policy and the rules adopted by any association in which the District maintains a membership.

The conduct code shall: (1) require participants in co-curricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. The conduct code shall be reviewed by Building Principals periodically at their discretion and presented to the Board.

Participants in co-curricular activities must abide by the conduct code for the activity and Board policy 7.190, *Student Behavior*. All coaches and sponsors of co-curricular activities shall annually review the conduct code with participants and provide participants with a copy.

In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 12 participating in these programs.

#### Co-Curricular Drug and Alcohol Testing Program

The District maintains a co-curricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in co-curricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to having the student submit to random drug and alcohol testing in order to participate in any co-curricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is positive, the student will not participate in co-curricular activities until after a follow-up test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume co-curricular activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

#### Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance-enhancing substance on IHSA's banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.

IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.: Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).  
Bd. of Educ. of Independent Sch. Dist. No. 92 v. Earls, 536 U.S. 822 (2002).  
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).  
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).  
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).  
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5.280, 6.190, 7.180, 7.190, 7.300

Adopted: March 12, 2003  
Reviewed: July 2020  
Amended: April 27, 2022

---

### **Exemption From Physical Education**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.: 105 ILCS 5/27-6.  
225 ILCS 60/, Medical Practice Act.  
23 Ill. Admin. Code §1.420(p) and §1.425(d), (e).

CROSS REF: 6.60, 6.310

---

**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 5/2-3.163(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*, 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*, 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.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who:
  - (A) suffer from a mental health disorder;
  - (B) suffer from a substance abuse disorder;
  - (C) engage in self-harm or have previously attempted suicide;
  - (D) reside in an out-of-home placement;
  - (E) are experiencing homelessness;
  - (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ);
  - (G) are bereaved by suicide; or
  - (H) have a

medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. Board policy 6.65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
  - b. 6.120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6.140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. Board policy 6.270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7.50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. Board policy 7.250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7.250, *Student Support Services*.
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6.270, *Guidance and Counseling Program*, and Board policy 7.250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
  6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention

Adopted: February 10, 2016

Reviewed: March 2022

Amended: April 27, 2022

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

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy:

- 1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services,
- 2) are strictly limited to the available resources within the District,
- 3) do not extend beyond the school day and/or school-sponsored events, and
- 4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.  
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.73 (final citation pending), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/10-20.75 (final citation pending), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.  
405 ILCS 49, Children's Mental Health Act of 2003.  
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.  
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2.240, 5.100, 6.60, 6.65, 6.120, 6.270, 7.180, 7.250

---

## **Restrictions on Publications; Elementary and Junior High Schools**

### School-Sponsored Publications and Web Sites

School-sponsored publications, productions and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process, will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### Non-School-Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material; (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.); or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material; or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of substantial disruption to school operations; or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7.  
Hazelwood v. Kuhlmeier, 484 U.S. 260 (1988).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6.235, 7.180, 8.25

---

Adopted: October 25, 2000  
Reviewed: March 2022  
Amended: April 27, 2022

### **Restrictions on Publications; High Schools**

#### Definitions

*Libel* means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

*Obscene* means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

*School official* means a Building Principal or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Slander* means the speaking of false statements of fact that seriously harm a living person's reputation.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser* means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

#### School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and School Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate in 105 ILCS 5/27-20.08; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;

3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:
  - a. Commit an unlawful act;
  - b. Violate any of the District's policies; or
  - c. Materially and substantially disrupt the orderly operation of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Superintendent or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, or invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7  
Speech Rights of Student Journalists Act, 105 ILCS 80/.  
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).  
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).  
Tinker v. Des Moines Indep. Cmty. Sch. Dist. 89 S.Ct. 733 (1969).  
Morse v. Fredrick, 551 U.S. 393 (2007).  
CROSS REF.: 1.30, 6.10, 6.65, 6.235, 7.180, 8.25

**CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF  
FIRE PREVENTION AND SAFETY FUNDS**

(Section 17-2.11 of the School Code)

TOWANDA ELEM SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 13	

Total Previously Approved	
Approved to raise with this Amendment	\$25,800.00
Total Approved to Date	\$25,800.00
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$25,800.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
------	--

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
---------	-------------	------------------	-----------------	------------	--------

(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION

## To use Fire Prevention and Safety Funds

Amendment Number

### PART I. CERTIFICATION OF ESTIMATED COSTS


#### This is to certify that:

The TOWANDA ELEM SCHOOL school, located at 304 S East St Towanda, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 3/29/2022.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 25,800.00.**

Name of Architect/Engineer Randall Middleton	Name of Firm MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	Fax Number (309) 454-8049.
License Number 001-007938	Expiration Date 11/30/2022
Email Address rand@middletonassociates.net	 [Seal and Signature]



### PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.

g. In the case of work recommended to repair school sidewalks, playgrounds, parking lots, or school bus turnarounds the notice and hearing requirements of Section 17-2.11 of the School Code were complied with by publishing the required notice on and holding the required public hearing on .

(35-76) (7/07) Prescribed by ISBE for ISBE Use

# VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>		2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>TOWANDA ELEM SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Two restrooms - no room numbers	b.	175.60 a)	Vinyl tile flooring (not ACM) is broken in many areas and is no longer fully adhered. This floor was installed with the Addition in 1990.	Remove and replace the vinyl tile.	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>				3. FACILITY CODE/NAME <b>TOWANDA ELEM SCHOOL</b>				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove toilet partitions and plumbing fixtures in both rooms. Remove existing 12" x 12" tile flooring. Install new precatalyzed epoxy flooring. Replace plumbing fixtures and partitions.	sq. ft.	384	2	\$21,500.00			7/22/2022	F

							Original Subtotal	\$21,500.00	Adjusted Subtotal	\$21,500.00	
							Original 10.00% Contingency	\$2,150.00	Adjusted 10.00% Contingency	\$2,150.00	
							Original 10.00% A/E Fees	\$2,150.00	Adjusted 10.00% A/E Fees	\$2,150.00	
							Original Grand Total	\$25,800.00	Adjusted Grand Total	\$25,800.00	

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

**CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF  
FIRE PREVENTION AND SAFETY FUNDS**

(Section 17-2.11 of the School Code)

NORMAL COMMUNITY WEST HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 51	

Total Previously Approved	
Approved to raise with this Amendment	\$100,300.00
Total Approved to Date	\$100,300.00
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$100,300.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
------	--

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
---------	-------------	------------------	-----------------	------------	--------

(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds


**PART I. CERTIFICATION OF ESTIMATED COSTS**

**This is to certify that:**

The NORMAL COMMUNITY WEST HIGH SCHOOL school, located at 501 N Parkside Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 3/28/2022.

- All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.
- All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

**The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 100,300.00.**

Name of Architect/Engineer Randall Middleton	Name of Firm MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	Fax Number (309) 454-8049.
License Number 001-007938	Expiration Date 11/30/2022
Email Address rand@miltonassociates.net	 [Seal and Signature]



**PART II. CERTIFICATION OF NEED (Provided by district through IWAS)**

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.

# VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>				2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>		3. FACILITY CODE/NAME <b>NORMAL COMMUNITY WEST HIGH SCHOOL</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation			9. Recommendation to correct violation
1	Mechanical Rooms	b.	BOCA 3401.2	The computer monitoring the building mechanical system has indicated that 19 damper actuators and 12 pneumatic valves on AHU 1, 2, 3, 4, 13, & 14 are inoperative. To achieve proper operation of the building HVAC system these units need attention.			Replace the 19 damper actuators and 12 pneumatic valves.

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>NORMAL COMMUNITY WEST HIGH SCHOOL</b>					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	e	b.	Remove the inoperative actuators and pneumatic valves. Repair damper mechanism to function properly after installation of new actuators. Provide piping repairs needed to install new valves and provide new pipe insulation as required. Check and balance new equipment to assure proper operation.	each	31	2	\$85,000.00			8/15/2022	F

	Original Subtotal	\$85,000.00	Adjusted Subtotal	\$85,000.00	
	Original 10.00% Contingency	\$8,500.00	Adjusted 10.00% Contingency	\$8,500.00	
	Original 8.00% A/E Fees	\$6,800.00	Adjusted 8.00% A/E Fees	\$6,800.00	
	Original Grand Total	\$100,300.00	Adjusted Grand Total	\$100,300.00	

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

**CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF  
FIRE PREVENTION AND SAFETY FUNDS**

(Section 17-2.11 of the School Code)

TRANSPORTATION FACILITY	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 3	

Total Previously Approved	
Approved to raise with this Amendment	\$23,640.00
Total Approved to Date	\$23,640.00
Existing District Funds Approved	\$0.00

I, , State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$23,640.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
------	--

**EXPLANATORY NOTES:**

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

**COMMENTS:**

**ADJUSTED ITEMS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
---------	-------------	------------------	-----------------	------------	--------

(35-22) (7/07) Prescribed for ISBE for ISBE Use

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number

## PART I. CERTIFICATION OF ESTIMATED COSTS


### This is to certify that:

The TRANSPORTATION FACILITY school, located at 2000 Eagle Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 4/7/2022.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 23,640.00.

Name of Architect/Engineer Randall Middleton	Name of Firm MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	Fax Number (309) 454-8049.
License Number 001-007938	Expiration Date 11/30/2022
Email Address rand@miltonassociates.net	 [Seal and Signature]



## PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.

# VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE <b>064, McLean</b>		2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>			3. FACILITY CODE/NAME <b>TRANSPORTATION FACILITY</b>	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Two Restrooms #105 & #106	b.	3401.2	Vinyl tile flooring was installed in 2001. The 12" X 12" tile has broken edges in many areas and some tiles are loose from base concrete floor.	Remove and replace the vinyl tile and rubber base.	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

**SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS**

1. COUNTY CODE <b>064, McLean</b>			2. DISTRICT CODE/NAME <b>0050, McLean County USD 5</b>				3. FACILITY CODE/NAME <b>TRANSPORTATION FACILITY</b>				
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove plumbing fixtures and metal partitions in both rooms. Remove existing tile flooring. Install new precatalyzed epoxy flooring and base. Replace plumbing fixtures and existing partitions.	sq.ft.	240	2	\$19,700.00			7/22/2022	F

							Original Subtotal	\$19,700.00	Adjusted Subtotal	\$19,700.00	
							Original 10.00% Contingency	\$1,970.00	Adjusted 10.00% Contingency	\$1,970.00	
							Original 10.00% A/E Fees	\$1,970.00	Adjusted 10.00% A/E Fees	\$1,970.00	
							Original Grand Total	\$23,640.00	Adjusted Grand Total	\$23,640.00	

Items with a Funding Type of 'O' are not included in the cost calculation.  
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

---

**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**2022-2023 Regular Meeting Schedule**

---

**July 20, 2022 @ 6:30p.m.**

**August 17, 2022 @ 6:30p.m.**

**September 21, 2022 @ 6:30p.m.**

**October 19, 2022 @ 6:30p.m.**

**November 16, 2022 @ 6:30p.m.**

**December 14, 2022 @ 6:30p.m.**

**January 18, 2023 @ 6:30p.m.**

**February 15, 2023 @ 6:30p.m.**

**March 15, 2023 @ 6:30p.m.**

**April 26, 2023 @ 6:30p.m.**

**May 17, 2023 @ 6:30p.m.**

**June 21, 2023 @ 6:30p.m.**

**All meetings listed will be held at Normal West High School – 501 N. Parkside Rd., Normal unless otherwise indicated.**

**Special Board Meeting and Board Committee meetings will be scheduled and posted as needed. For additional information, please visit the District website at [www.unit5.org](http://www.unit5.org).**

**McLean County Unit District No. 5**  
**1809 West Hovey Avenue**  
**Normal, Illinois 61761-4339**



April 27, 2022

Board of Education Members,

It is my recommendation that the last day of the 2021-22 school year be May 26th for K-12 students. Students will be in attendance for 3 hours and breakfast will be the only meal provided. Our PreK students' last day will be May 25th and it will be a regular school day for them.

Sincerely,

*Dr. Kristen Weikle*

Dr. Kristen Weikle  
Superintendent, Unit District No. 5

## Proclamation

WHEREAS, educators play an integral in the education and growth of students in Unit 5; and

WHEREAS, educators work to open students' minds to ideas, knowledge and dreams; and

WHEREAS, educators fill many roles, as listeners, explorers, role models, motivators and mentors; and

WHEREAS, educators put in countless hours and extra effort to help students achieve, preparing them for further education, the workforce, and their civic duties; and

WHEREAS, educators should be accorded high public esteem, reflecting the value the community places on education; and

WHEREAS, educators continue to influence us long after our school days are only memories;

WHEREAS, it is appropriate that educators be recognized for this dedication and commitment to their students; and

NOW, therefore be it resolved that the Board of Education proclaims May 2-6, 2022 as Educator Appreciation Week for McLean County Unit District No. 5 Schools and we urge all citizens to pay tribute to our educators, personally expressing appreciation for dedication and devotion to their work, even though we cannot physically be together at this time.

**McLean County Unit District No. 5**  
**1809 West Hovey Avenue**  
**Normal, Illinois 61761-4339**



To: Dr. Kristen Weikle & Board of Education  
From: Maureen Backe, Director of Elementary Education  
Dan Lamboley, Director of Secondary Education  
RE: Annual Task Force Update

---

Elementary task force requests are the result of needed curriculum revisions, new curriculum development, and work related to implementing district initiatives such as Equity, Standards Based Grading, and Social Emotional Learning. Task force work includes analyzing our current district curriculum for additional resources and/or adjustments to the scope and sequence of units, assessments, and lessons.

All secondary Building Chairs are given the opportunity to request curriculum task forces. Task forces typically run from July 1st – December 1st. Task forces may investigate/create a new course, update curriculum due to new standards being released, create or update course specific common assessments, or research and recommend new materials/resources to support teachers and students within a specific course. Secondary task force requests may also be the result of work related to implementing district initiatives such as Equity, Standards Based Grading, and Social Emotional Learning.

After Board of Education approval, task forces are posted to 'All Users'. Teacher task force groups meet throughout the summer and fall to complete tasks outlined in the postings. Task force members share results of their work with the Director of Secondary Education and the Director of Elementary Education and ultimately department/colleagues. Courses and updates made during the task force cycle are typically implemented the following academic year unless the task force makes an alternative recommendation.

Maureen Backe, Director of Elementary Education  
Dan Lamboley, Director of Secondary Education

2022-2023 Curriculum Task Force Requests K-12

Elementary					
Level	Topic	Work	# teachers	# hours	Total Stipends
K-5	Standards Based Grading	Curriculum Ladders and Priority Targets	15	12	\$6,561.00
PreK/K	PreK/K Vertical Alignment	Continue PreK/K transition support	12	12	\$5,548.80
K-5	SEL/PBIS	Tier 1 and Tier 2 Resources	15	18	\$9,841.50
K-5	Drug Prevention	Develop lessons aligned to legislation	15	12	\$6,561.00
K-5	STEM/Coding	Explore available curriculum/develop	7	12	\$3,061.80
K-5	Social Studies	Revisions to the curriculum as needed	21	12	\$9,185.40
K-5	Word Study	Revisions to the curriculum as needed	21	6	\$4,592.70
K-5	Curriculum Trainers	Develop and implement building curriculum trainings	22	12	\$9,622.80
K-5	Science	Revise units to include Mystery Science	12	12	\$5,548.80
K-5	Equity	CRP and Equity Trainings	12	24	\$10,497.60
<b>Elementary Subtotal</b>					<b>\$71,021.40</b>
Secondary					
Level	Department	Course	Committee	Support Materials	Course Total
12	English	Transitional English	\$1,093.50		\$1,093.50
10-12	Ag	PSAA I & II	\$729.00		\$729.00
10-12	Art	Yearbook	\$182.25		\$182.25
9-12	FACS	Rubric & Assessment Revisions	\$2,916.00		\$2,916.00
9-12	ESL	Curriculum & Rubric Revisions	\$1,458.00		\$1,458.00
9-12	Art	Rubric & Assessment Revisions	\$2,551.50		\$2,551.50
9-12	Special Education	Specialized Services Math & ELA	\$2,916.00		\$2,916.00
10-12	Special Education	Exploration in Reading	\$182.25		\$182.25
9-12	Special Education	Structured Literacy	\$364.50		\$364.50
12	Special Education	Literacy for Life	\$364.50		\$364.50
10-12	Special Education	Geometry	\$583.20		\$583.20
9-10	Special Education	Algebra	\$1,312.20		\$1,312.20
11	Special Education	English III	\$1,749.60		\$1,749.60
11-12	Work Career	Work Program	\$1,093.50		\$1,093.50
9-10	High School	Standards-Based Curriculum	\$11,664.00		\$11,664.00
9-12	Technology	Introduction to Engineering Design	\$437.40		\$437.40
6-8	Middle School	Advisory	\$4,374.00		\$4,374.00
6-8	Science	Curriculum & Assessment Revisions	\$3,645.00		\$3,645.00
7	Social Studies	U.S. History	\$1,458.00		\$1,458.00
6-8	ESL	Instructional Practices	\$2,624.40		\$2,624.40
6-8	Special Education	Wilson Just Words	\$2,733.75		\$2,733.75
6-8	FACS	Curriculum & Assessment Revisions	\$1,093.50		\$1,093.50
6-8	Language Arts	Curriculum & Assessment Revisions	\$13,668.75		\$13,668.75
<b>Secondary Subtotal</b>					<b>\$59,194.80</b>
<b>Secondary Subtotal</b>					<b>\$59,194.80</b>
<b>Elementary Subtotal</b>					<b>\$71,974.08</b>
<b>Total Curriculum Task Force Budget</b>					<b>\$ 131,168.88</b>



**COPY SYSTEMS, INC.**

"where service is more than a promise"

Corporate Office  
2860 Stanton Avenue  
Springfield, IL 62703  
(217) 529-6697  
www.wattscopy.com

# Equipment Maintenance Agreement

Deliver To:  
McLean County Unit School  
District No. 5  
MULTIPLE LOCATIONS

Bill To:  
McLean County Unit School  
District No. 5  
1809 West Hovey Avenue  
Normal, IL 61761

**SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS**

Date: 04/18/2022

<u>CUSTOMER NO.</u>	<u>CUSTOMER P.O. NO.</u>	<u>REPRESENTATIVE</u> Jeff Brock /ams		
<u>ORDERED</u>	<u>PRODUCT NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>

## SEE ATTACHED SCHEDULE A

CONTRACT TYPE: Cost Per Copy/Print//Fax Maintenance Agreement

CONTRACT COVERAGE: Includes all service, parts, labor, mileage, drums, fuser rollers, **black/color toner, black/color developer** and preventative maintenance.

BEGINNING DATE: DATE OF INSTALL

ENDING DATE: 60 MONTHS FROM DATE OF INSTALL

Program includes:

All b/w images billed **monthly** at \$.0033 each

All color images billed **monthly** at \$.059 each.

Meter readings will be received remotely from machine or submitted by customer to Watts Corporate Office by email or our website.

*This contract does not cover damage due to operator error, power surge, lightning, negligence, abuse, misuse or if equipment is serviced by anyone other than an authorized representative. The equipment specified under this contract will perform within specifications given by the manufacturer with supplies which have been proven and tested by us. If source of supplies is other than Watts Copy Systems, Inc., and if such supplies result in a service call or are clearly not compatible with the equipment, then the coverage under this agreement may not apply.*

**MAINTENANCE AGREEMENT MUST BE PAID WITHIN 30 DAYS. IF NOT PAID, LABOR, PARTS, AND SUPPLIES MAY BE BILLABLE FROM EFFECTIVE DATE OF CONTRACT. ADMINISTRATION FEE OF \$25.00 CHARGES FOR REINSTATEMENT AFTER CANCELLATION.**

SIGNATURE (MUST BE SIGNED BY AN AUTHORIZED CORPORATE OFFICER, PARTNER, OR PROPRIETOR)

SIGNATURE – ACCEPTED BY WATTS COPY SYSTEMS, INC.

TITLE DATE

PRINT NAME

Decision Maker: Martin Hickman	Phone: 309-557-4010	Email: hickmanms@unit5.org
Accounting:	Phone:	Email:
Key Op:	Phone: 139	Email:
IT Contact:	Phone:	Email:

1. **Maintenance Services:** During the term hereof Dealer will repair or replace in accordance with the terms and conditions of this Agreement any part of the Equipment which becomes unserviceable due to normal usage (other than consumable supplies, unless such coverage is specified on the front of this agreement). Replacement parts will be furnished on an exchange basis and will be new, reconditioned or used; all parts removed due to replacement will become the property of the Dealer. Maintenance services provided by Dealer under this Agreement do not include the following:
  - a) Repairs resulting from misuse (including without limitation improper voltage or the use of supplies that do not conform to the manufacturer's specifications).
  - b) Repairs made necessary by service performed by persons other than Dealer.
  - c) Additional service calls or work which the Customer requests to be performed outside regular business hours.
  - d) Shop repair, reconditioning, rebuilding, overhaul or modification of the Equipment.
  - e) Provision or replacement of consumable supplies such as paper, staples or toner (unless such coverage is specified on the front of this agreement).
2. **Performance of Maintenance Services:** Maintenance services as described in paragraph 1 hereof will be provided at the Customer's place of business where the Equipment is located indicated on the face hereof Monday through Friday except holidays during the hours of 8:00 a.m. to 5:00 p.m. Preventative maintenance for the Equipment will be provided determined by Dealer. Remedial maintenance will be provided after notification by Customer that the Equipment is inoperative.
3. **Payment Terms:** Payment of the maintenance fee is due in accordance to the same terms of your Lease/Cost-Per-Image/Rental agreement. If this maintenance program is for annual coverage on customer-owned equipment, payment terms are net 30 from the invoice date. If an invoice remains unpaid after 30 days, the maintenance fee becomes delinquent. You agree to pay a late charge of 10% of any payment which is delinquent or, if less, the maximum late charge allowed by applicable law. You agree to pay a charge of \$25.00 for each check returned for non-sufficient funds or other reasons.
4. **Customer Obligation:** Customer agrees to provide a suitable place for use (including suitable electric service and a EMI/RFI/Surge/Modem/Network Protection) as specified by the manufacturer. Customer will provide adequate facilities for use by maintenance personnel in connection with the maintenance of the Equipment as described in paragraph 1 hereof. These facilities will be within a reasonable distance of the Equipment to be serviced and will be provided at no extra charge. Customer will provide a key operator for the Equipment for each shift of operation and make available operators for instruction in use and care of the Equipment.
5. **Default:** You will be in default under this Agreement if you (a) fail to pay the annual maintenance fee in full within 30 days of the execution and acceptance of this Agreement by Dealer or make any other payment when due under this Agreement; (b) fail to make payment when due on any other indebtedness you owe to us arising independently of this Agreement; (c) fail to perform or observe any term or condition contained in this Agreement, or any other instrument or document executed in connection with this Agreement; or (d) become insolvent (however defined), cease doing business as an ongoing concern, make an assignment for the benefit of creditors, or cause a petition for receiver or in bankruptcy to be filed by or against you (including a petition for reorganization or an arrangement). If you are in default under this Agreement, Dealer shall have the right to exercise concurrently or separately, and without any election or remedies to be deemed made, the following remedies: to sue for and recover from you all amounts due and owing with or without terminating this Agreement; to terminate this Agreement and sue for and recover from you the actual cost at prevailing rates for labor, parts and supplies provided to you under this Agreement from the effective date of this Agreement through the date of termination; and to pursue any other remedy at law or in equity.
6. **Charges:** The maintenance charges hereunder will be payable by the Customer in accordance to the terms of this agreement and any associated Lease/Cost-Per-Image/Rental agreements. The transfer of Equipment from the location indicated on the face hereof to any location not within an established service area will be charged at prevailing rates. Taxes (other than taxes measured by income) with respect to maintenance services including the supply of parts hereunder will be the responsibility of Customer. You agree that the base payment amount (if applicable) and the per-image charges and/or excess per-image charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this agreement and not more than once each successive twelve-month period thereafter, the base payment amount, if applicable, and the per-image charge may be increased by a maximum of 10% of the then existing payment or charge.
7. **Attorneys' Fees and Costs:** You shall pay Dealer all costs and expenses, including reasonable attorneys' fees, incurred by Dealer in exercising any of its rights or remedies hereunder or enforcing any terms, conditions or provisions hereof.
8. **Limitations and Liability:** Dealer makes no warranties, express implied, as to any matter whatsoever, including without limitation, the condition of the equipment, parts and services provided under this Agreement and Customer hereby expressly disclaims any express or implied warranties with respect thereto, including without limitation, any implied warranties of merchantability, or fitness for a particular purpose. In no event shall Dealer be liable to Customer for any incidental, indirect, consequential, punitive or special damages (including but not limited to damages to business reputation, lost business, or lost profits), whether foreseeable or not and however caused. Dealer shall not be liable for non-performance caused by circumstances beyond its control including but not limited to, work stoppages, fire, civil disobedience, war, terrorism, riots and acts of God. Customer agrees that Dealer's total liability to Customer for damages suffered in connection with, or arising out of, this Agreement, regardless of whether any such liability is based upon contract, tort or other basis, shall be limited to an amount not to exceed the maintenance fee owed under this Agreement for a twelve-month period.
9. ~~**Termination and Reinstatement:** This Agreement may be terminated by Dealer at any time upon 30 days written notice to Customer, unless it is terminated by Dealer because Customer is in default, in which case it may be terminated immediately by written notice. If this Agreement is terminated by Dealer because Customer is in default for failing to pay the maintenance fee, Customer may reinstate this Agreement if within 30 days of termination, Customer pays Dealer the maintenance fee in full plus any late charges and a reinstatement fee of \$25.00.~~
10. **Assignment:** This Agreement is not assignable. Any attempt to assign or transfer any of the rights, duties or obligations hereof is void.
11. **Term:** This Agreement shall become effective as of the effective date indicated on the face hereof upon acceptance by Dealer and continue in effect for each unit of Equipment until the expiration of the time or copy limit indicated on the face hereof (the "initial term"). The Agreement shall automatically renew at the expiration of the initial term for a like term (the "renewal term") and automatically renew thereafter for additional like terms at the expiration of each renewal term at the prevailing rates for the maintenance charges at the time of such renewal, unless you notify Dealer in writing at least 30 days prior the end of the initial term or any renewal term that you do not want to renew the Agreement.
12. **Waiver:** Any failure by either party to require conformity to all provisions hereof shall not be deemed a waiver of future conformity to such provisions.
13. **Freight/Fuel/Handling charge will apply.**
14. **Governing Law and Venue:** This Agreement shall be subject to and governed by the laws of the State of Illinois. Any action or proceeding arising out of or which is directly or indirectly related to this Agreement shall be commenced and maintained only in courts located in Sangamon County, Illinois. Each party, by their respective execution of this Agreement, consents and submits to the jurisdiction of any state or federal court located within Sangamon County, Illinois. Each party waives any right that the party may otherwise have to transfer or change the venue of any action or proceeding brought against that party by the other party to this Agreement which arises out of or is directly or indirectly related to this Agreement.
15. **Indemnity and Hold Harmless:** To the fullest extent permitted by law, the Customer shall and agrees to indemnify Dealer against, and hold Dealer harmless from, any claims, losses, actions, suits, proceedings, costs, expenses, damages, and liabilities (including but not limited to negligence, tort, and strict liability) and any and all costs and expenses in connection therewith, including reasonable attorney's fees and costs, arising out of, connected with, the maintenance, repair, inspection, use, operation and possession of the equipment by Customer. Customer recognizes and agrees that included in this indemnity clause, but not by way of limitation, is Customer's assumption of any and all liability for injury, disability and death of workmen and other persons caused by the maintenance, repair, use, operation, possession, control, handling, or transportation of the equipment during the term of this Agreement.
16. **Severability:** Whenever possible, each provision of this Agreement will be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement or the application thereof to any person, entity or circumstances shall be invalid, illegal or unenforceable to any extent, the remainder of the Agreement and the application thereof shall not be affected and shall be enforceable to the fullest extent permitted by law.
17. **Coverages/Inclusions:** Parts, components, labor and consumables covered under this agreement will be detailed on the front of this agreement. Any items not detailed as covered under this agreement may be excluded from this agreement and chargeable to the customer. If this agreement stipulates specific coverage for consumables (such as toner), the allotment of these supplies will be based on usage by actual meter counts from the covered device. The manufacturer specifically stipulates usage yields for each consumable item based on industry standards regarding document fill/print coverage. The Dealer will utilize the manufacturer's projected yield compared to the covered device's usage to determine the proper quantity of supplies to be provided under this agreement. Any consumables requested by the customer that exceed the allotment based on the actual usage compared to the manufacturer's projected yields will be chargeable to the customer.
18. **Entire Agreement:** The foregoing terms and conditions and those contained in prevailing price lists described herein constitute the entire agreement between Customer and Dealer with respect to its subject, irrespective of inconsistent or additional terms and conditions in Customer's purchase orders or other documents of Customer. All other prior agreements, proposals, and understandings with respect to the subject matter of this Agreement are merged herein, and there are no premises, terms, conditions or obligations with respect thereto other than those contained herein. This Agreement may be amended only by written instrument executed by both parties.



**COST PER IMAGE AGREEMENT**

AGREEMENT NO.: **1737269**

**CUSTOMER ("YOU" OR "YOUR")**

FULL LEGAL NAME: **McLean County Unit School District No. 5**

ADDRESS: **1809 West Hovey Avenue Normal, IL 61761**

**EQUIPMENT AND PAYMENT TERMS**  SEE ATTACHED SCHEDULE

TYPE, MAKE, MODEL NUMBER, SERIAL NUMBER, AND INCLUDED ACCESSORIES	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
<b>SEE ATTACHED SCHEUDLE A</b>	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)				<b>0</b>	<b>0</b>	<b>.0033</b>	<b>.059</b>

EQUIPMENT LOCATION: **MULTIPLE LOCATIONS** METER FREQUENCY: **Monthly**

TERM IN MONTHS: **60** MONTHLY BASE PAYMENT AMOUNT\*: **\$6,510.60 per month** (\*PLUS TAX)

SECURITY DEPOSIT:

**CONTRACT**

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

**CUSTOMER'S AUTHORIZED SIGNATURE**

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

(As Stated Above)

**X**

CUSTOMER SIGNATURE PRINT NAME & TITLE DATE

**OWNER ("WE", "US", "OUR")**

**Watts Copy Systems, Inc.**

OWNER SIGNATURE PRINT NAME & TITLE DATE

2860 Stanton St Springfield, IL 62703-4347

**UNCONDITIONAL GUARANTY**

The undersigned, jointly and severally if more than one, unconditionally guarantee(s) that the Customer will timely perform all obligations under the Agreement. The undersigned also waive(s) any notification if the Customer is in default and consent(s) to any extensions or modifications granted to the Customer. In the event of default, the undersigned will immediately pay all sums due under the terms of the Agreement without requiring us or our assignee to proceed against Customer or any other party or exercise any rights in the Equipment. The undersigned, as to this guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law as stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by us or our assignee related to this guaranty and the Agreement, waive(s) a jury trial and transfer of venue, and authorize(s) obtaining credit reports.

SIGNATURE: **X** INDIVIDUAL: DATE:

SIGNATURE: **X** INDIVIDUAL: DATE:

## ADDITIONAL TERMS AND CONDITIONS

**AGREEMENT.** You want us to now provide you the equipment and/or software referenced herein, excluding equipment marked as not financed under this Agreement ("Equipment") and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement is binding upon our acceptance hereof and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. If any amount payable to us is past due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less. Any security deposit will be returned upon full performance.

**NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU AGREE THAT YOU ARE UNCONDITIONALLY OBLIGATED TO PAY ALL AMOUNTS DUE UNDER THIS AGREEMENT FOR THE ENTIRE TERM. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON.**

**IMAGE CHARGES AND OVERAGES.** You are entitled to make the total number of images shown under Image Allowance (or Total Consolidated Image Allowance, if applicable) each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Per Image Charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree to provide us with the actual meter readings on any business day as designated by us, provided that we may estimate the number of images used if such meter readings are not received within five days after being requested. We will adjust the estimated charge for excess images upon receipt of actual meter readings. You agree that the Base Payment Amount and the Excess Per Image Charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Per Image Charges (and, at our election, the Base Payment Amount and Excess Per Image Charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 10% of the then existing payment or charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

**EQUIPMENT USE.** You will keep the Equipment in good working order, use it for business purposes only and not modify or move it from its initial location without our consent. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment.

**SERVICES/SUPPLIES.** If we have entered into a separate arrangement with you for maintenance, service, supplies, etc. with respect to the Equipment, payments under this Agreement may include amounts owed under that arrangement, which amounts may be invoiced as one payment for your convenience. We may charge you a freight fuel surcharge to cover our costs of shipping supplies to you. You agree that you will look solely to us for performance under any such arrangement and for the delivery of any applicable supplies.

**SOFTWARE/DATA.** Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

**LIMITATION OF WARRANTIES. EXCEPT TO THE EXTENT THAT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU MAY CONTACT US OR THE MANUFACTURER FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.**

**ASSIGNMENT.** You may not sell, assign, or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement and our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else.

**LOSS OR DAMAGE.** You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

**INSURANCE.** You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

**TAXES.** We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. Sales or use tax due upfront will be payable over the term with a finance charge. If this is deemed a secured transaction, you hereby grant us a security interest in the Equipment to secure your performance under this Agreement, to be released at the end of the term provided you have performed all of your obligations under this Agreement.

**END OF TERM.** At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew month to month unless a) you provide us written notice, at least 60 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.

**DEFAULT/REMEDIES.** If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us 1.5% interest per month on all past due amounts.

**UCC.** If we assign rights in this Agreement for financing purposes, you agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

**MISCELLANEOUS.** This Agreement is the entire agreement between you and us relating to our providing and your use of the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. If a court finds any provision of this Agreement unenforceable, the remaining terms of this Agreement shall remain in effect. You authorize us to either insert or correct the Agreement number, serial numbers, model numbers, beginning date, and signature date. All other modifications to the Agreement must be in writing signed by each party.



**EQUIPMENT SCHEDULE  
McLean County Unit School  
District No. 5**

AGREEMENT NO.: 1737269

**DESCRIPTION OF EQUIPMENT**

MAKE, MODEL NUMBER & INCLUDED ACCESSORIES	SERIAL NO.	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
			B&W	COLOR	B&W	COLOR	B&W	COLOR
QTY 1: MX-3071S Sharp COLOR Workgroup System; MX-TU16 Center Exit Tray; MX-DE25N Add'l 550-sheet Paper Drawer		<input type="checkbox"/>						
QTY 19: MX-B376W Sharp Workgroup System; MX-CS14N Add'l 600-sheet Paper Drawer; MX-DS22N Stand		<input type="checkbox"/>						
QTY 7: MX-M4071S Sharp Workgroup System; MX-DE27N Additional 3 x 550-sheet Paper Drawers; MX-FN27N 50-sheet Internal Staple Finisher		<input type="checkbox"/>						
QTY 33: MX-M7570N Sharp Workgroup System; MX-FN34 65-sheet Finisher with 3K Output; MX-RB24 Paper Pass Unit		<input type="checkbox"/>						
QTY 1: MX-M7570N Sharp Workgroup System; MX-FN34 65-sheet Finisher with 3K Output; MX-RB24 Paper Pass Unit; MX-PN16B Hole Punch Unit		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)					0	0	.0033	.059

**VERIFICATION**

The undersigned acknowledges having received a copy of this Schedule. A copy of this document containing your original or facsimile signature, or other indication of your intent to agree to the terms set forth herein, shall be enforceable for all purposes.

	<b>X</b>		
CUSTOMER	SIGNATURE	PRINT NAME & TITLE	DATE

**McLean County Unit District No. 5  
REQUEST FOR DONATION APPROVAL**

**Name of Donation/  
Organization:**            Anonymous

**Address of Donor/  
Organization:**

**Description of Donation: *(Include drawings if applicable)***

The cash donation will be split between several organizations at Normal West that serve to support our goal of developing citizenship. Social Studies Club, Freshmen Mentoring Program (FMP), Advanced Mentoring Program (AMP), and PBIS will all get funds from this donation.

**Total Value:**                \$5000

**Current/Future  
Costs To the  
School District:**            None

**Approval  
Signatures:**  
*(As Applicable)*

<b>Building Principal:</b>	<u>David J. Ives</u>
<b>Athletic Director:</b>	_____
<b>Supervisor of Maintenance:</b>	_____
<b>City Official:</b>	_____
<b>Superintendent:</b>	_____
<b>Date:</b>	_____

**Thank you for your donation!**  
*In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.*  
**Your support of Unit 5 Schools is greatly appreciated.**