

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

Wednesday, December 14, 2022

Public Session - 6:30pm (Sign up for public comments will be open from 5:15pm - 6:15pm)

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 public boy 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. PUBLIC HEARING

A Public Truth in Taxation Hearing on Proposed Tax Levy 4

1 Comments Regarding Public Hearing

7. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - Co-Swim Coach of Year - Dawn Fudge and Heather Budak

B Good News - NCWHS Student Marnie Howard

8. SUPERINTENDENT COMMENTS

9. PUBLIC COMMENTS

10. REPORTS

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

1 Section 4: Operational Services

- a. Administrative Procedure 4.60-AP1 Purchases 19
- b. Administrative Procedure 4.140-AP1 Fines, Fees, and Charges - Waiver of Student Fees 24
- c. Exhibit 4.140-E1 Application for Fee Waiver 26

2 Section 5: Personnel

- a. Policy 5.220 Substitute Teachers 28
- b. Policy 5.330 Sick Days, Vacation, Holidays, and Leaves 30
- c. Administrative Procedure 5.120-AP1 Statement of Economic Interests for Employees 39
- d. Administrative Procedure 5.120-AP2 Employee Conduct Standards 40

3 Section 6: Instruction

- a. Policy 6.250 Community Resource Persons and Volunteers 44
- b. Policy 6.260 Suggestions or Objections to Curriculum 46
- c. Administrative Procedure 6.260-AP1 Request for Reconsideration of Instructional Materials 47

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c. Administrative Procedure 7.190-AP4 Use of Isolated Time Out and Physical Restraint	58
d. Administrative Procedure 7.250-AP2 Prot. for Responding to Students with Soc., Emot., or Mental Health Problems	60
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B Adopt Levy Resolution	84
C Approve District Wide Radio Communication Bid	87
D Resolution of the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois, Declaring First Student, Inc. the Lowest Responsible and Responsive Bidder and Authorizing the District Administration to Enter into Contract Negotiations with First Student, Inc. for Student Transportation Services	89
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Minutes are not released for public viewing until approved by the Board of Education	
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2 Regular Session 11.16.22	
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13. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
14. ADJOURNMENT	

McLean County Unit District 5

Proposed Property Tax Levy 2022

4

Presented December 14, 2022

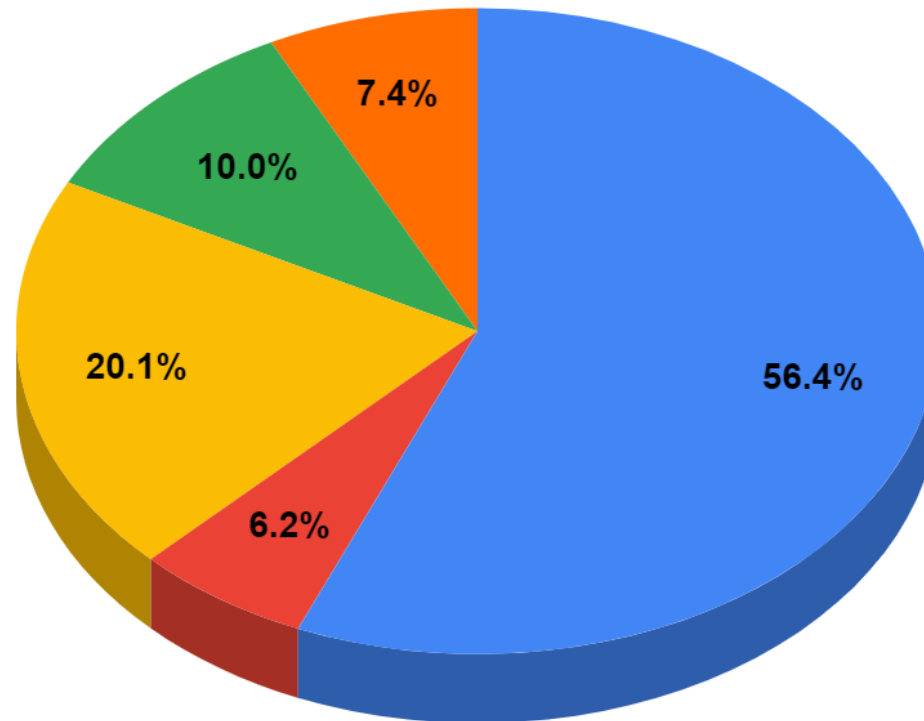
Levy Calendar

- November 16: Present Proposed Tax Levy
- December 14: Board Consideration to Adopt Levy Resolution
- December 27: Last Date to File Levy
- March/April: Verify Levy & Extension with County
- May/June: County Extends & Collections Begin

Why the levy is important

2022-23 Budgeted Revenue

Educational, Operations & Maintenance, Transportation & Tort Funds



Illinois School Report Card - District Finances

MCLEAN COUNTY USD 5

Custom Report Card Builder

District Finances: FY 2022 Percent of Adequacy ▾

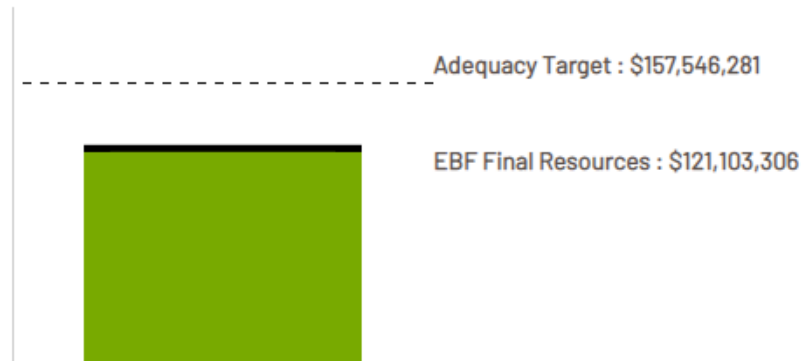


1 of 10

This display shows this district's Adequacy Target (the sum of all education cost factors as individually calculated based on the investments set in EBF), its level of EBF Final Resources and the resulting Percent of Adequacy (%) and EBF Tier assignment. [Learn More](#) ▾

Percent of Adequacy = **77%**

For Evidence-Based Funding in FY 22, this district is assigned to **Tier 2**.



Levy Components - Example

- The County calculates the final tax rate and the extension is based on the actual EAV, the levy set by the School Board, and the statutory maximum rates.

$$\frac{\$27,200,000 \text{ Levy}}{\$1,000,000,000 \text{ EAV}} = \$2.72 \text{ per } \$100$$

EAV estimates

Estimated 6.00% actual increase in equalized assessed value on existing property.

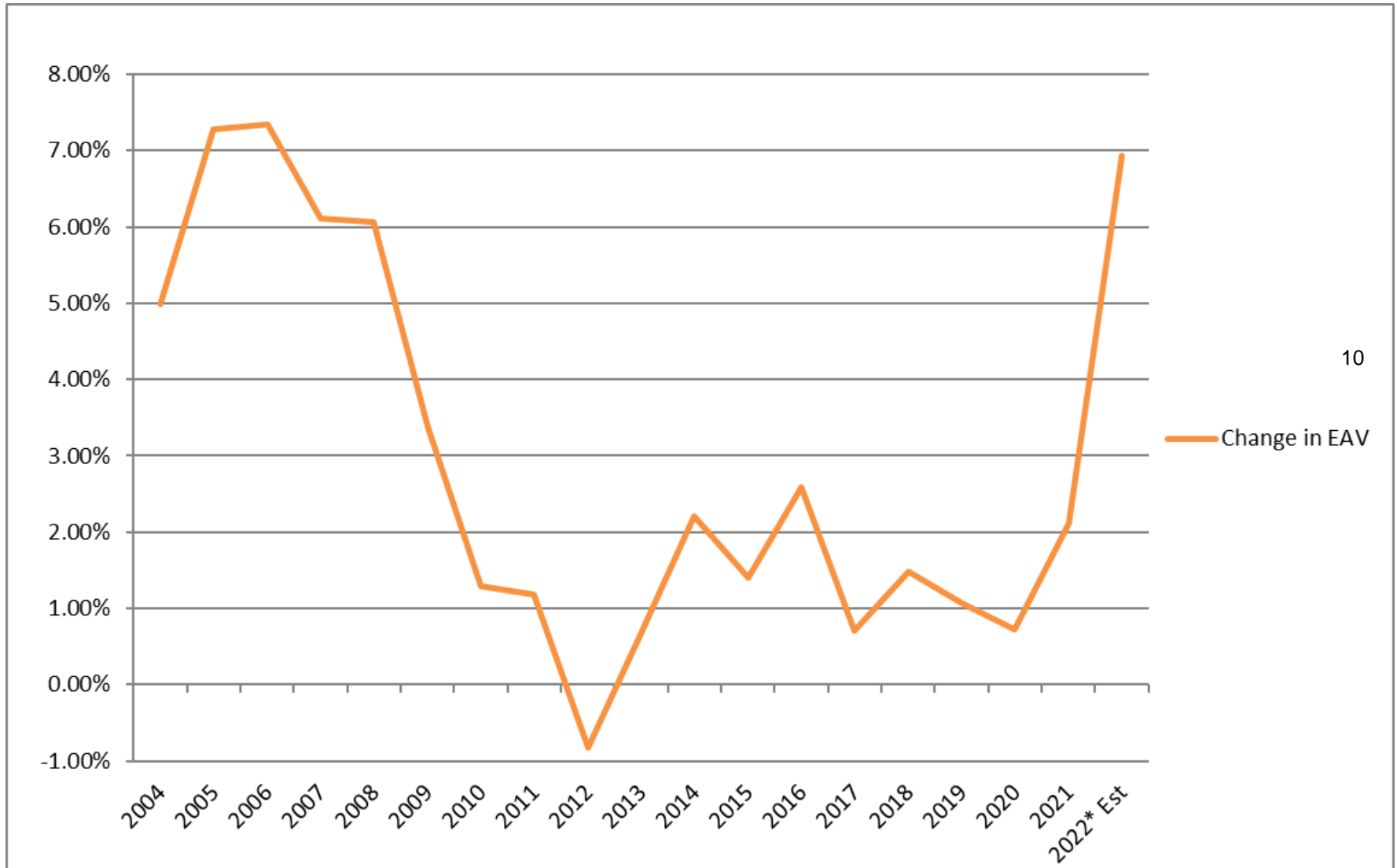
9

Proposed levy assumes a 8.00% in equalized assessed value on existing property.

\$21,519,315 in new construction.

* EAV is not determined by the District.

Historical EAV



10

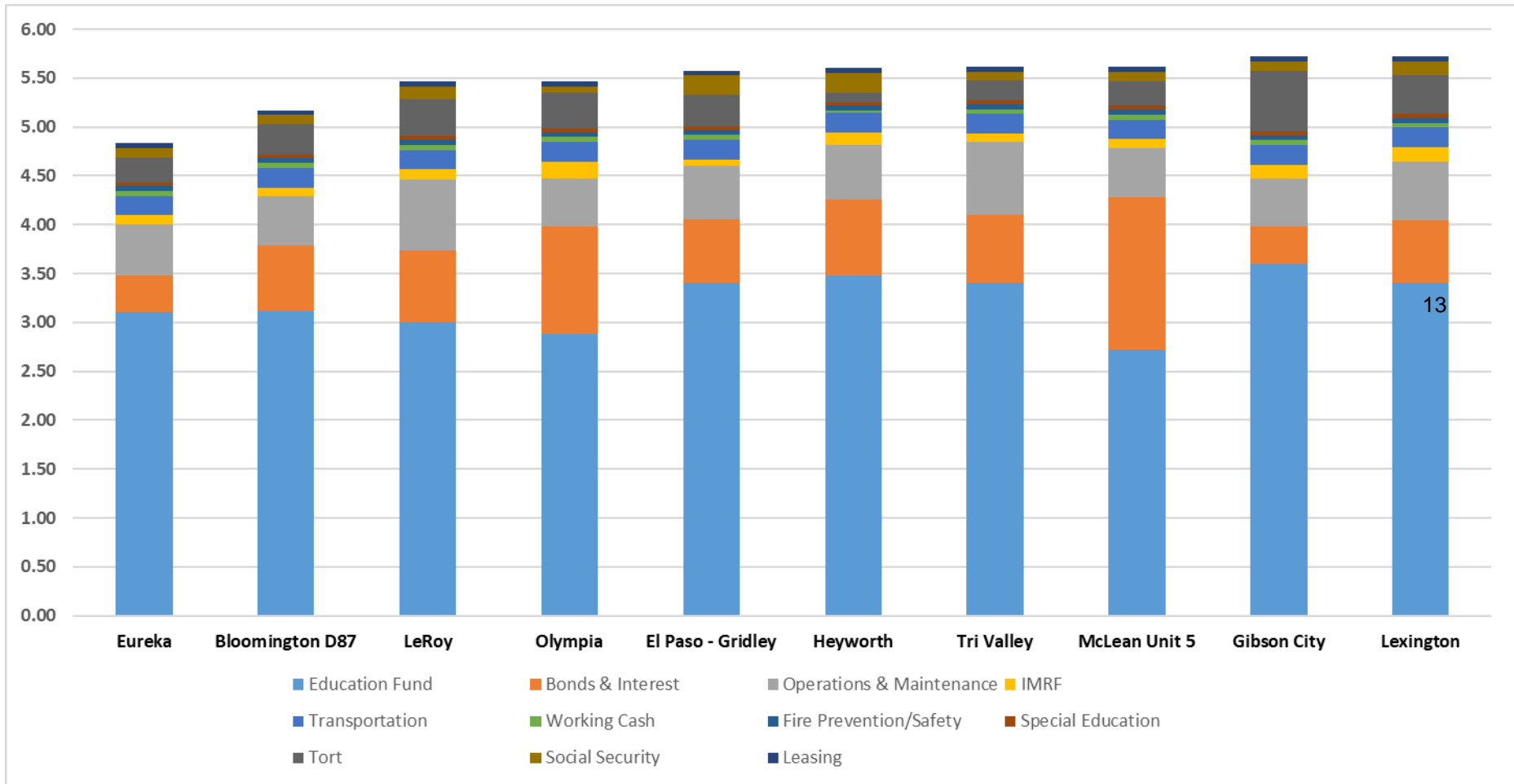
Change in EAV

Home Owner Impact

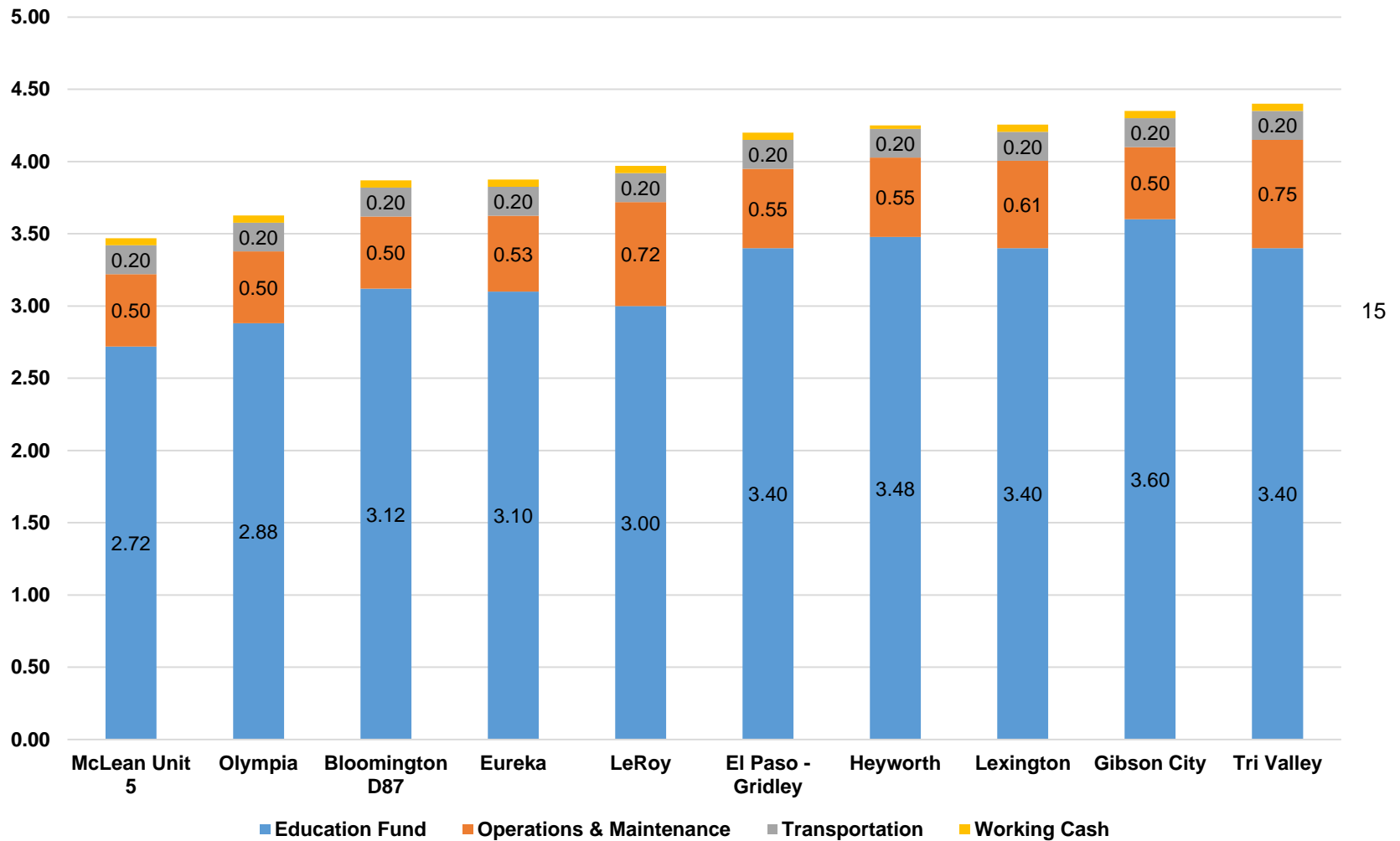
- Dependent on tax rate and equalized assessed value.
- Tax rate projected to decrease between \$0.10¹² and \$0.13.
- Home owner could still see an increase in taxes if their equalized assessed value increased.

* EAV is not determined by the District.

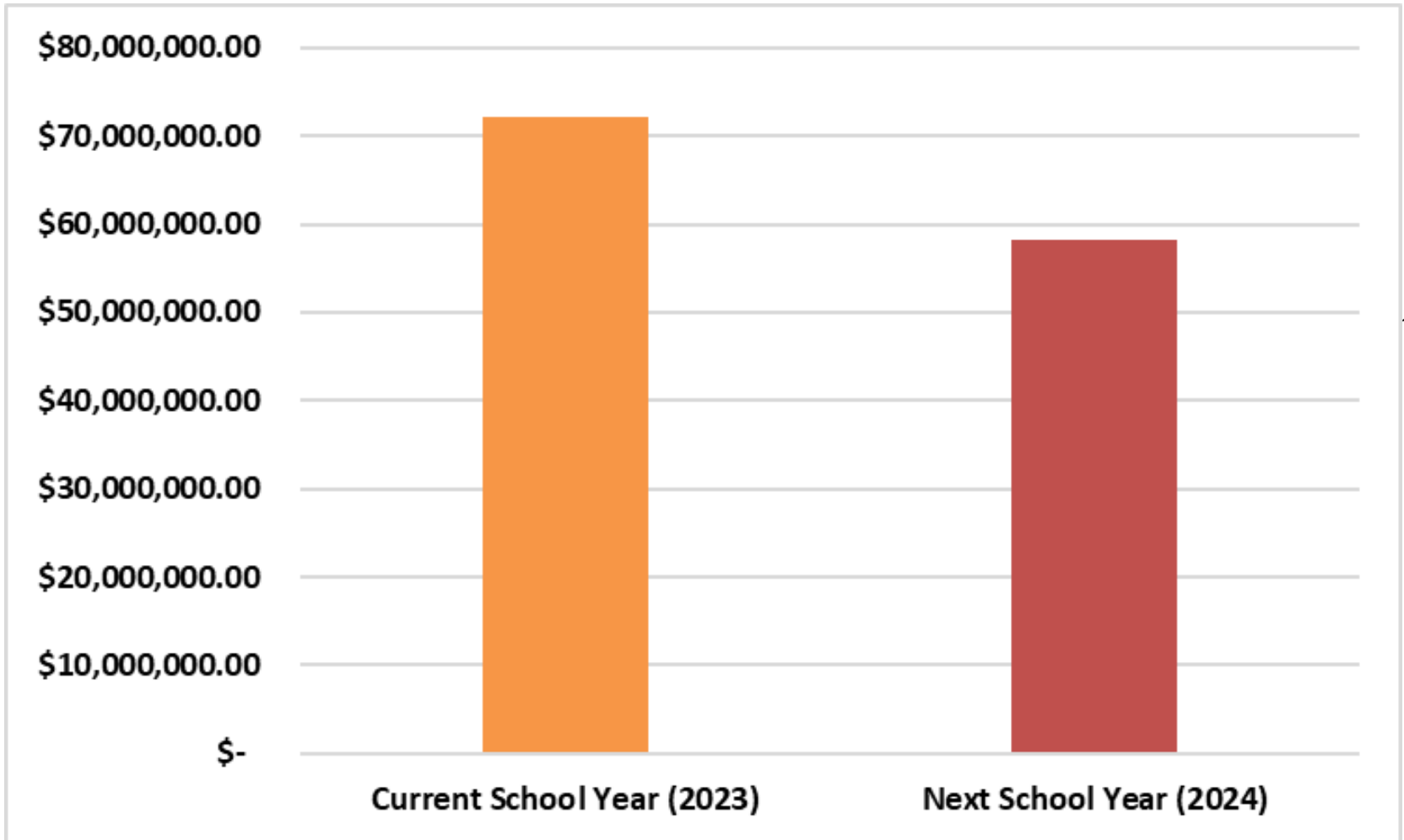
Tax Rates by District 2021



Tax Rates by District 2021 – Operating



Levy Year 2022 – School Year Budget Impacts



Fund Balances

Fund	Description	6/30/2022	11/30/2022
10	Educational Fund	17,433,789.32	\$ 18,407,181.41
20	Operations & Maintenance Fund	1,215,231.18	\$ 1,462,440.55
30	Debt Service Fund	19,688,044.19	\$ 16,087,389.63
40	Transportation Fund	3,484,361.72	\$ 4,897,666.89
50	Social Security Fund	1,174,877.58	\$ 1,312,985.39 ¹⁷
51	Municipal Retirement Fund	1,009,060.70	\$ 1,243,408.19
60	Capital Projects Fund	-	-
70	Working Cash Fund	69,835,374.12	\$ 70,651,134.31
80	Tort Immunity Fund	711,577.74	\$ 1,747,424.42
90	Fire Prevention & Safety Fund	392,683.82	\$ 687,945.81

QUESTIONS

Administrative Procedure - Purchases

The Attorney for the District should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

- A Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent or designee.
 2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105/):
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
 3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580/. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act. "Contractor" is defined in the Illinois Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for specific performance under a contract of \$5,000 or more."
 4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, 105 ILCS 5/28A of the *School Code*), may be considered as a bid. 105 ILCS 5/10-20.21(d).
 5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.
 6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by Administrative Procedure 2.170-AP1, *Qualification Based Selection*.
 7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44(b).
 8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and agree to:

- (a) not allow any of its employees to have direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense listed in 105 ILCS 5/10-21.9(c) or 5/21B-80(c);
 - (b) prohibit any of its employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense;
 - (c) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and
 - (d) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See Administrative Procedure 4.60-AP3, *Criminal History Records Check of Contractor Employees*.
9. Each contractor with the District must comply with 105 ILCS 5/24-5 and agree:
- (a) concerning each new employee who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and
 - (b) to require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.
10. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10) (food donations).
11. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act by (a) requesting a bid with an alternative for asphalt-based or latex-based sealant product, and (b) considering whether an asphalt-based or latex-based sealant product should be used for the project based upon costs and life cycle costs that regard preserving pavements, product warranties, and the benefits to public health and safety.
- B. To the extent feasible, the following govern all purchases, and/or the award of contracts for, supplies, materials or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21(a)(xiv) (3/4s of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.

2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least two competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for purchase of supplies, and materials, or work. 105 ILCS 5/10-20.21(a).
1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
 - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Perishable foods and perishable beverages;
 - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
 - f. Maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
 - g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
 - h. Duplicating machines and supplies;
 - i. Fuel, including diesel, gasoline, oil, aviation, natural gas, or propane, lubricants, or other petroleum products;
 - j. Equipment previously owned by some entity other than the District itself;
 - k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
 - l. Goods or services procured from another governmental agency;
 - m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
 - n. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
 - o. Goods procured through an education master contract, as defined in the Education Purchasing Program, 105 ILCS 5/28A; ~~and~~
 - p. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price; and
 - q. Goods, services, or management in the operation of a school's food service, including a school that participates in any of the U.S. Dept. of Agriculture's (USDA) child nutrition programs if a good faith effort is made on behalf of the District to give preference to contracts that: (a) procure food that promotes the health and well-being of students, in compliance with USDA nutrition standards for school meals, and contracts should also promote the production of scratch-made, minimally processed foods; (b) give a

preference to State or regional suppliers that source local food products; (c) utilize producers that adopt hormone and pest management practices recommended by the USDA; (d) give a preference to food suppliers that value animal welfare; and (e) increase opportunities for businesses owned and operated by minorities, women, or persons with disabilities.

When this exemption applies, the bidder shall submit to the District at the time of the bid, to the best of the bidder's ability, and annually thereafter during the term of the contract, the food supplier data required in this Section g. The food supplier data shall also include the name and address of each supplier, distributor, processor, and producer involved in the provision of the products that the bidder is to supply.

2. Competitive bidding process:
 - a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District. 105 ILCS 5/10-20.21(a).
 - b. The following information should be included in the advertisement for bids:
 - 1) A description of the materials, supplies or work involved;
 - 2) Completion or delivery date requirements;
 - 3) Requirements for bids, bonds, and/or deposits;
 - 4) Requirements for performance, labor, and material payment bonds;
 - 5) Date, time, and place of the bid opening;
 - 6) The approximate time period between the opening of bids and the award of the contract; and
 - 7) Any other useful information.
 - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
 - d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a)
 - e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21(a)):
 - 1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
 - 2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
 - f. Each bidder is given at least three days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
 - g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.
3. Following the opening of bids, the Superintendent or designee (and Attorney for the District, if needed) determines the lowest responsible bidder and verify the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent or designee recommends a bidder other than the lowest bidder, the Superintendent or designee must provide the Board with the factual basis for the

recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act. 30 ILCS 525/.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-20.44, 5/10-21.9, 5/21B-80, and 5/24-5.
30 ILCS 580/, Ill. Drug Free Workplace Act.
35 ILCS 105/, Ill. Use Tax Act.
50 ILCS 510/, Local Government Professional Services Selection Act.
410 ILCS 170/10, Coal Tar Sealant Disclosure Act.

Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees

Actor	Action
<p>Superintendent or designee</p>	<p>Prepares and recommends to the Board a list of school fees <u>and fines</u> to be charged to students for the use <u>or loss</u> of textbooks, consumable materials, field trips, extracurricular activities, graduation fees, and similar items. See <u>105 ILCS 5/1-3, amended by P.A. 102-805, eff. 1-1-23, and 23 Ill. Admin. Code §1.245(a)</u> for a definition of <i>school fees</i>.</p> <p>Initial notice: For all students enrolling in the District for the first time, notifies their parents/guardians that the District will waive school fees <u>and fines</u> for persons unable to afford them in accordance with Board policy 4.140, <u>Waiver of Student Fees</u>. 23 Ill. Admin. Code §1.245(c)(2)(A).</p> <p>The initial notice must at least describe: (1) the Board's policy, including the criteria and other circumstances under which the District will waive school fees; (2) the school fees subject to a waiver; (3) the procedure to apply for a fee waiver, including the availability of a fee waiver request form and the documents whose use is required by the District in verifying income; and (4) the dispute resolution procedure. 23 Ill. Admin. Code §1.245(c)(2)(A).</p> <p>Annual nNotice with every bill: Includes a notice with the first statement every bill for fees and/or fines sent to parents/guardians who owe school fees that the District will waive school fees <u>and fines</u> for persons unable to afford them in accordance with Board policy 4.140, <u>Waiver of Student Fees</u>.</p> <p>The annual notice must include a description of the fee waiver application process or the name, address and telephone number of the person to contact for information concerning a fee waiver. 23 Ill. Admin. Code §1.245(c)(2)(B).</p> <p>Determines whether the required inclusions in these notices will be satisfied by providing parents/guardians with a written copy of Board policy 4.140, <u>Waiver of Student Fees</u>, and form 4.140-E1, <u>Application for Fee Waiver</u>.</p>
<p>Parents/Guardians seeking a school fee <u>and fine</u> waiver</p>	<p><u>For a waiver based on income guidelines for the federal free meals program, completes the federal free meals program application.</u></p> <p><u>For a waiver because parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, Completes completes form 4.140-E1, Application for Fee Waiver,</u> and returns it to the Building Principal along with documents that will verify the family's income, such as, payroll stubs, tax returns, or evident evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill. Admin. Code §1.245(d).</p> <p>May apply for a waiver of school fees <u>and fines</u> by completing 4.140-E1, <u>Application for Fee Waiver</u>, at any time.</p> <p><u>For a waiver based on homeless status, contact the District Liaison for Homeless Children, M. Curt Richardson, at richardmc@unit5.org.</u></p>

Adopted: October 28, 2009
Reviewed: ~~February 2011~~ December 2022
Amended: August 25, 2010

Actor	Action
Building Principal	Submits the completed form 4.140-E1, <u>Application for Fee Waiver</u> , and verifying documents to the Business Manager Chief Financial Officer.
Business Manager Chief Financial Officer or designee	<p>Determines the student's eligibility for fee waiver based on <u>in accordance with</u> Board policy 4.140, <u>Waiver of Student Fees</u>.</p> <p>Notifies the parents/guardians within 30 calendar days if their <u>Application for Fee Waiver</u> is denied. 23 Ill. Admin. Code §1.245(c)(3).</p> <p>A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4.140-E2E3, <u>Response to Application for Fee Waiver, Appeal, and Response to Appeal</u>); and (3) a statement that they may reapply at any time if circumstances change. 23 Ill. Admin. Code §1.245(c)(3)(A).</p> <p>Ensures that any completed 4.140-E1, <u>Application for Fee Waiver</u>, and the 4.140-E2E3, <u>Response to Application for Fee Waiver, Appeal, and Response to Appeal</u>, are confidentially treated and maintained. 23 Ill. Admin. Code §1.245(f).</p>
Parents/Guardians seeking a school fee <u>and fine</u> waiver	<p>May appeal the denial of a fee-waiver request.</p> <p>May <u>request to</u> meet with the person who will decide the appeal in order to explain why the fee waiver should be granted. 23 Ill. Admin. Code §1.245(c)(3)(B).</p>
Superintendent or designee	<p>If the parents/guardians request to meet with the person who will decide the appeal to explain why the waiver should be granted, Contacts <u>contacts</u> the parents/guardians to determine if they want to meet to explain why the fee waiver should be granted and schedules the meeting. 23 Ill. Admin. Code §1.245(c)(3)(B).</p> <p>If so, meets with the parents/guardians at a prearranged date and time.</p> <p>Ensures that the person who decides the appeal is not the person who initially denied the fee-waiver or a subordinate of this person. 23 Ill. Admin. Code §1.245(c)(3)(B).</p> <p>Responds in writing to the parent/guardian's appeal within 30 calendar days of receipt of the appeal. 23 Ill. Admin. Code §1.245(c)(3)(B).</p> <p>Ensures that no discrimination or punishment of any kind, including the lowering of grades, or exclusion from classes, <u>or withholding of student records, transcripts, or diplomas</u>, is exercised against a student whose parents/guardians are unable to purchase required textbooks or instructional materials or to pay required fees <u>and fines</u>. 105 ILCS 5/28-19.2(a), amended by P.A. 102-805, eff. 1-1-23; 23 Ill. Admin. Code §1.245(g).</p>

Exhibit - Application for Fee Waiver
On District Letterhead

This application for a school fee and fine waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Principal. No fee or fine may be collected from a parent/guardian requesting a waiver until the District has acted on the initial request or appeal and the parent/guardian has been notified of its decision.

Student's Name (please print)

School

Parent/Guardian Name (please print)

Address (please print)

1. The student named above lives in my household? Yes No
2. Total number of people living in my home _____

Number of adults: _____

Number of minors: _____

3. Total gross annual household income (before deductions) from all people living in my home
\$ _____

~~Income includes~~The above number must include all:

- Compensation for services, wages, salary, commissions, or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)?
Yes No

See www.isbe.net/nutrition/htmls/data.htm#incomewww.isbe.net/Pages/Household-Eligibility-Resources.aspx.

5. My child's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line, and proof of veteran/active-duty military status is enclosed.

Yes No

If you answered "No" to any all of the previous questions, please describe in detail the reasons you are applying for a waiver of school fees and fines.

Income Verification for Fee and Fine Waiver

You must present one of the following documents to verify income. Such documents may include, but are not limited to:

- Two current pay stubs for all each working members of household
- ~~Disability statement showing benefits of the household~~
- Unemployment statement showing benefits
- ~~Current tax returns~~
- Medicaid Card showing case number
- ~~Foster placement papers~~
- Direct Certification letter from the State of Illinois
- ~~Food Stamp Evidence~~
- Temporary Food assistance for needy families
- Disability benefit statement
- Current tax returns
- Foster placement papers
- Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days per academic year.

Supplying false information to obtain a fee and fine waiver is a Class 4 felony, except when more than \$300 is obtained, in which case State benefits fraud is a Class 3 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

Parent/Guardian (*signature*)

Date

Professional Personnel - Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.
- ~~3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.~~

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

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

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

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

CROSS REF.: 5.30 (Hiring Process and Criteria)

Educational Support Personnel – Vacation, Holidays, and Leaves

This policy applies to all educational support personnel (e.g. employees without a Professional Educator License (“PEL”)) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

Represented Educational Support Personnel

All educational support personnel represented by the Unit Five Support Professionals Association (“UFSPA”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between UFSPA and the Board. All educational support personnel represented by the Laborer’s International Union of North America, Local 362 (“LIUNA Local 362”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between LIUNA Local 362 and the Board.

Unrepresented Non-Administrative Educational Support Personnel

Personal Leave

Full-time non-administrative educational support personnel shall be granted two paid personal leave days per school year to be used at the convenience of the employee. Requests to use personal leave must be approved in advance by the administrative supervisor. A request for personal leave may be denied if approval would adversely impact operations or the provision of services due to absence of too many employees. Unused personal leave will be added to an employee’s accumulated personal leave and/or sick leave at the end of each school year. Unrepresented non-administrative educational support employees may not accumulate a total of more than four (4) personal days.

Vacation

Full-time exempt educational office personnel who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time technology employees who work at least 240 days per school year shall be granted 10 paid vacation days per school year. Beginning with their fifth year of consecutive employment, full-time technology employees who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time special warehouse/transportation employees who work at least 260 days per school year shall be granted the following paid vacation days per school year:

After One (1) Full Year of Service	10 vacation days
After Eight (8) Full Years of Service	15 vacation days
After Twenty (20) Full Years of Service	20 vacation days

Requests to use vacation days must be approved in advance by the employee’s administrative supervisor. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued. The employee and administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

Maternity Leave

The Board may grant an unrepresented educational support employee a maternity leave without pay for a specified period of time with a 1-year maximum.

All benefits available to an employee shall be suspended during a maternity leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the employee shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken. The employee may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District Office.

An employee who is granted a maternity leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his or her position. For an employee on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.

At the expiration of the leave period, the employee will return to the same position as that which was held prior to the leave of absence.

Administrative Educational Support Personnel

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties with pay. It is not a right, but a privilege. Administrative educational support personnel are not granted personal leave. Rather an administrative educational support employee may request a permission absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Vacation

Full-time administrative educational support personnel who work at least 240 days per school year shall be entitled to 15 paid vacation days per school year. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued.

Professional Leave

Administrative educational support personnel may request paid professional leave days for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

All Unrepresented Educational Support Personnel

In addition to the leaves provided above, all unrepresented educational support personnel shall be entitled to the following leaves:

Sick Leave

Annually, each unrepresented full-time or part-time educational support employee who works at least 600 hours per year shall be granted the following paid sick leave days per school year equal to the hours worked per day:

<u>Position</u>	<u>Work Year</u>	<u>#Paid Sick Leave Days</u>
Admin. Educ. Support Personnel	240 days	15 days/Negotiated
Exempt EOP	250 days	15 days
Food Service	173 days	11 days
Food Service Manager	174 days	11 days
Healthcare Assistant	180 days	12 days
Occupational Therapist	180 days	12 days
Physical Therapist	180 days	12 days
RN	180 days	12 days
Safety Monitor	180 days	12 days
School Community Representative	180 days	12 days
Special Transportation	173 days	11 days
Special Warehouse/Trans.	260 or 261 days	14 days
Technology	240 days	14 days

Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (34) a licensed advanced practice registered nurse, (45) a licensed physician assistant, or (56) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the required certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

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

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

Medical Leave

Each unrepresented educational support employee shall be granted the following unpaid medical leave annually:

<u>Position</u>	<u>Work Year</u>	<u>#Unpaid Medical Leave Days</u>	<u>Cap on Medical Leave Days</u>
Admin. Educ. Support Personnel	240 days	13 days	156 days
Exempt EOP	250 days	13 days	156 days
Food Service	173 days	10 days	120 days
Food Service Manager	174 days	10 days	120 days
Healthcare Assistant	180 days	10 days	120 days
Occupational Therapist	180 days	10 days	120 days
Physical Therapist	180 days	10 days	120 days
RN	180 days	10 days	120 days
Safety Monitor	180 days	10 days	120 days
School Community Representative	180 days	10 days	120 days
Special Transportation	173 days	10 days	120 days
Special Warehouse/Trans.	260 or 261 days	13 days	156 days
Technology	240 days	13 days	156 days

Unused days of medical leave shall accumulate up to the maximum listed in the table above, usable in any one year.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in any one contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. The employee can continue coverage by remitting the insurance premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Bereavement Leave

A bereavement leave shall be granted to allow an unrepresented educational support employee to be absent for up to three days with pay to attend to funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take ~~child-family~~ bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the ~~Child-Family~~ Bereavement Leave Act. Eligible employees may use familyChild bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, (2) making arrangements necessitated by the death of the employee's child covered family member, or (3) grieving the death of the employee's child covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth without any adverse employment action. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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

Emergency Leave

Unrepresented educational support employees may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all

other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Family Hardship Leave

The Board may grant an unrepresented educational support employee a family hardship leave of absence without pay for a specified period of time with a one-year maximum for non-administrative employees and up to six months for administrative employees. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. An employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will an employee be eligible for hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason that hardship leave is being requested.
2. All benefits available to an employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting the advance payments to all premiums due. These payments shall be made to the District Office.
3. An employee granted a family hardship leave shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his/her position. For employees on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.
4. An employee on leave for a full school year shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken.

At the expiration of the leave period, the employee will return to the same position held prior to the leave of absence.

All Educational Support Personnel

Holidays

Except as provided in Board Policy 6.20, all educational support personnel, whether represented or unrepresented, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual. The District may require educational support personnel to work on a non-waived holiday during an emergency or for the continued operation and maintenance of facilities or property.

Leaves

In addition to the leaves provided above, all educational support personnel, whether represented or unrepresented, shall be entitled to the following leaves:

Adopted: October 21, 1968
Reviewed: ~~January-December~~ 2022
Amended: March 9, 2022

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

An educational support employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

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

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

Leave to Serve as an Election Judge

Any educational support employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for

the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

General Assembly Leave

Educational support personnel shall receive leave for service in the General Assembly on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

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

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

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

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, a building administrator or District Office administrator may grant an unpaid absence from work when the request does not fall under any other leave policy. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

An employee granted a leave without pay shall have his or her pay reduced at a per diem rate based on the number of days paid in the current contract year.

COVID-19 Paid Administrative Leave

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

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

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

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

Injury During Performance of Duties

Any employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies that the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may then be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, ~~and~~ 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.

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

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist.

No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).

CROSS REF.: 5.180 (Temporary Illness or Temporary Incapacity), 5.185 (Family and Medical Leave), 5.250 (Leaves of Absence)

Administrative Procedure / General Personnel ~
Statement of Economic Interests for Employees

Date	Action
Upon initial employment	All employees who are required to file a statement of economic interests (see Board policy 5.120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>) must file such a statement upon initial employment if employed by May 1. 5 ILCS 420/4A-105-(c).
On or before February 1, annually	Superintendent or designee shall certify to the appropriate county clerks a list of names and addresses of employees who are required to file a statement of economic interests (see Board policy 5.120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>). The list shall set out the names in alphabetical order by county of residence. The Superintendent or designee shall send the list to county clerks of the counties in which those employees reside, or if any employee resides outside of Illinois, to the county clerk of the county in which the District's principal office is located. 5 ILCS 420/4A-106.5, added by P.A. 101-221 and amended by P.A. 101-617.
On or before April 1, annually	County clerk of each county shall notify employees whose names have been certified to him or her of the requirements for filing statement of economic interests. 5 ILCS 420/4A-106.5, added by P.A. 101-221.
On or before May 1, annually	<ul style="list-style-type: none"> ▪ All employees who are required to file a statement of economic interests (see Board policy 5.120, <i>Employee Ethics; Code of Professional Conduct; and Conflict of Interest</i>) must file a statement of economic interests with the county clerk of the county in which the principal District office is located (5 ILCS 420/4A-106.5), unless he or she <u>the employee</u> has already filed a statement in relation to the District within the calendar year (5 ILCS 420/4A-105).
After January 1, 2011	<ul style="list-style-type: none"> ▪ Any county clerk who uses a system of Internet-based filing of economic interest statements must: (1) post the contents of statements, without filers' addresses or signatures, that were filed using the Internet on a publicly accessible website, and (2) otherwise comply with 5 ILCS 420/4A-108, amended by P.A. 99-108. ▪ The times for the filing of statements of economic interests set forth in Section 4A-105 must be followed in any system of Internet-based filing.

CROSS REF.: ~~5.120~~

Adopted: November 11, 2009
 Reviewed: ~~January 2016~~ December 2022
 Amended: January 27, 2016

General Personnel - Employee Conduct Standards

Professional, ethical, ~~and~~ lawful, and appropriate behavior is expected of all District ~~staff members~~ employees, both inside and outside the workplace. Section 24-24 of 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, up to and including dismissal. 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 Ill. 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 professional, and 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 employee-student 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/);
 - (c) engaging in harassing behavior, including but not limited to sexually harassing a student (775 ILCS 5/5A-102);

- (d) willfully or negligently failing to report an instance of suspected sexual harassment as required by Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.);
 - (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 105 ILCS 5/22-85.5(c) (Faith's Law) and Board policy 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*;
 - (h) furnishing tobacco, alcohol, cannabis, or any other 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, 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, ~~E1~~, *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.
5. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, hazing, and violence, and free from bias and discrimination. Violations of this standard include but are not limited to:
- (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;

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

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; Code of Professional 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 105 ILCS 5/10-21.9 or 21B-80 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.

Community Resource Persons and Volunteers

The Board recognizes that volunteers can make many valuable contributions to our schools. The Board encourages the use of resource persons and volunteers to:

1. Increase students' educational attainment,
2. Provide enrichment experiences for students,
3. Increase the effective utilization of staff time and skills,
4. Give more individual attention to students, and
5. Promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long-distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored co-curricular activities;
3. To assist with academic programs under a ~~certificated~~-licensed teacher's immediate supervision;
- ~~3.4.~~ To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the III. School Crisis Assistance Team Steering Committee;
- ~~4.5.~~ As a guest lecturer or resource person under a ~~certificated~~-licensed teacher's direction and with the administration's approval; or
5. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent or designee shall follow Board policy 4.175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth", as defined in the Child Murderer and Violent Offender Against Youth Registration Act, or committed any other offenses that would prohibit employment in a school district, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in Board policy 5.90, *Abused and Neglected Child Reporting*.

The Board authorizes the securing of liability insurance for indemnity and protection of resource persons and volunteers.

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

Adopted: November 17, 1975
Reviewed: April 2014
Amended: May 7, 2014

730 ILCS 154/75-405 et seq., Child Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4.170 (Safety), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child Reporting), 5.280 (Duties and Qualifications), 8.30 (Visitors to and Conduct on School Property), 8.95 (Paternal Involvement)

ADMIN. PROC.: 6.250-AP1, 6.250-E1

Suggestions or Objections to Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board policy 7.15, *Student and Family Privacy Rights*. In addition, they also have the right to opt-out of certain instruction, surveys, the dissection of animals, and drills, among other things.

Parents/Guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2.260, *Uniform Grievance Procedure*.

Persons with suggestions or objections to curriculum, instructional materials, and programs should complete *Exhibit 6.260-E1 Request for Reconsideration of Instructional Materials Form* and submit it to the Building Principal.

Parents/Guardians, employees, and community members with other suggestions or objections to curriculum, instructional materials, or programs should complete 6.260-AP1,E1 Curriculum, Instructional Materials, or Programs Objection Form. A parent/guardian may request that his or her child be exempt from using a particular instructional material or program by completing 6.260-AP1,E1 Curriculum, Instructional Materials, or Programs Objection Form ~~the *Request for Reconsideration of Instructional Materials Form*~~ and submitting it to the Building Principal. The Superintendent or designee shall establish criteria for the review of suggestions, objections, and requests for exemptions and inform the parent/guardian, employee, or community member, as applicable, of the District's decision.

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

CROSS REF.: 2.260 (Uniform Grievance Procedure), 7.15 (Student and Family Privacy Rights), 8.110 (Public Suggestions and Concerns),

ADMIN. PROC.: 4.170-AP2,E5 (Notice to Parents/Guardians of Lockdown Drill; Opt-out), 6.60-AP1,E1 (Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs), 6.100-AP1 (Dissection of Animals), 6.260-AP1, 6.260-E1, 7.15,E1 (Notification to Parents of Family Privacy Rights),

Adopted: December 12, 1994
Reviewed: ~~August 2014~~ November 2022
Amended: August 27, 2014

Administrative Procedure – Request for Reconsideration of Responding to Suggestions or Objections to Curriculum, Instructional Materials, and Programs

<u>Actor</u>	<u>Action</u>
<u>Parents/Guardians, Employees, and/or Community Members</u>	<u>Submits any suggestions or objections about the District’s curriculum, instructional materials, or programs to the Building Principal, using 6:260-AP1, E1, Curriculum, Instructional Materials, or Programs Objection Form.</u>
<u>Building Principal</u>	<p><u>Directs any parent/guardian, employee, or community member wishing to submit formal suggestions or objections regarding curriculum, instructional materials, or programs to complete 6:260-AP1, E1, Curriculum, Instructional Materials, or Programs Objection Form.</u></p> <p><u>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under policy 2:260, Uniform Grievance Procedure.</u></p> <p><u>Transmits the Curriculum, Instructional Materials, or Programs Objection Form to the Superintendent or designee for further action.</u></p>
<u>Superintendent or designee</u>	<p><u>Determines on a case-by-case basis what action, if any, will be taken in response to an objection to curriculum, considering whether, as applicable:</u></p> <ol style="list-style-type: none"> <u>1. The curriculum, instructional material, or program is aligned with the criteria set forth in Board policy 6:40, Curriculum Development, specifically, regarding:</u> <ol style="list-style-type: none"> <u>a. The District’s educational philosophy and goals;</u> <u>b. Student needs as identified by research, demographics, and student achievement and other data;</u> <u>c. The knowledge, skills, and abilities required for students to become life-long learners;</u> <u>d. The Minimum requirements of State and federal law and regulations for curriculum and graduation requirements;</u> <u>e. The curriculum District-wide and articulated across all grade levels;</u> <u>f. Illinois State Learning Standards and any District learning standards; and</u> <u>g. Any required State or federal student testing.</u> <u>2. The law and/or the District already provides a means for parents/guardians to opt their child out;</u> <u>3. The curriculum, instructional material, or program is optional or supplemental in nature;</u> <u>4. Reasonable and appropriate alternatives exist; and</u> <u>5. Individual circumstances that support a need for an accommodation exist.</u> <p><u>Consults with the Board Attorney as needed regarding responses to curriculum-related objections.</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>Prepares and sends a written response to the person who submitted the Curriculum, Instructional Materials, or Programs Objection Form, informing the person of the District's decision.</u></p> <p><u>Notes on the Curriculum, Instructional Materials, or Programs Objection Form the date on which the response was provided and attaches the response to the form.</u></p>

~~It is expected that at the beginning of each semester, teachers will provide students and parents/guardians with a syllabus that includes course guidelines, curriculum goals, and instructional materials.~~

~~If a parent/guardian wishes to file a Request for Reconsideration of Instructional Materials Form, they may obtain a copy from the school office or classroom teacher.~~

- ~~1. The parent/guardian should complete the form and return it to Building Principal.~~
- ~~2. The Principal will inform members of a District committee that includes the Director of Elementary Education or Director of Secondary Education who serves as Chair, the Building Chair, and the Classroom Teacher.~~
- ~~3. Upon receipt of the completed form, the committee will assess the basis of the request and determine if this concern has been addressed in the past or is a new concern.~~
- ~~4. If the committee determines the basis of the request has merit and a remedy has already been established for the specific concern, that remedy will be implemented by the classroom teacher.~~
- ~~5. If the concern relates to a new area, the following procedure will be implemented:

 - ~~a. The District committee identified in step 2 above will be convened to review the materials in question.~~
 - ~~b. A report of the committee will be delivered to the petitioner within one week of receiving the completed Request for Reconsideration of Instructional Materials Form.~~
 - ~~c. The committee decision may be appealed via written notice to the Superintendent or designee within one week of receipt of the decision.~~
 - ~~d. The Superintendent or designee will provide a final decision within two weeks of receiving the appeal.~~~~
- ~~6. After completing steps 3, 4, and 5, the teacher within one week will provide the student with the determined alternate activities.~~
- ~~7. The remedy will follow the approved steps. These activities will cover comparable skill and grade value as the work being completed by the class during the same period of time.~~

~~GROSS REF.: 6.260~~

~~ADMIN. PROC.: 6.260-E1~~

Adopted: January 11, 2012

Reviewed: ~~August 2014~~ December 2022

Amended: August 27, 2014

Exhibit – Request for Reconsideration of IMC Materials Form

To be submitted to the building administrator

Your Name: _____ Date: _____

Address: _____
Street City Zip Code

Phone(s) / Email: Home _____ Work _____ Cell _____

You represent: Self or Organization: Name: _____

School where material is located: _____

Identify the material ~ Title, Author, Publisher & Copyright or Released Date, etc: _____

Concern involves (Please be specific: cite pages, passages, scenes, etc.) _____

Did you read and/or view the entire book or recording? Yes No

If you are aware of professional evaluations of this material, please describe. _____

What will define success in resolving this concern for you? Please prioritize desired outcomes.

Your Signature

Adopted: February 27, 2013

Reviewed: December 2022

Amended:

Exhibit – ~~Request for Reconsideration of Curriculum, Instructional Materials, or Programs~~
Objection Form

Use this form to submit feedback and/or objections about the District's curriculum, instructional material, or programs. Please complete this form and ~~Return~~ return this completed form to the Building Principal, who will submit it to the Superintendent or designee. –Please print.

Subject area

Classroom teacher

Please state, as precisely as possible, the specific curriculum area, instructional material, or program to which ~~the user~~you objects (include name, title, author, and any other identifying information).

How did you become aware of the curriculum area, instructional material, or program?

~~by~~By classroom
observation information
provided by the teacher

~~by~~By review

~~by~~By word-of-mouth

other _____

~~To what in~~ Please explain why you object to the curriculum area, instructional material, or program, and state your desired outcome, if any. ~~do you object?~~ ~~Be~~ Please be specific.

(If applicable) Do you want your child to be excluded from participation? Please note parents/guardians may request exclusion and provide ideas for alternative education, but the District makes the final decision regarding such requests.

Yes

No

Please Print Name of Student: _____

(If applicable) In place of participation in the curriculum area, what course of study would you recommend for your child?

Complainant name (please print)

Telephone

Complainant represents: Student Parent/guardian of student

Adopted: March 10, 2010

Reviewed: ~~August 2014~~December 2022

Amended: August 27, 2014

Other _____

Complainant address

Signature of complainant

Date

Completed by the Superintendent or designee.

Written response provided to Complainant on: _____ (attach response to this form)

Superintendent or Designee Signature

Date

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

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 [Student Confidential Reporting Act, 5 ILCS 860/](#), 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. § 12101 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.~~73-76~~(~~final citation pending~~), [5/10-20.81](#), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, [5/10-20.75](#) (~~final citation pending~~), 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b, 5/27-7.
405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2.240 ([Board Policy Development](#)), 5.100 ([Staff Development Program](#)), 6.60 ([Curriculum Content](#)), 6.65 ([Student Social and Emotional Development](#)), 6.120 ([Education of Children with Disabilities](#)), 6.270 ([Guidance and Counseling Program](#)), 7.180 ([Prevention of and Response to Bullying, Intimidation, and Harassment](#)), 7.250 ([Student Support Services](#))

Adopted: February 10, 2016
Reviewed: ~~March~~ [December](#) 2022
Amended: April 27, 2022

Student Records

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

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

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

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

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

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, ~~is implemented~~
~~by~~ 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.
325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill. Admin. Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Adopted: May 26, 1999
Reviewed: ~~July 2020~~ December 2022
Amended: August 12, 2020

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7.345 (Use of Educational Technologies; student Data Privacy and Security)

ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP1, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-AP1, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

Administrative Procedure - Use of Isolated Time Out and Physical Restraint

This administrative procedure applies to all students. Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The District may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, and physical restraint by any staff member shall comply with the Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint".

For further guidance, see ISBE's *Permanent Regulations for the Use of Time Out, Isolated Time Out, and Physical Restraint: Guidance and Frequently Asked Questions*, available at: www.isbe.net/Pages/restraint-time-out.aspx. **Note:** The special education committee of the Ill. Council of School Attorneys collaborated with ISBE on this guidance in its continuing commitment to help school boards and their districts comply with ISBE requirements.

A written record of each episode of isolated time out, time out, or physical restraint must be created by the Superintendent or designee using the ISBE *Physical Restraint and Time Out* form, available at: www.isbe.net/Pages/restraint-time-out.aspx. Additionally, ISBE's Physical Restraint, Time Out, and Isolated Time Out Bill of Rights, at: www.isbe.net/Documents/RTO-Bill-of-Rights.pdf, or a similar document can be provided to parents/guardians within one business day after each incident of isolated time out, time out, or physical restraint to meet notification requirements in 105 ILCS 5/10-22.33(g) and 23 Ill. Admin. Code §1.285(g)(3).

Isolated time out, time out, and physical restraint are defined as follows:

Isolated time out - the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Time Out - a behavior management technique for the purposes of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 23 Ill. Admin. Code §1.285(i) for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Physical restraint - holding a student or otherwise restricting a student's movements using a specific, planned technique. A physical restraint shall not impair a student's ability to breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak.

Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which isolated time out, time out, or physical restraint will be applied are limited to maintaining a safe and orderly learning environment, to the extent necessary to preserve the safety of the student and others. 23 Ill. Admin. Code §1.285(j)(1).
2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint. 23 Ill. Admin. Code §1.285(j)(2).
3. Staff members shall inform the Building Principal or designee whenever isolated time out, time out, or physical restraint is used and the Building Principal shall maintain the documentation required according to Section 1.285(j)(3). 23 Ill. Admin. Code §1.285(j)(3).
4. The Building Principal or designee shall investigate and evaluate any incident that results in an injury to the affected student, parent/guardian, staff member, or other individual. 23 Ill. Admin. Code §1.285(j)(4).
5. The Superintendent or designee shall compile an annual review of the use of isolated time out, time out, or physical restraint. The Building Principal or designee shall report the following information to the Superintendent in order to facilitate the report's compilation: 23 Ill. Admin. Code §1.285(j)(5).
 - a. The number of incidents involving the use of these interventions;
 - b. The location and duration of each incident;
 - c. Identification of the staff members who were involved;
 - d. Any injuries or property damage that occurred; and
 - e. The timeliness of parental or guardian notification, and timelines ~~of for~~ agency notification, and administrative review.

LEGAL REF.: 105 ILCS 5/10-20.33.
23 Ill. Admin. Code §§1.280 and 1.285.

Adopted: May 25, 2016
Reviewed: ~~July-December~~ 2022
Amended: August 17, 2022

**Administrative Procedure ~~6.120-AP1~~ Protocol for Responding to Students
with Social, Emotional, or Mental Health ~~Problems~~Needs**

Student Support Committee

Each Building Principal shall annually appoint a building-level Student support committee that shall have the tasks described in the ~~Administrative procedure~~Procedure. Committee members must be school staff members who are qualified by professional licensing or experience to address issues concerning students who may have social, emotional, or mental health problems. As needed on a case-by-case basis, the Student Support Committee may request the involvement of the Building Principal, relevant teachers, and the parents/guardians. Records produced and shared among Committee members may be subject to laws governing student records. Confidential information given by a student to a therapist is governed by the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.

Children's Mental Health Partnership's Plan and Annual Progress Reports

The Illinois Children's Mental Health Partnership (ICMHP) ~~monitors the implementation of~~develops and updates its statewide Children's Mental Health Plan (CMH Plan). The CMH Plan is a statewide strategic blueprint or *roadmap* to promote and improve the children's mental health system and covers a range of recommendations and strategies necessary to reforming the children's mental health system in Illinois. ~~Every By Dec. 30 of each~~ year, the ICMHP must submit an annual progress report to the Governor for approval. The Student Support Committee will monitor the annual ~~ICMHP Plan progress report~~ (available at: www.icmhp.org/aboutus/ICMHP_Strategic_Plan.pdf~~four-work/our-annual-reports, and updated~~The CMH Plan is available at: www.dhs.state.il.us/page.aspx?item=68168, www.icmhp.org/aboutus/strategicplan.html) and ~~After reviewing both websites, the Student Support Committee will~~ decide how to implement its recommendations and strategies as appropriate within the resources available in the District.

Referrals

Staff members should refer a student suspected of having social, emotional, or mental health problems to the building-level Student Support Committee. The Student Support Committee will review information about a referred student, including prior interventions, and suggest appropriate steps for referral and follow-up. The Student Support Committee may offer strategies to a referred student's classroom teachers and parents/guardians about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. In addition, the Student Support Committee may recommend coordinated educational, social work, school counseling, ~~and/or~~ student assistance services, ~~and/or a case study evaluation, within the school~~ as well as referrals to outside agencies.

Referrals under this procedure are unrelated to the special education evaluation process and do not trigger the District's timeline for evaluations. However, the use of these procedures shall not circumvent the special education process. See Administrative Procedure 6.120-AP1, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*.

School Counseling, School Social Work, School and Psychological, and School Nursing Services

Adopted: April 24, 2013
Reviewed: ~~February 2016~~December 2022
Amended: March 9, 2016

The Student Support Committee may request school counselors, school social workers, school psychologists, and school nurses to provide support and consultation to teachers and school staff about strategies to promote the social and emotional development and mental health of all students. They may also be requested to provide screening and early detection approaches to identify students with social, emotional, and mental health problemsneeds.

Written permission from the parent/guardian is required for any on-going school social work and psychological services. On-going is defined as more than 5-five contacts in which the student received these services. Written consent may be obtained through an IEP or other designated form. That consent does not entitle parents/guardians to know the contents of all that is discussed. School counselors, school social workers, and school psychologists will inform parents/guardians of all issues that pose a health and/or safety risk; they will inform the Building Principal of any health or safety risks that are present in the school.

Commented [RMC1]: Review. Not in PRESS Admin. Proc.

Psycho-Educational Groups

As appropriate, the Student Support Committee may recommend that a student participate in a variety of psycho-educational groups. These groups are typically led by school counselors, social workers, or psychologists, but are not structured as therapeutic services. Groups are designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the students' educational progress or school adjustment. Groups have a written curriculum that guides discussion over a set period of time, generally 5-five weeks. A student may participate in a group without parent/guardian permission for one such time period; subsequent enrollment in the same group requires parent/guardian permission.

Students in a group who present significant concern and for whom therapeutic services must be considered will be referred to the social workers, psychologists, or school counselors for individual consultation. (See above description of these services.)

Erin's Law Counseling Options, Assistance, and Intervention

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

School and Community Linkages

When possible, the Student Support Committee shall seek to establish linkages and partnerships with diverse community organizations with the goal of providing a coordinated, collaborative early intervention social and emotional development and mental health support system for students that is integrated with community mental health agencies and organizations and other child-serving agencies and systems.

LEGAL REF.: 105 ILCS 5/10-23.13
405 ILCS 49/, Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act, ~~740~~
~~ILCS 110/~~.

CROSS REF.: 6.65, 6.270, 7.250, 7.290, 7.340

ADMIN. PROC.: 6.120-AP1, 7.290-AP1

Adopted: April 24, 2013

Reviewed: ~~February 2016~~ December 2022

Amended: March 9, 2016

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Administrative Procedure - School Student Records
This procedure implements Board policy 7:340, Student Records.
*It contains a **Table of Contents** and lettered **Sections**.*

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Sections

A. Legal Citations and Definitions

The legal requirements contained in this procedure are followed by a citation to the controlling rule and/or statute. Citations in parenthesis indicate the location of a named law. For additional clarification regarding a requirement, the cited law should be reviewed.

Definitions are found in the Illinois School Student Records Act and the Illinois State Board of Education (ISBE) rules. 105 ILCS 10/2; 23 Ill. Admin. Code §375.10. For easy reference, some definitions are re-printed in this procedure.

The release of confidential information given by a student to a therapist (e.g., school counselor or psychologist) is not included in these procedures but is governed by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA). 740 ILCS 110/.

B. School Student Records Defined

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. 105 ILCS 10/2(d).

Special Education Records means school records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities under the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*) and Article 14 of the School Code. These records include the report of the multidisciplinary staffing conference on which placement or nonplacement was based and all records and audio recordings in any format relating to special education placement hearings and appeals. 23 Ill. Admin. Code §375.10.

Adopted: June 22, 2011
Reviewed: ~~January-December~~ 2022
Amended: February 9, 2022

A school student record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher. 105 ILCS 10/2(d).
2. Information maintained by law enforcement professionals working in the school. 105 ILCS 10/2(d).
3. Any information, either written or oral, received from law enforcement officials pursuant to 105 ILCS 5/22-20 concerning a student less than the age of 18 years who has been arrested or taken into custody. 23 Ill. Admin. Code §375.10.

C. Eligible Students Accorded the Rights of Parent/Guardian

All rights and privileges concerning school student records that are accorded to parents/guardians become exclusively those of the student when the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first. 105 ILCS 10/2(g). Such students are called *eligible students* in this procedure.

D. Official Records Custodians

Each Building Principal is designated the Official Records Custodian for his or her respective school and has the duties, without limitation, listed below.

1. Is responsible for the maintenance, care, and security of all school student records, whether or not the records are in his or her personal custody or control, and shall take all reasonable measures to protect school student records through administrative, technical, and security safeguards against risks, such as unauthorized access, release, or use. 105 ILCS 10/4(a) & (b); 23 Ill. Admin. Code §375.40(g).
2. Reviews student temporary records at least every four years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. The records review is required in any given school year at the time a student first changes attendance centers within the District, but it does not need to be conducted if the student enrolls in a different attendance center later in that same school year. 23 Ill. Admin. Code §375.40(b).
3. When notified by the Dept. of Children and Family Services (DCFS), purges DCFS's final finding report from the student's record and returns the report to DCFS. If a school has transferred the report to another school as part of the transfer of the student's records, the sending school shall forward a copy of the DCFS's request to the receiving school. 325 ILCS 5/8.6.
4. Manages requests to access school student records.
5. Transfers a certified copy of the records of students transferring to another school and retains the original records.
6. Provides all required notices to parents/guardians and students, including without limitation, each of the following:
 - a. Upon initial enrollment or transfer to the school, notification of rights concerning school student records; the notification may be delivered by any means likely to reach parents, including direct mail or email, delivery by the student to the parent, or incorporation into a student handbook. 23 Ill. Admin. Code §375.30.
 - b. Annual notification of information that is considered to be *directory information* and of the procedures to be used by parents/guardians to request that specific information not be released. 23 Ill. Admin. Code §375.80.

- c. Notification to secondary students and their parents/guardians that they may opt out of the disclosure of students' names, addresses, and telephone listings to military recruiters and institutions of higher learning by submitting a written request that such information not be released without the prior written consent of the parent/guardian. 20 U.S.C. §7908.
 - d. Notification of their right to a hearing to challenge any entry in the school student records (except for academic grades) and Official Records Custodian's name and contact information. 23 Ill. Admin. Code §375.90.
 - e. Upon a student's graduation, transfer, or permanent withdrawal, notification to the parents/guardians, and if the student is in the legal custody of DCFS, DCFS' Office of Education and Transition Services, of the destruction schedule for the student's permanent and temporary school student records and of their right to request a copy. Notice to parents/guardians or the student may be provided through: (1) the school's parent or student handbook, (2) publication in a newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student, or (4) other means provided notice is confirmed to have been received, e.g., hand delivery, return receipt, or read receipt email. 105 ILCS 10/4(h), amended by P.A.s 101-161 and 102-199, eff. 1-1-20; 23 Ill. Admin. Code §375.40(c).
7. Takes all action necessary to ensure that school personnel are informed of the provisions of the School Student Records Act. 105 ILCS 10/3(c).
 8. Performs all actions required of the District described in this procedure and the laws governing school student records.

The Building Principal may delegate any of these duties to an appropriate staff member but shall remain responsible for the duty's execution.

E. Maintenance of School Student Records 105 ILCS 10/2; 23 Ill. Admin. Code §375.10.

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *student permanent record* shall consist of the following and only the following:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required by the Missing Children's Records Act (325 ILCS 50/5(b)(1)).
3. Academic transcripts, including grades, class rank, graduation date, and grade level achieved, as applicable; scores received on college entrance examinations if that inclusion is requested in writing by an eligible student or the student's parent/guardian; the unique student identifier assigned and used by ISBE's Student Information System (23 Ill. Admin. Code §1.75.); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in 105 ILCS 5/27-22, amended by P.A. 101-643; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with 105 ILCS 5/2-3.159 and 23 Ill. Admin. Code Part 680; as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Admin. Code §680.20(c); and as applicable, designation of the student's achievement of the Global Scholar Certification, awarded in accordance with 105 ILCS 5/2-3.169 and 23 Ill. Admin. Code §1.443.
4. Attendance record.

5. Health record, defined by ISBE rule as “medical documentation necessary for enrollment and proof of having certain examinations, as may be required under Section 27-8.1 of the [School] Code.”
6. Record of release of permanent record information that contains the information listed in Section I, **Record of Release**, below.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5, amended by P.A. 101-643.

If not maintained in the temporary record, the *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information shall be placed in the permanent record.

The *student temporary record* contains all information not required to be kept in the student permanent record and must include:

1. Record of release of temporary record information that contains the information listed in Section I, **Record of Release**, below.
2. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8).
3. Completed home language survey. 23 Ill. Admin. Code §228.15(d).
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a DCFS provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act (325 ILCS 5/8.6) shall be placed in the student record 23 Ill. Admin. Code §375.40(f).
6. Any biometric information that is collected in accordance with 105 ILCS 5/10-20.40.
7. Health-related information, defined by ISBE rule as “current documentation of a student’s health information, not otherwise governed by the MHDDCA or other privacy laws, that includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted under Section 22-80 of the [School] Code, and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports)”.
8. Accident report, defined by ISBE rule as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or if the school nurse has referred the student for a medical evaluation, regardless of whether the parent or guardian, student (if 18 years or older) or an unaccompanied youth ... has followed through on that request.”
9. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred (23 Ill. Admin. Code §375.75(e)).

10. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement (23 Ill. Admin. Code §1.445).
11. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services.

The temporary record may also consist of:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in co-curricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §701 et seq.)
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

F. Retention and Destruction of School Student Records

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(e). The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. 105 ILCS 10/4(f). Individuals adding information to a student's temporary record must include their name, signature, and position and the date the information was added. 105 ILCS 10/4(d). Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the eligible student. Appropriate District personnel shall explain to the student and the parent/guardian the future usefulness of these records. 23 Ill. Admin. Code §375.40(d). Be sure to provide notice of destruction of school student records pursuant to 105 ILCS 10/4(h), amended by P.A.s 101-161 and 102-199, as noted in D(6)(e), above.

G. Social Security Numbers

School officials, with limited exceptions, may not require students or their parents/guardians to provide social security numbers. 5 ILCS 179/, Identity Protection Act. The collection and retention of social security numbers shall be in accordance with Board policy 4.15, *Identity Protection*.

H. Access to School Student Records

The phrase "access to a school student record" means any release or disclosure of information from a student's school record, whether or not any record is copied. Access in all cases is limited to the designated portion of the record to which the consent or statutory authority applies.

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any school student record except under the conditions set forth in the Illinois School Student Records Act. 105 ILCS 10/6. Absent a court order, school officials do not provide educational records to the Immigration Customs Enforcement.

The Building Principal shall grant access to school student records as detailed below. The Building Principal shall consult with the Superintendent and, if authorized, the Attorney for the District concerning any questions.

Access to Parent/Guardian, ~~or~~ Eligible Student, or DCFS

1. A student's parent(s)/guardian(s) or eligible student, or designee, or DCFS' Office of Education and Transition Services, when a student is in the legal custody of DCFS, are entitled to inspect and copy information in the student's school record; a student less than 18 years old may inspect or copy information in his or her permanent school record. 105 ILCS 10/5. A request to inspect or copy school student records shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 10 school days after the receipt of such a request. 105 ILCS 10/5(c). The District may extend this timeline by up to five additional business days if one or more of these six reasons applies:
 - a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - b. The request required the collection of a substantial number of specified records;
 - c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - e. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or
 - f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.105 ILCS 10/5(c-5).
The District and the person making the request may also agree in writing to extend the timeline for response. The response to an access request for a special education student's records shall include those school student records located in the special education office.
2. The parent(s)/guardian(s), DCFS, if applicable, or the District may request a qualified professional to be present to interpret the student's records. 105 ILCS 10/5(b), amended by P.A. 102-199. If the District makes the request, it is responsible for securing and bearing the cost of the professional's presence.
3. Unless the District has actual notice of a court order or a notice of a *parenting plan* under the Illinois Marriage and Dissolution of Marriage Act, indicating otherwise:
 - a. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records 750 ILCS 5/602.11.
 - b. The Building Principal shall send copies of the documents listed below to both divorced or separated parents/guardians at either's request. 105 ILCS 5/10-21.8.
 - 1) Academic progress reports or records
 - 2) Emotional and physical health reports
 - 3) Notices of school-initiated parent-teacher conferences

- 4) School calendar regarding the student
- 5) Notices about open houses, graduations, and other major school events including student-parent/guardian interaction
4. The school will deny access to a student's school records to a parent against whom an order of protection (OP) was issued if OP prohibits the parent from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. See the Ill. Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11(a), and 750 ILCS 60/214(b)(15) and 222(f). Also see **Orders of Protection**, below.
5. Parent(s)/guardian(s) or the student, or if applicable, DCFS' Office of Education and Transition Services, shall not be granted access to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to 1/1/75, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. 105 ILCS 10/5(e), amended by P.A. 102-199.

Access With Consent of Parent/Guardian or Eligible Student

1. Access will be granted to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student, stating to whom the records may be released, the information or record to be released, and the reason for the release. 105 ILCS 10/6(a)(8); 23 Ill. Admin. Code §375.70(e). Whenever the District requests the consent to release records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student in writing of the right to inspect, copy, and challenge their contents and to limit such consent to designated portions of the records. 105 ILCS 10/6(a)(8).
2. Access to any record that is protected by the Mental Health and Developmental Disabilities Confidentiality Act (MHDDCA, 740 ILCS 110/), specifically that of a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services to a student, will be granted according to the consent requirements contained in MHDDCA. 740 ILCS 110/4 and 5.

Access Without Notification to or Consent of Parent/Guardian or Eligible Student

1. District employees or officials of the Illinois State Board of Education will be granted access, without parental/guardian consent or notification, when a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need. 105 ILCS 10/6(a)(2). Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. 105 ILCS 10/6(a)(2).
2. Access will be granted, without parental/guardian consent or notification, to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records. 105 ILCS 10/6(a)(4).
3. Access will be granted, without parental/guardian consent or notification, to another school district that overlaps attendance boundaries with the District, if the District has entered into

- an intergovernmental agreement that allows for sharing of student records and information between them. 105 ILCS 10/6(a)(13), added by P.A. 102-557.
4. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the parent(s)/guardian(s). 20 U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001. An *ex parte* order is an order issued by a court of competent jurisdiction without notice to an adverse party.
 5. A Serious Habitual Offender Comprehensive Action Program (SHOCAP) committee member will be granted access, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act. 105 ILCS 10/6(a)(10) allows disclosure to SHOCAP committee members who are "state and local officials and authorities" as those terms are used in the federal Family Educational Rights and Privacy Act. This federal law does not define "state and local officials and authorities;" rather, it limits when disclosure may be made to such officials and authorities.
 6. Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. *Juvenile authorities* means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court. 105 ILCS 10/6(a)(6.5).
 7. Military recruiters and institutions of higher learning will be granted access to secondary students' names, addresses, and telephone listings, unless the student's parent(s)/guardian(s) submits a written request that such information not be released without the prior written consent of the parent/guardian or eligible student. Only this written consent process may be used, no other processes, such as an opt-in process, etc., may be used. Military recruiters and institutions of higher learning have access to students' names, addresses, and phone numbers even if the District does not release directory information. 20 U.S.C. §7908. For more information, see *Exhibit 7.340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information; Exhibit 7.340-AP1, E4, Frequently Asked Questions Regarding Military Recruiters Access to Students and Student Information; ISBE Military Recruitment Access Reminder, announced in State Superintendent Smith's Weekly Message, 11-27-18, at: www.isbe.net/Documents/Military-Access-Reminder.pdf*. The requirements in this paragraph apply only if the District receives funds under the Elementary and Secondary Education Act. *Id.*
 8. DCFS' Office of Education and Transition Services will be granted access if the student is in the legal custody of DCFS. 105 ILCS 10/6(a)(12.5), added by P.A. 102-199 and renumbered by P.A. 102-813.

Access Without Consent of, but With Notification to, Parent/Guardian or Eligible Student

1. In accordance with the procedures described in Section L below (Transmission of Records for Transfer Students), access will be granted, without parental/guardian consent, to the official records custodian of another school within Illinois or an official with similar

- responsibilities of a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student. 105 ILCS 10/6(a)(3).
2. Access will be granted pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. 105 ILCS 10/6(a)(5). Parents of students who are named in a court order or parenting plan shall be deemed to have received the required written notice. The Building Principal shall respond to the order no earlier than five school days after its receipt in order to afford parents/guardians the opportunity to review, inspect, and challenge the records if the parents choose to do so. 23 Ill. Admin. Code §375.70(d). For the purposes of these procedures, a court order is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency official shall not be considered a court order unless signed by a judge. 23 Ill. Admin. Code §375.40(a).
 3. Information may be released without parental consent, in connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals. The Building Principal shall make this decision taking into consideration the seriousness of the threat to the health or safety of the student or other individuals, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency, and the extent to which time is of the essence in dealing with the emergency. 105 ILCS 10/6(a)(7); 23 Ill. Admin. Code §375.60. The Building Principal shall notify the parent(s)/guardian(s) or eligible student, no later than the next school day after the date that the information is released, of the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
 4. The District will grant access as specifically required by federal or State statute, provided the individual complies with the requirements in 23 Ill. Admin. Code §375.70(b). 105 ILCS 10/6(a)(6). Prior to granting access, the Building Principal shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. 105 ILCS 10/6(b); 23 Ill. Admin. Code §375.70. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release relates to more than 25 students, a notice published in the newspaper is sufficient.

The District may charge for copying information from a student's records. No parent/guardian or student shall be precluded from copying information because of financial hardship. 23 Ill. Admin. Code §375.50.

I. Record of Release

Except as provided below, a record of all releases of information from school student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. 105 ILCS 10/6(c). This record shall be maintained for the life of the school student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other authorized person. The record of release shall include each of the following:

1. The nature and substance of the information released or made accessible;
2. The name and signature of the Building Principal releasing such information;
3. The name and capacity of the person requesting the information and the purpose of the request;
4. The date of the release or grant of access;
5. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order. 20 U.S.C. §1232(g)(j)(4).

J. Orders of Protection

Upon receipt of a court order of protection that prohibits a Respondent's access to records, the Building Principal shall file it in the temporary record of a student who is the *protected person* under the order of protection. No information or records shall be released to the Respondent named in the order of protection. 750 ILCS 60/222(f).

K. Parenting Plans

Upon receipt of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/), the Building Principal shall file it in the temporary record of a student who is the subject of the parenting plan.

L. Transmission of Records for Transfer Students 105 ILCS 10/6(a)(3); 23 Ill. Admin. Code §§375.70 and 375.75.

The Building Principal shall:

1. Within 14 calendar days after enrolling a transfer student, request directly from the student's previous school a certified copy of the student's record. The District shall exercise due diligence in obtaining the copy of the record requested.
2. Upon the student's request or that of the official records custodian of another school in which the student has enrolled or intends to enroll, within 10 calendar days, transfer a certified copy of the student's record (that is, the student's permanent and temporary record) to the official records custodian of the appropriate school and retain the original records. The records transfer is subject to prior notice to the student's parent(s)/guardian(s) as described above in Section H (Access to School Student Records). See *Board policy 7.50, School Admissions and Student Transfers To and From Non-District Schools*.
3. Determine if the school or special education office has any record that is protected by the MHDDCA concerning the transferring student, specifically a record or report made by a therapist, social worker, psychologist, nurse, agency, or hospital that was made in the course of providing mental health or developmental disabilities services. If so, ask the appropriate person as identified in 740 ILCS 110/4 whether to send the record protected by MHDDCA to the new school and, if yes, obtain a written consent for disclosure as provided in 740 ILCS 110/5.

This requirement does not apply to special education records and reports that are related to the identification, evaluation, or placement of, or the provision of a free and appropriate public education to, students with disabilities. 23 Ill. Admin. Code §375.10.

4. Provide the parent/guardian or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge it. If the parent's/guardian's address is unknown, notice may be served upon the official records custodian of the requesting school for transmittal to the parent/guardian. This service is deemed conclusive, and ten calendar days after this service, if the parents/guardians make no objection, the records may be transferred to the requesting school.
5. Destroy any biometric information collected and do not transfer it to another school district.
6. Refrain from transferring the records if a student's record has been flagged as a "missing child" as provided in Section 5 of the Missing Children Records Act and Section 5 of the Missing Children Registration Law. The District shall notify the ~~Illinois Ill. Department of State Police~~ or the local law enforcement authority of the request.
7. Retain the original records in accordance with the requirements of 105 ILCS 10/4.

8. Include information about whether or not the student is in good standing and whether or not the student's medical records are up-to-date and complete. 105 ILCS 5/2-3.13a.
9. Maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

If the student has unpaid fines, fees, or tuition charged pursuant to 105 ILCS 5/10-20.12a and is transferring to a public school located in Illinois or any other state, the Building Principal shall, unless otherwise prohibited by State law (23 Ill. Admin. Code §375.75(i)):

1. Transfer the student's *unofficial record of student grades* in lieu of the student's official transcript of scholastic records. The *unofficial record of student grades* means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. These records shall also include the school's name and address, the student's name, the name and title of the school official transmitting the records, and the transmittal date.
2. Within 10 calendar days after the student has paid all of his or her unpaid fines or fees and at this District's own expense, forward the student's official transcript of scholastic records to the student's new school.

The Principal shall include the following information with the transferred records if the student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason: 105 ILCS 5/2-3.13a; 23 Ill. Admin. Code §375.75(j).

1. The date and duration of the period of any current suspension or expulsion; and
2. Whether the suspension or expulsion is for: (a) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act (20 U.S.C. §7961 et seq.); (b) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or (c) battering a school staff member.

M. Directory Information 23 Ill. Admin. Code §375.80

The District may release certain directory information regarding students as permitted by law, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

1. Student's Name
2. Student's Address
3. Student's Grade level
4. Student's Birth date and place
5. Parents'/guardians' names, addresses, electronic mail addresses, and telephone numbers
6. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion, or fundraising, without the prior, specific, dated, and written consent of the parent or eligible student (see 765 ILCS 1075/30). 23 Ill. Admin. Code §375.80. The

following shall not be designated as directory information: (a) an image on a school security video, or (b) student social security number or student identification or unique student identifier.

The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information. See *7.340-AP1, E1 Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

N. Student Record Challenges

Parents/guardians have the right to a hearing to challenge the accuracy, relevancy, or propriety of any entry in their student's school records, exclusive of academic grades and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. 105 ILCS 10/7; 23 Ill. Admin. Code §375.90. A request for a hearing should be submitted to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The following procedures apply to a challenge: 105 ILCS 10/7; 23 Ill. Admin. Code §375.90.

1. The Superintendent or designee will invite the parent(s)/guardian(s) to an initial informal conference, within 15 school days of receipt of the request for a hearing.
2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated. The Superintendent will appoint a hearing officer, who is not employed in the attendance center in which the student is enrolled.
3. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
4. At the hearing each party shall have the right to:
 - a. Present evidence and to call witnesses;
 - b. Cross-examine witnesses;
 - c. Counsel;
 - d. A written statement of any decision and the reasons therefore; and
 - e. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.
5. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a transcript is not required in an appeal.
6. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - a. To retain the challenged contents of the school student record;
 - b. To remove the challenged contents of the school student record; or
 - c. To change, clarify or add to the challenged contents of the school student record.
7. Any party has the right to appeal the decision of the local hearing officer to the Regional Superintendent, within 20 school days after the decision is transmitted to the parties. The parent(s)/guardian(s), if they appeal, shall so inform the District and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent. The District may initiate an appeal by the same procedures.
8. The final decision of the Regional Superintendent may be appealed to the circuit court of the county in which the District is located.
9. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The District will include a copy of the statement in any release of the information in dispute. 105 ILCS 10/7(d).

O. Amendment of Records

Students may request a change in the legal name associated with school student records by presenting a certified new or amended birth certificate or court order indicating a change in the

student's legal name. Transgender, nonbinary, or gender nonconforming students may request a change in the name identified on school records by presenting a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor; provided, however, that no change shall be made to the legal name associated with school student records until a certified new or amended birth certificate or court order indicating a change in the student's legal name has been presented. Students may request a change in the gender identified on school student records by presenting a certified new or amended birth certificate indicating a change in the student's sex designation, a Physician's Affidavit (see Board Exhibit 7.10-E2) indicating the student has a medical diagnosis of gender dysphoria, or a Name or Gender Identity Change Request (see Board Exhibit 7.10-E3) signed by the student and the student's parent or guardian if the student is a minor. School student records will be amended to the extent it is reasonably practicable.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act;
 34 C.F.R. Part 99.
 105 ILCS 10/, Illinois School Student Records Act;
 23 Ill. Admin. Code Part 375.
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality
 Act.
 750 ILCS 5/, The Illinois Marriage and Dissolution of Marriage Act.

Exhibit – Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information

1. What do the U.S. Patriot Act and No Child Left Behind Act require of schools with regard to allowing military recruiters access to students?

The Patriot Act has nothing to do with the military recruiter access to students or information. It requires schools to comply with an *ex parte* order issued in connection with the investigation or prosecution of terrorism. A court issues an *ex parte* order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.

Two pieces of legislation require schools receiving funds under the Elementary and Secondary Education Act to: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, and telephone listings to military recruiters, when requested. Those laws are:

- §9528 of the No Child Left Behind Act of 2001, 20 U.S.C. §7908.
- 10 U.S.C. §503, as amended by the National Defense Authorization Act for Fiscal Year 2002.

2. What information about students (and which students) must be disclosed to military recruiters by our administration?

Secondary schools must disclose names, addresses, and telephone numbers of secondary students, unless parents/guardians have requested the information not be released.

3. What notification must schools provide to parents before disclosing students' names, addresses, and telephone numbers to military recruiters and institutions of higher education?

Under federal and State laws governing student records, schools must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as *directory information*, includes names, addresses, and telephone numbers. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent. Under the No Child Left Behind Act, schools must notify parents that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent/guardian's request not to disclose such information without written consent.

A notice provided through a mailing or student handbook informing parents of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information to third parties, the opt-out also applies to requests from military recruiters and institutions of higher education. For example, if the opt-out states that telephone numbers will not be disclosed to the public, schools may not disclose telephone numbers to military recruiters.

If a school does not release "directory information," it still must provide students' names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents that it discloses information to military recruiters

and institutions of higher education, noting that parents have the right to opt their children out of this disclosure.

4. Does recruitment take place in a private office or out in a common area?

Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.

5. How frequently are recruiters present?

Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.

6. What information does a military recruiter request of students during the interview?

The type of questions military recruiters may ask students is generally not limited. Of course, students may refuse to cooperate or even refuse to be interviewed.

7. Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?

Federal law does not grant authority to schools to supervise military recruiting efforts. The school may, of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.

8. What are parents' rights relative to military recruiters on campus?

Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.

9. What information do schools provide to families relative to recruiting that goes on at school?

Aside from the notice described in #3, neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.

10. Where can I get more information on the requirements of 10 U.S.C. §503?

The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy
4000 Defense Pentagon
Washington, DC 20301-4000
Telephone: 703/695-5529

11. Where can I get more information on the requirements of ~~§9528-7908~~ of the ESEA?

The ~~Family Student Privacy Policy Compliance Office (FPCOSPPPO)~~ in the Department of Education administers FERPA as well as ~~§9528 of the ESEA (20 U.S.C. §7908), as amended by the No Child Left Behind Act of 2001~~. School officials with questions on this guidance, or FERPA, may contact the ~~FPCO-SPPO by submitting an online form at FERPA@ED.Gov~~ <https://studentprivacy.ed.gov/contact> or ~~write to the FPCO as follows: calling the SPPO's Student Privacy Help Desk at 1-855-249-9072.~~

~~Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
Telephone: 202/260-3887~~

Adopted: October 10, 2012

Reviewed: December 2022

Amended:

Fax: [202/260-9001](tel:2022609001)
www.ed.gov/offices/OM/fpce

Adopted: October 10, 2012
Reviewed: [December 2022](#)
Amended:

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

1. Diane Benjamin, responded 11.22.22
2. News 25 - Elizabeth Seils, responded 11.28.22
3. Local Labs - Vince Espi, responded 12.14.22

Open Attendance Areas

- Open attendance areas are designated because there is a large number of students within the boundaries and the school the area traditionally feeds into is nearing capacity.
- An Open Attendance Area is a designated area assigned to two or more schools. Upon enrollment in the district, students are placed in one of the designated schools based on space available.
- Unit 5 has utilized Open attendance areas to balance enrollment and as a cost-savings measure for more than two decades.
- Once placed in a school, a student will remain there until transitioning to the next level.
- If a student moves to a new address, they would attend the school designated for that area.
- Younger siblings will be allowed to continue in the same school as the older sibling, as long as there is no break in family attendance.
- Transportation will be provided as appropriate.

Current Open Attendance Areas:

OAA 1

- Area South of Raab Road, and West of Airport Road that includes Healing Stone Apartments and all of Healing Stone Court. (apartment complex currently West of Healing Stone Court)
- Traditional enrollment in Grove Elementary
- Enrollment through OAA in Grove, Sugar Creek and Towanda Elementary Schools

OAA 2

- Area West of Ekstam Drive Dr., South of Cornelius Drive and North of Gerig Drive, including Wingover Apartment complex and Wingover East.
- Traditional enrollment in Benjamin Elementary
- Enrollment through OAA in Benjamin, Glenn, and Colene Hoose Schools

Proposed Open Attendance Areas (Elementary Level):

OAA 3

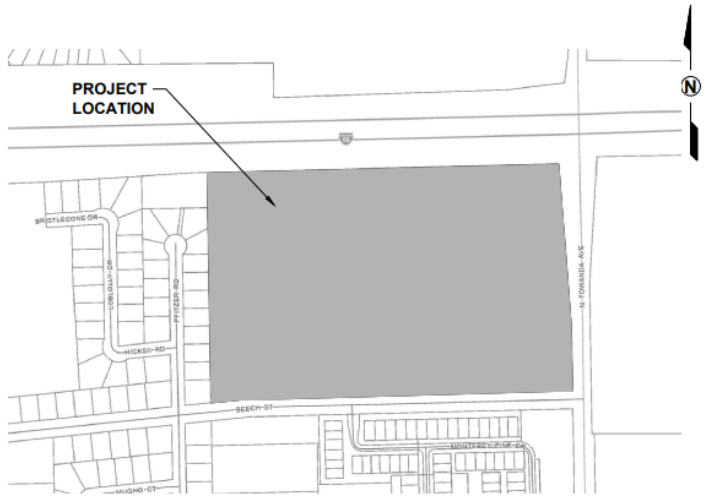
- Area off Shelbourne Drive, Linden, and Beech formerly owned by ISU and unoccupied
- Renovation of 100 apartments, addition of 24 duplexes, and 15 single-family homes
- Traditional enrollment in Fairview Elementary
- Current enrollment at Fairview 293 with no current space for additional sections
- Proposed enrollment through OAA in Fairview, Carlock, and Sugar Creek



OAA 4

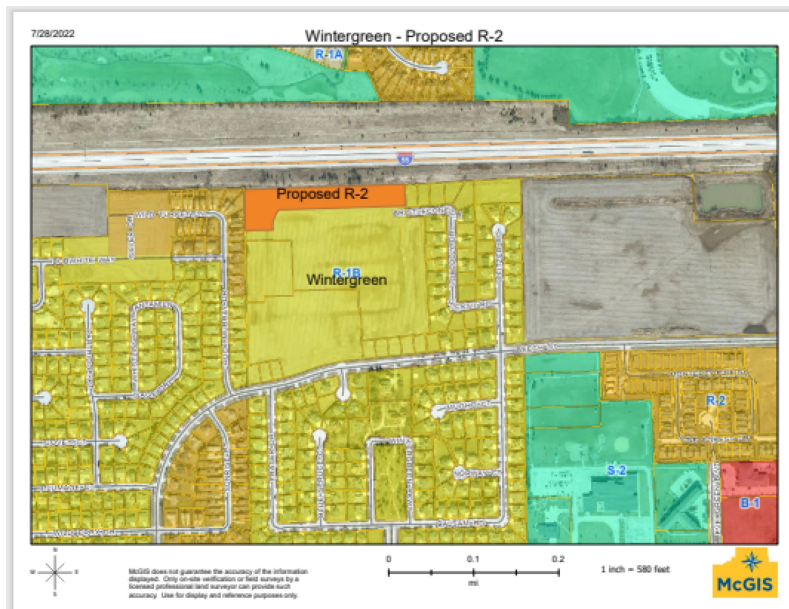
- Wintergreen Subdivision Addition and Carden Springs off Beech and Towanda
- 121 new lots with 95 single family homes and 20 duplexes-Wintergreen Addition
- 477 units-Carden Springs
- Traditional enrollment in Prairieland Elementary
- Current enrollment at Prairieland 456 with no current space for additional sections
- Proposed enrollment through OAA in Prairieland, Hudson, and Sugar Creek, Oakdale

Carden Springs



LOCATION MAP

Wintergreen Expansion



OAA 5

- Area off Hovey Ave and Parkside Road- Kruger Subdivision
- 400 single family and multi-family homes
- Traditional enrolment in Parkside Elementary
- Current enrollment at Parkside 287 with no current space for additional sections
- Proposed enrollment through OAA In Parkside Elementary, Carlock, Fox Creek, and Oakdale



**RESOLUTION levying taxes for Community Unit School District No. 5
McLean and Woodford Counties, Illinois for the year 2022
and authorizing the filing of a Certificate of Tax Levy**

Be it resolved, by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the District)

Section 1: That there be and there is hereby levied upon all the taxable property in the District the following direct annual taxes for the year 2022: corporate and special purpose property taxes in the sum of \$102,138,646; and debt service and public building commission lease property taxes in the sum of \$36,568,418 and

Section 2: Be it further resolved that the President and the Secretary of this Board of Education are hereby authorized and directed to file, or cause to be filed with the County Clerks of McLean County Illinois and Woodford County Illinois, a certificate of tax levy in the form attached and made a part hereof on or before December 27th of this year.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5 MCLEAN AND WOODFORD COUNTIES, ILLINOIS

By:

_____	_____
Barry Hitchins	Date
President, Board of Education	

Attest:

_____	_____
Kelly Pyle	Date
Secretary, Board of Education	

TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of Community Unit School District No. 5, McLean and Woodford Counties, Illinois and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the "Truth in Taxation Act."

Check one of the choices below

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.

- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2022 levy.

Presiding Officer: _____

Date: _____

ILLINOIS STATE BOARD OF EDUCATION

School Business and Support Services Division
217/785-8779

Original:

X

Amended:

--

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name Community Unit School District	District Number 5	County McLean, Woodford
---	----------------------	----------------------------

Amount of Levy

Educational	\$ 68,820,251	Fire Prevention & Safety *	\$ 1,265,079
Operations & Maintenance	\$ 12,650,782	Tort Immunity	\$ 6,050,000
Transportation	\$ 5,060,313	Special Education	\$ 1,012,063
Working Cash	\$ 1,265,079	Leasing	\$ 1,265,079
Municipal Retirement	\$ 2,250,000		\$ 0
Social Security	\$ 2,500,000	Other	\$ 0
		Total Levy	\$ 102,138,646

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 68,820,251 dollars to be levied as a special tax for educational purposes; and
 the sum of 12,650,782 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 5,060,313 dollars to be levied as a special tax for transportation purposes; and
 the sum of 1,265,079 dollars to be levied as a special tax for a working cash fund; and
 the sum of 2,250,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 2,500,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 1,265,079 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 6,050,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 1,012,063 dollars to be levied as a special tax for special education purposes; and
 the sum of 1,265,079 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year 2022

Signed this _____ day of _____, 2022. _____
(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 5.

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 5, McLean, Woodford County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2022 was filed in the office of the County Clerk of this County on _____, 2022.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2022, is \$ _____.

(Signature of County Clerk)

(Date)

(County)



McLean County Unit School District No. 5

Educating each student to achieve personal excellence.

Finance Department

1809 Hovey Ave
Normal, IL 61761
309.557.4000

TO: Board of Education
FROM: Marty Hickman, CFO
CC: Dr. Kristen Weikle, Superintendent; Shane Hill, Director of Safety and Security
DATE: December 14, 2022
RE: 2022 District-Wide Radio Communications System RFP Results

On Friday December 2, 2022 at 2:00 PM proposals were received at the District Office at 1809 Hovey Ave for a district-wide radio communications system.

One sealed bid was received, publicly opened and read. A copy of the bid tabulation is attached.

Recommendation to the Board is for approval of the only bidder, JES & Sons 2-Way, LLC, for their bid, net of trade-in credits, of one-time installation fees of \$364,182, and annual recurring fees of \$240.

RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, DECLARING FIRST STUDENT, INC. THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER AND AUTHORIZING THE DISTRICT ADMINISTRATION TO ENTER INTO CONTRACT NEGOTIATIONS WITH FIRST STUDENT, INC. FOR STUDENT TRANSPORTATION SERVICES

WHEREAS, in 2012, and again in 2015, after seeking competitive bids pursuant to Illinois law, the Board of Education approved a Student Transportation Services Agreement with First Student, Inc. for student transportation services; and

WHEREAS, the 2015 three-year Student Transportation Services Agreement was extended in 2018 for an additional two school years (2018-2019 & 2019-2020), and for one school year each in the 2020-2021, 2021-2022, and the 2022-2023 school years; and

WHEREAS, in order to ensure a competitive price for student transportation services, address operational challenges, and consider potential opportunities, the District Administration made the decision to seek competitive bids rather than to extend the current contract with First Student, Inc.; and

WHEREAS, an Advertisement for Bids was published in the Pantagraph on Monday, October 24, 2022, Bid Documents were made available and sent to prospective bidders on Friday, October 28, 2022, and a mandatory pre-bid meeting and tour of the District’s Transportation facilities occurred on Friday, November 4, 2022; and

WHEREAS, on Monday, November 28, 2022, bids were publicly opened and read aloud at the District Administrative Offices, at which time the District opened bids submitted by North America Central School Bus, LLC and First Student, Inc.; and

WHEREAS, the Board of Education finds that First Student, Inc. is the lowest responsible and responsive bidder for student transportation services by approximately \$1,678,482.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1. The Board of Education declares that First Student, Inc. is the lowest responsible and responsive bidder for student transportation services and authorizes the Administration to enter into contract negotiations with First Student, Inc. consistent with the Bid Documents dated October 28, 2022, Addendum I issued November 15, 2022, and bid received from First Student, Inc. on November 28, 2022.

Section 2. This Resolution shall be in full force and in effect upon its passage.

PASSED BY THE BOARD OF EDUCATION OF COMMUNITY UNIT SCHOOL DISTRICT NO. 5, MCLEAN AND WOODFORD COUNTIES, ILLINOIS, BY A MAJORITY VOTE THEREOF IN PUBLIC SESSION THIS 14TH DAY OF DECEMBER, 2022.

AYES: _____
NAYS: _____
ABSENT: _____

BARRY HITCHINS
President, Board of Education

ATTEST:

KELLY PYLE
Secretary, Board of Education

Revisions appear in bold

Personnel Matters								
Resignations/Retirements/Releases/Terminations								
Last Name	First Name	Homebase	Assignment	Action	Effective			
<u>Certified</u>								
Johnson	Rebecca	Pepper Ridge	Vocal Music	Resignation	12/30/2022			
Koehn	Kaitlan	Pepper Ridge	LBS1	Resignation	12/16/2022			
Oates	Brandon	KJHS	Teacher-Orientation To Business	Resignation	12/16/2022			
Johnson	David	NCWHS	Principal	Resignation	06/30/2023			
Walker	Amanda	NCWHS	LBS1	Resignation	12/09/2022			
<u>Educational Support Personnel</u>								
Shaik	Rahimunisa	Benjamin	Noon Hour	Resignation	12/8/2022			
Thota	Padmapriya	Benjamin	Para-Spec Ed	Resignation	12/16/2022			
Mahrt	David	Brigham	Custodian - Head Day	Retirement	7/31/2023			
Johnson	Deborah	Field	Para-Spec Ed	Retirement	12/16/2022			
Dasari	Manjula	Grove	Noon Hour	Resignation	11/16/2022			
Arora	Gitanjali	Northpoint	Para-Spec Ed	Resignation	12/9/2022			
Sykes	Jeffrey	Northpoint	Noon Hour	Resignation	8/23/2022			
Voruganti	Keerthana	Northpoint	Noon Hour	Resignation	8/18/2022			
Brubaker	Nicholas	CJHS	Para-Spec Ed	Resignation	11/30/2022			
Brandon	Michael	EJHS	Custodian	Retirement	07/31/2023			
Corbly	Cebastian	KJHS	Custodian-Night	Resignation	12/23/2022			
Evers	Cari	PJHS	Para-Spec Ed	Resignation	12/05/2022			

Fry	Lori		PJHS		Custodian			Retirement		07/31/2023
Mace	Michael		NCHS		Para-Spec Ed			Resignation		12/16/2022
Santana	Claudia		NCHS		Food Service-173 days- 6 Hr			Resignation		11/15/2022
Taylor	Lupita		NCHS		Para-Reg Ed-Bilingual			Resignation		12/16/2022
Lanczki	Jacob		NCWHS		Para-Spec Ed			Resignation		12/16/2022
Burton	John		Warehouse		Special Maintenance Day			Retirement		07/31/2023
Powell	Mark		Warehouse		Special Maintenance Day			Retirement		07/31/2023

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

	Last Name	First Name	Homebase		Assignment	Step	Lane	FTE	Effective
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<u>Certified</u>									
									92

<u>Educational Support Personnel</u>									
(R)	Storch	Teagan	Field		Para-Spec Ed	Step 3		1	11/21/2022
(R)	Helling	Scott	Hoose		para-Spec Ed	Step 1		1	12/7/2022
(R)	Potluri	Radhika	Hoose		Para-Spec Ed	Step 1		1	11/29/2022
(R)	Mandhyan	Shashi	Northpoint		Para-Spec Ed	Step 1		1	11/21/2022
(R)	Forbes	Joshua	Pepper Ridge		Para-Spec Ed	Step 4		1.0	12/09/2022
(R)	Shickel	Rylee	Pepper Ridge		Para-Spec Ed	Step 1		1.0	01/03/2023
(R)	Bridgette	Barry	EJHS		Para-Reg Ed-ISS	Step1		1.0	12/05/2022

<u>Substitutes</u>									
Erickson	Shelly								
Halemani	Swetha								
Herberer	Benjamin								

Granger	Charles									
Mackowiak	Nicole									
McNamara	Rachel									
Morgan	Pamela									
Northcutt	Katy									
Ravirajan	Meenakshi									
Rivera	Reanne									
Wooten	Simeon									

Contract Revisions

	Homebase	Revision	Effective
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Certified			93
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Teplitz-Crawford	Sheila	Fox Creek/ LBS1	From B+0 Step 17 To B+24, Step 19	01/03/2022
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Schedule B

Shawgo	Brenda - Non-UFEA	PJHS	Add-JHTR	11/22/2022
Henrikson	Eden	NCHS	Add-SHAS	8/17/2022
Keller	Brock	NCHS	Add-SX1.I	1/3/2023
Schuler	Simon - Non-UFEA	NCHS	Add-AVWR 1/2	8/17/2022
Turner	Laura	NCHS	Drop-SX2.I	1/4/2023
Wilson-Pridgen	Isoke	NCHS	Drop-SX2.I	1/4/2023
Hale	Emily- Non-UFEA	NCWHS	Add-ASW	8/17/2022
Lehr	David M	NCWHS	Drop-AVWR 1/2 Add-SHWR	11/28/2022

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
November 17, 2022 through December 14, 2022

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	¹ Prepaid Bills	² Bills To Be Paid	³ Payrolls	Total
07 Flexible Benefit Plan Trust Fund	33,609.02	0.00	0.00	33,609.02
08 Unit 5 Self-Funded Insurance	523,890.11	0.00	0.00	523,890.11
10 Educational	955,290.67	276,906.79	4,560,570.84	5,792,768.30
20 Operations & Maintenance	266,633.82	68,535.15	262,310.10	597,479.07
30 Debt Service	35,403,751.75	0.00	0.00	35,403,751.75
40 Transportation	101,798.83	43,571.16	11,258.38	156,628.37
50 Social Security	0.00	0.00	115,050.44	115,050.44
51 IMRF	0.00	0.00	82,165.69	82,165.69
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	1,057,743.14	21,683.26	15,904.58	1,095,330.98
90 Life Safety	32,025.72	15,617.00	0.00	47,642.72
99 Student Activity Funds ⁴	280,644.39	0.00	0.00	280,644.39
Grand Total	\$38,655,387.45	\$426,313.36	\$5,047,260.03	\$44,128,960.84

¹ For funds 8 through 90, these bills were paid on and between 11/17/22 and 12/13/22. Please see the "Vendor Bill Listing - PREPAID" report for details.

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

³ Please see the "Payroll Fund Totals" report for details.

⁴ 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 11/16/22 and 12/13/22. 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 \$44,128,960.84.

 Barry Hitchins, President, Board of Education

 Date

 Kelly Pyle, Secretary, Board of Education

 Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2022-2023

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	100	11/16/2022	11/30/2022	11/30/2022
Certified - Semi	101	11/01/2022	11/15/2022	11/30/2022
Certified - Semi	102	11/01/2022	11/15/2022	11/30/2022
Classified - Semi	100	11/16/2022	11/30/2022	11/30/2022
Classified - Semi	101	11/16/2022	11/30/2022	11/30/2022

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 100					
10	3,074,115.97	0.00	163,770.91	370,842.00	3,608,728.88
50	0.00	42,794.45	0.00	0.00	42,794.45
80	3,945.92	0.00	439.77	345.00	4,730.69
Period Total:	\$3,078,061.89	\$42,794.45	\$164,210.68	\$371,187.00	\$3,656,254.02

Classified - Semi - Period Number: 100					
10	684,542.37	0.00	0.00	182,914.85	867,457.22
20	259,712.60	0.00	0.00	2,597.50	262,310.10
40	8,573.48	0.00	0.00	2,684.90	11,258.38
50	0.00	70,148.82	0.00	0.00	70,148.82
51	0.00	0.00	82,131.80	0.00	82,131.80
80	9,973.89	0.00	0.00	1,200.00	11,173.89
Period Total:	\$962,802.34	\$70,148.82	\$82,131.80	\$189,397.25	\$1,304,480.21

Certified - Semi - Period Number: 101					
10	69,285.00	0.00	629.83	0.00	69,914.83
50	0.00	1,000.12	0.00	0.00	1,000.12
Period Total:	\$69,285.00	\$1,000.12	\$629.83	\$0.00	\$70,914.95

Certified - Semi - Period Number: 102					
10	13,958.50	0.00	0.00	0.00	13,958.50
50	0.00	1,067.92	0.00	0.00	1,067.92
Period Total:	\$13,958.50	\$1,067.92	\$0.00	\$0.00	\$15,026.42

Classified - Semi - Period Number: 101					
10	511.41	0.00	0.00	0.00	511.41
50	0.00	39.13	0.00	0.00	39.13
51	0.00	0.00	33.89	0.00	33.89
Period Total:	\$511.41	\$39.13	\$33.89	\$0.00	\$584.43

Grand Totals:	\$4,124,619.14	\$115,050.44	\$247,006.20	\$560,584.25	\$5,047,260.03
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End of Report

Expenditure Summary Report

From Date: 11/16/2022
To Date: 11/16/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Avanti's Italian Restaurant -Bloomington		2960	0	46785	11/16/2022	47.75
Avanti's Italian Restaurant -Bloomington Total						47.75
Birch, Timothy	Girls BBall Official		0	46786	11/16/2022	75.00
Birch, Timothy Total						75.00
Blick Art Materials	V318857		0	2902	11/16/2022	309.78
Blick Art Materials Total						309.78
Bovenkerk, Bradley Alan	Design templates		0	46787	11/16/2022	33.00
Bovenkerk, Bradley Alan Total						33.00
Caribe Resort	Addtl unit		0	46788	11/16/2022	440.61
Caribe Resort Total						440.61
Casey's Garden Center	V80544		0	24406	11/16/2022	55.00
Casey's Garden Center Total						55.00
Culligan Water Conditioning	V518505		0	2903	11/16/2022	51.70
Culligan Water Conditioning Total						51.70
Denny's Doughnuts & Bakery	V695184		0	24407	11/16/2022	38.60
Denny's Doughnuts & Bakery Total						38.60
Doty, Ashton C	V1780		0	24408	11/16/2022	68.57
Doty, Ashton C Total						68.57
Egan, Paula	V731447		0	24409	11/16/2022	30.56
Egan, Paula Total						30.56
Evergreen Racquet Club	431007		0	46420	11/16/2022	100.00
Evergreen Racquet Club Total						100.00
Ewalt, Melinda	PE food & supplies		0	46789	11/16/2022	246.28
Ewalt, Melinda Total						246.28
Fastsigns	36647		0	46421	11/16/2022	38.80
Fastsigns Total						38.80
Fish, Jill E	V290874		0	2907	11/16/2022	18.00
Fish, Jill E Total						18.00
Foster, Nathan C	Donation-Yosten		0	46790	11/16/2022	105.20
Foster, Nathan C Total						105.20
Fudge, Dawn	Girls swim expenses		0	46422	11/16/2022	633.36
Fudge, Dawn Total						633.36
Fundraising Manager	31875		0	46791	11/16/2022	12,411.04
Fundraising Manager Total						12,411.04
Harris, Elizabeth Rae	Brochures		0	46792	11/16/2022	1,121.02
	Various 11/15/22		0	46792	11/16/2022	812.44
Harris, Elizabeth Rae Total						1,933.46
Hassel, Steve	Containers		0	46793	11/16/2022	32.43
Hassel, Steve Total						32.43
HyVee Catering	V759258		0	24410	11/16/2022	-

Expenditure Summary Report

From Date: 11/16/2022
To Date: 11/16/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
HyVee Catering Total					-
IHSA	Swim sectional	0	46423	11/16/2022	323.60
IHSA Total					323.60
Illinois Ffa	64323	0	46794	11/16/2022	1,575.00
Illinois Ffa Total					1,575.00
Johnson, Greg	Girls BBall Official	0	46795	11/16/2022	75.00
Johnson, Greg Total					75.00
Lewis, Stanley J	Riembursement	0	46424	11/16/2022	109.53
Lewis, Stanley J Total					109.53
McLean Co Unit Dist No 5 - Food Service	V746837	0	24411	11/16/2022	13.60
McLean Co Unit Dist No 5 - Food Service Total					13.60
Meltdown Creative Works LLC	4646	0	46425	11/16/2022	160.00
Meltdown Creative Works LLC Total					160.00
Minerva Promotions	196633	0	46426	11/16/2022	476.00
Minerva Promotions Total					476.00
Mueller, Kelsey Rae	Misc supplies	0	46427	11/16/2022	123.52
Mueller, Kelsey Rae Total					123.52
Nat'l Speech & Debate Assoc.	91905	0	46428	11/16/2022	98.00
Nat'l Speech & Debate Assoc. Total					98.00
O'Fallon Township High School	Metro East Kickoff	0	46796	11/16/2022	200.00
O'Fallon Township High School Total					200.00
Page, Molly	Girls BBall Official	0	46797	11/16/2022	75.00
Page, Molly Total					75.00
Peoria High School	V260906	0	24412	11/16/2022	160.00
Peoria High School Total					160.00
Peterson, Anna Elizabeth	Clothing	0	46429	11/16/2022	321.90
Peterson, Anna Elizabeth Total					321.90
Potts, Heather A	V19950	0	24413	11/16/2022	31.57
Potts, Heather A Total					31.57
Richwoods High School	Speech Tourn fee	0	46798	11/16/2022	160.00
Richwoods High School Total					160.00
Sanders, Erin E	Candy for classroom	0	46799	11/16/2022	175.84
	Food Indoor conc	0	46799	11/16/2022	73.40
Sanders, Erin E Total					249.24
Scholastic Inc.	V422798	0	2908	11/16/2022	93.40
Scholastic Inc. Total					93.40
School Specialty	V670299	0	2737	11/16/2022	380.60
School Specialty Total					380.60
Select Screen Prints	V585842	0	2906	11/16/2022	976.00
	60605	0	46430	11/16/2022	414.50

Expenditure Summary Report

From Date: 11/16/2022
To Date: 11/16/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Select Screen Prints Total					1,390.50	
Shoukry, Kaitlin	Donuts	0	46800	11/16/2022	59.96	
	Rose-Hul Comp Lunch	0	46800	11/16/2022	243.30	
Shoukry, Kaitlin Total					303.26	
Stolfa, Molly M	Vending SSP	0	46801	11/16/2022	280.00	
Stolfa, Molly M Total					280.00	
Topping, Elizabeth	V97622	0	21723	11/16/2022	144.23	
Topping, Elizabeth Total					144.23	
Unit 5 Decker Industries		220	0	46802	11/16/2022	350.00
Unit 5 Decker Industries Total					350.00	
Varsity Spirit	43101953	0	46431	11/16/2022	27.00	
Varsity Spirit Total					27.00	
Walker, Valentine S	Supplies	0	46432	11/16/2022	146.45	
Walker, Valentine S Total					146.45	
Weber, David Jonathan	Capstone supplies	0	46433	11/16/2022	47.99	
Weber, David Jonathan Total					47.99	
Grand Total					23,984.53	

Expenditure Summary Report

From Date: 11/16/2022
To Date: 11/16/2022

Fund	Amount
99	23,984.53
Grand Total	23,984.53

Expenditure Summary Report

From Date: 11/17/2022
To Date: 12/13/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
4imprint, Inc	V393047	0	6353	12/12/2022	308.76
4imprint, Inc Total					308.76
Abbott Brothers, LLC.	2205022267	2302387	251989	12/7/2022	2,735.00
Abbott Brothers, LLC. Total					2,735.00
Ace Hardware	58417/5 11/14	2302226	251990	12/7/2022	728.69
	584085/5 & 584049/5	2302250	251990	12/7/2022	68.92
	584090/5	2302222	251990	12/7/2022	43.07
Ace Hardware Total					840.68
Adelman, Joseph R	Wrestling Official	0	46818	11/22/2022	255.00
Adelman, Joseph R Total					255.00
Adlai E. Stevenson High School	V498348	0	20181	11/22/2022	160.00
Adlai E. Stevenson High School Total					160.00
Advance Auto Parts	12 INVS 10/4-10/28	2300186	251991	12/7/2022	2,242.99
	14 INVS 10/5-10/27	2300073	251991	12/7/2022	1,379.32
Advance Auto Parts Total					3,622.31
Aguilar, Michael	V725170	0	24450	12/12/2022	80.00
	V378281	0	126356	12/7/2022	55.00
	V353817	0	126311	11/28/2022	10.00
	V239055	0	126309	11/21/2022	55.00
	V591791	0	24417	11/21/2022	80.00
Aguilar, Michael Total					280.00
Ahlemeyer, John	V389915	0	21754	12/7/2022	100.00
	V57959	0	21730	11/22/2022	127.80
Ahlemeyer, John Total					227.80
Ahlemeyer, Michelle Rae	TRAVEL OCT 22	0	251992	12/7/2022	169.13
	TRAVEL NOV 22	0	251992	12/7/2022	107.50
Ahlemeyer, Michelle Rae Total					276.63
Aiello, Kathy	V806316	0	21761	12/8/2022	204.96
Aiello, Kathy Total					204.96
Alcoza, Grace	Judge 11/12 & 11/29	0	46832	11/29/2022	100.00
Alcoza, Grace Total					100.00
Alcozar, Grace	Judge 12/10/22 12/3	0	46873	12/12/2022	200.00
Alcozar, Grace Total					200.00
Allensworth, Jermaine	V438606	0	21766	12/13/2022	80.00
	V378281	0	126357	12/7/2022	55.00
	V152488	0	6326	11/29/2022	80.00
	V205506	0	21740	11/29/2022	80.00
	V803578	0	21745	11/29/2022	80.00
Allensworth, Jermaine Total					375.00
Allstar Atheltics, Inc	Gym Rental	0	46819	11/22/2022	240.00
Allstar Atheltics, Inc Total					240.00
Alt, Jessica	REIMB MEMBERSHIP	2302423	251993	12/7/2022	99.00
	REIMB - HOTEL EXP	2302307	251993	12/7/2022	471.77
Alt, Jessica Total					570.77

Expenditure Summary Report

From Date: 11/17/2022
To Date: 12/13/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Amazon Capital Services	1FGQ-R4XX-V61Y 12/04	2302375	251994	12/7/2022	10.99
	1RVQ-6D1K-VDMM 12/4	2302378	251994	12/7/2022	7.99
	13L6-XCPF-6QJ1	2302268	251994	12/7/2022	123.68
	1O14-9TTT-17HN 11/27	2302290	251994	12/7/2022	100.23
	19JT-6CTW-4WQM	2302214	251994	12/7/2022	69.80
	1G9D-K9NY-1KQJ	2302169	251994	12/7/2022	44.45
	1T73-L4P7-QY7F	2302239	251994	12/7/2022	65.76
	16PK-VQJM-MJ3F	2302238	251994	12/7/2022	149.94
	17Q6-YH1R-LPPY	2302237	251994	12/7/2022	16.97
	1QYF-CHGM-G76M 11/16	2302137	251994	12/7/2022	34.53
	1WG1-F97X-DVDC 11/16	2302138	251994	12/7/2022	101.59
	1Q7W-F4CL-FGHH	2302119	251994	12/7/2022	118.04
	1WDK-HXGN-64P9	2302126	251994	12/7/2022	17.94
	2 INVOICES 10/31-	2301838	251994	12/7/2022	286.46
	Amazon Capital Services Total				
Ambrose, Valerie L	V193948	0	14755	12/12/2022	9.98
Ambrose, Valerie L Total					9.98
American Pest Control	492439.4231	2300072	251995	12/7/2022	1,230.00
American Pest Control Total					1,230.00
Angel, Britney	HOURS 8/15-11/30	2302372	251996	12/7/2022	305.16
Angel, Britney Total					305.16
Angsten, Alesha Kristine	V685115	0	5029	12/13/2022	30.00
Angsten, Alesha Kristine Total					30.00
Apex Clothing	P-2200450	0	46447	11/29/2022	800.00
	421743	0	21724	11/18/2022	1,275.00
Apex Clothing Total					2,075.00
Armstrong, James	V724727	0	20201	12/12/2022	65.00
	V833471	0	126341	12/5/2022	55.00
	V493374	0	24423	11/29/2022	80.00
Armstrong, James Total					200.00
Arns, Susan C	REIMB TRAVEL 11/30	0	251997	12/7/2022	69.50
Arns, Susan C Total					69.50
Aubin, Chad Stephen	XC expenses	0	46495	12/12/2022	974.75
Aubin, Chad Stephen Total					974.75
Avanti's Italian Restaurant - Normal	V351375	0	14756	12/12/2022	732.23
	4718	0	46496	12/12/2022	112.10
	5863	0	46496	12/12/2022	526.57
	4554	0	21762	12/8/2022	35.00
	V890957	0	7188	12/12/2022	358.75
	Catering	0	46483	12/7/2022	400.50
Avanti's Italian Restaurant - Normal Total					2,165.15
Avanti's Italian Restaurant -Bloomington	V438137	0	6346	12/9/2022	1,981.80
	V14960	0	24447	12/11/2022	106.20
	V312949	0	6314	12/9/2022	188.96
	Ck 515-Girls Golf	0	46803	11/21/2022	386.00
Avanti's Italian Restaurant -Bloomington Total					2,662.96
B & B Awards & Recognition	20050384	0	46465	12/1/2022	44.06
	20050487	0	46833	11/29/2022	35.00

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B & B Awards & Recognition	20050524	0	46833	11/29/2022	190.80
	20050077	0	46448	11/29/2022	119.33
B & B Awards & Recognition Total					389.19
Baby Fold	22 INVS 11/07	2302199	251998	12/7/2022	168,710.68
Baby Fold Total					168,710.68
Bacc Student Graphics Co.	Inv #156	0	46484	12/7/2022	168.00
Bacc Student Graphics Co. Total					168.00
Banks Wimbley, Brea M.	BILLING INV 11/17	2302281	251999	12/7/2022	750.00
Banks Wimbley, Brea M. Total					750.00
Barber, Michael	V324502	0	20192	12/5/2022	75.00
Barber, Michael Total					75.00
Bartoloni, Alexander Paul	Judge 12/10/22	0	46874	12/12/2022	100.00
	Judge 11/19/22	0	46834	11/29/2022	100.00
Bartoloni, Alexander Paul Total					200.00
Bashary, Kathryn C	V323833	0	21764	12/9/2022	493.38
	V866888	0	21731	11/22/2022	263.62
Bashary, Kathryn C Total					757.00
Basting, Grant	Replacement check	0	46466	12/1/2022	35.00
Basting, Grant Total					35.00
Bauer Crops & Cattle	830882	0	46851	12/7/2022	70.00
Bauer Crops & Cattle Total					70.00
Becker, Kari Lynn	HOURS 8/15-11/30	2302370	252000	12/7/2022	305.16
Becker, Kari Lynn Total					305.16
Beer, Julia Renee	V832319	0	24427	12/1/2022	18.98
Beer, Julia Renee Total					18.98
BENDER, JENNIFER ANN	REISSUE CHK 206817	0	252001	12/7/2022	18.98
BENDER, JENNIFER ANN Total					18.98
Bennett Electronics	34395.22222	2302323	252002	12/7/2022	294.00
	34356.32258	2302132	252002	12/7/2022	228.00
Bennett Electronics Total					522.00
Bennett, Susan C	V158075	0	1855	12/9/2022	36.61
Bennett, Susan C Total					36.61
Bennett, Tara Marie	TRAVEL NOV 22	0	252003	12/7/2022	36.19
Bennett, Tara Marie Total					36.19
Bennington, Marlys	TRAVEL NOV 22	0	252004	12/7/2022	18.13
Bennington, Marlys Total					18.13
Berardi, Anthony S	Pizza	0	46449	11/29/2022	102.50
Berardi, Anthony S Total					102.50
Bernardini, Tiffany M	Supplies	0	46450	11/29/2022	76.75
Bernardini, Tiffany M Total					76.75
Bierbaum, John	Reimb Supplies	0	46434	11/17/2022	42.28

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Bierbaum, John	Field trip supplies	0	46451	11/29/2022	104.33
Bierbaum, John Total					146.61
Bieterman, Michael	V878168	0	21767	12/13/2022	80.00
	V482692	0	20202	12/12/2022	55.00
	V605262	0	20217	12/12/2022	55.00
Bieterman, Michael Total					190.00
Birckelbaw, Richard E.	V547522	0	126328	12/1/2022	130.00
Birckelbaw, Richard E. Total					130.00
Bishop Bros, Inc	221111.7857	2302241	252005	12/7/2022	13,275.72
Bishop Bros, Inc Total					13,275.72
Bishop, Janette Milagros	TRAVEL NOV 22	0	252006	12/7/2022	16.50
Bishop, Janette Milagros Total					16.50
Bishop, Stephanie A	V644141	0	21725	11/18/2022	252.31
Bishop, Stephanie A Total					252.31
Blanks, Aaron	Reimbursement	0	46485	12/7/2022	206.00
Blanks, Aaron Total					206.00
Blick Art Materials	V360217	0	2909	12/1/2022	114.72
Blick Art Materials Total					114.72
Bloomington High School	Speech 12/3/22	0	46844	12/1/2022	150.00
	V453558	0	126313	11/28/2022	150.00
	V500541	0	126313	11/28/2022	175.00
Bloomington High School Total					475.00
Blue Cross Blue Shield Of Illinois	3.83167E+11	0	0	11/29/2022	196,360.97
	3.83162E+11	0	0	11/22/2022	325,706.14
Blue Cross Blue Shield Of Illinois Total					522,067.11
Blue Ribbon Book Fairs	V933147	0	4044	11/22/2022	1,926.23
Blue Ribbon Book Fairs Total					1,926.23
Blue Springs, Inc.	44613 & 44438	0	46852	12/7/2022	815.00
	44445, 44561 10/31	2302280	252007	12/7/2022	462.84
Blue Springs, Inc. Total					1,277.84
Bobcat Of Peoria	02-73938 & 02-73999	2302156	252008	12/7/2022	452.80
Bobcat Of Peoria Total					452.80
Bolingbrook High School	Entry fee - chess	0	46467	12/1/2022	80.00
Bolingbrook High School Total					80.00
Bordner, Kelly L	TRAVEL NOV 22	0	252009	12/7/2022	46.75
Bordner, Kelly L Total					46.75
Borst, Edward A	TRAVEL OCT 22	0	252010	12/7/2022	64.75
Borst, Edward A Total					64.75
Bovenkerk, Bradley Alan	Reimb supplies	0	46804	11/21/2022	117.34
Bovenkerk, Bradley Alan Total					117.34
Boyd Jr., Willie	V813607	0	14757	12/12/2022	80.00
	V818065	0	126358	12/7/2022	55.00

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Boyd Jr., Willie	V991336	0	126358	12/7/2022	55.00
	V36388	0	24424	11/29/2022	80.00
	V592693	0	126307	11/17/2022	55.00
Boyd Jr., Willie Total					325.00
Briggs, Susan Kay	TRAVEL NOV 22	0	252011	12/7/2022	98.81
Briggs, Susan Kay Total					98.81
Broaddus, Shaye	V412053	0	126352	12/6/2022	150.00
Broaddus, Shaye Total					150.00
Brock, Tim	V651577	0	126321	11/29/2022	130.00
	V352260	0	24421	11/22/2022	-
Brock, Tim Total					130.00
Brooks, Kaiyla Lashae	V785244	0	126322	11/29/2022	65.00
Brooks, Kaiyla Lashae Total					65.00
Brown, Dayna Robyn	TRAVEL OCT-NOV 22	0	252013	12/7/2022	320.75
Brown, Dayna Robyn Total					320.75
Brownlee, Tim	V733155	0	126329	12/1/2022	75.00
Brownlee, Tim Total					75.00
Brown's Wrecker Service Inc	401084.5556	2302295	252012	12/7/2022	95.00
Brown's Wrecker Service Inc Total					95.00
Bruce, Amanda Christine	V966758	0	21755	12/7/2022	29.12
	V407349	0	21732	11/22/2022	37.32
Bruce, Amanda Christine Total					66.44
Bruce, Mollie A	TRAVEL NOV 22	0	252014	12/7/2022	59.69
Bruce, Mollie A Total					59.69
Brummett, Edgar	V933297	0	20203	12/12/2022	75.00
	V410695	0	126359	12/7/2022	75.00
Brummett, Edgar Total					150.00
BSN Sports	919651115	0	46875	12/12/2022	1,994.75
	91817598	0	46486	12/7/2022	1,074.33
	2 invoices 12/6/22	0	46853	12/7/2022	995.20
	918403915	0	46853	12/7/2022	5,389.58
	919327175	0	46853	12/7/2022	873.82
	918895704	0	21752	12/2/2022	3,707.56
	919069051	0	46845	12/1/2022	459.43
	V317539	0	126323	11/29/2022	128.37
	V801307	0	126323	11/29/2022	63.43
BSN Sports Total					15,035.21
Budak, Heather	V40807	0	126314	11/28/2022	1,365.30
Budak, Heather Total					1,365.30
Budzinski, Ryan A	REIMB CONTEST FEE	2302333	252015	12/7/2022	30.00
Budzinski, Ryan A Total					30.00
Burns, Laura M	V795376	0	21756	12/7/2022	64.26
Burns, Laura M Total					64.26

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Cacciatori, Richard B.	V450182	0	126360	12/7/2022	75.00
Cacciatori, Richard B. Total					75.00
Cardiff, Angela R	Reimb indoor conces	0	46846	12/1/2022	139.94
Cardiff, Angela R Total					139.94
Cardiff, Benjamin R	TRAVEL NOV 22	0	252016	12/7/2022	22.13
Cardiff, Benjamin R Total					22.13
Carey, Kathleen Susan	V267389	0	24435	12/6/2022	152.48
Carey, Kathleen Susan Total					152.48
Carl's Pro Band Instrument Repair	905-11/29/22	0	46854	12/7/2022	152.00
	905	0	46847	12/1/2022	-
	905 11/28/22	0	46847	12/1/2022	-
	906.3928571	2302352	252017	12/7/2022	2,569.00
Carl's Pro Band Instrument Repair Total					2,721.00
Carr, Karonji	V4585	0	14742	11/30/2022	50.00
	V382666	0	21741	11/29/2022	-
Carr, Karonji Total					50.00
Casey's Garden Center	V911419	0	7189	12/12/2022	50.00
Casey's Garden Center Total					50.00
Central Catholic High School	V560221	0	126315	11/28/2022	200.00
Central Catholic High School Total					200.00
Central Illinois Trucks Inc	101W39818 11/16	2302248	252018	12/7/2022	5,736.53
	101P105664 11/14	2302167	252018	12/7/2022	725.00
Central Illinois Trucks Inc Total					6,461.53
Change Academy Lake Of The Ozarks	INV056098 1107	2302197	252019	12/7/2022	458.64
Change Academy Lake Of The Ozarks Total					458.64
CheapesTees.com	V276512	2302073	252020	12/7/2022	136.44
CheapesTees.com Total					136.44
CheerSounds Music and Training, LLC.	111815	203230002	21742	11/29/2022	256.00
CheerSounds Music and Training, LLC. Total					256.00
Chick-Fil-A	V533489	0	21747	12/1/2022	165.24
Chick-Fil-A Total					165.24
Chiddix Junior High School	V357204	0	24441	12/8/2022	700.00
	V817165	0	24433	12/1/2022	1,800.00
Chiddix Junior High School Total					2,500.00
Childers, Len	Pizza	0	46497	12/12/2022	57.90
Childers, Len Total					57.90
Chlebowski, Jennifer Susanne	REIMB REG FEE 11/10	2302335	252021	12/7/2022	575.00
Chlebowski, Jennifer Susanne Total					575.00
Christopherson, Jeff	REIMB MENARDS 10/26	2302273	252022	12/7/2022	25.91
Christopherson, Jeff Total					25.91
City of Bloomington	WATER 11/23	0	252023	12/7/2022	1,371.87
City of Bloomington Total					1,371.87

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Clean The Uniform Company	3 INVS 10/18-11/01	2300040	252024	12/7/2022	175.52
Clean The Uniform Company Total					175.52
Cleveland, Marla Joan	TRAVEL SEP 22	0	252025	12/7/2022	175.88
	TRAVEL OCT 22	0	252025	12/7/2022	163.31
Cleveland, Marla Joan Total					339.19
Clinton High School	V647593	0	14748	12/5/2022	75.00
	V407573	0	20190	11/28/2022	75.00
Clinton High School Total					150.00
Coach Comm Winning Solutions	346119	0	46805	11/21/2022	412.00
Coach Comm Winning Solutions Total					412.00
Collins, Jane	V994655	0	1607	12/8/2022	331.88
Collins, Jane Total					331.88
Collins, Lance	V402507	0	21750	12/1/2022	80.00
Collins, Lance Total					80.00
Collins, Paula Lynn	TRAVEL NOV 22	0	252026	12/7/2022	49.00
Collins, Paula Lynn Total					49.00
Computer Information Concepts, Inc.	PS135439 10/28	2302322	252027	12/7/2022	222,758.00
Computer Information Concepts, Inc. Total					222,758.00
Concord Theatricals	10713793	0	46806	11/21/2022	105.78
Concord Theatricals Total					105.78
Confidential On-Site Paper Shreddin	132752	0	46435	11/17/2022	75.18
	133133.3226	2302215	252028	12/7/2022	63.25
Confidential On-Site Paper Shreddin Total					138.43
Connect Roasters, Inc.	2027 & 2033	0	46835	11/29/2022	1,000.00
Connect Roasters, Inc. Total					1,000.00
Conway, Jamie Marie	TRAVEL OCT 22	0	252029	12/7/2022	66.56
Conway, Jamie Marie Total					66.56
Corn Belt Energy Corporation	ELECTRIC 11/10	0	252030	12/7/2022	109,431.55
Corn Belt Energy Corporation Total					109,431.55
Cornell Interventions, Inc.	4582311022	2302316	252031	12/7/2022	2,944.46
Cornell Interventions, Inc. Total					2,944.46
Correll, Lowell V	Jersey supplies	0	46498	12/12/2022	19.20
Correll, Lowell V Total					19.20
Cosgrove Distributors	147665	0	46855	12/7/2022	546.80
Cosgrove Distributors Total					546.80
Costello, Patrick A.	V219829	0	126342	12/5/2022	55.00
Costello, Patrick A. Total					55.00
Cotter, Jacob	V536857	0	20204	12/12/2022	55.00
	V80074	0	126343	12/5/2022	65.00
	V733155	0	126330	12/1/2022	55.00
	V369594	0	20182	11/28/2022	65.00

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Cotter, Jacob Total					240.00
Coughenour, Kevin	V604157	0	20205	12/12/2022	75.00
Coughenour, Kevin Total					75.00
Country Lights Soy Candles	6894	0	46876	12/12/2022	2,294.10
Country Lights Soy Candles Total					2,294.10
Cox, Kimberly D.	Prize for post prom	0	46499	12/12/2022	98.00
Cox, Kimberly D. Total					98.00
Coyle, Cynthia Marie	V94585	0	21748	12/1/2022	51.95
Coyle, Cynthia Marie Total					51.95
Craft Pizza, Inc.	100	0	46468	12/1/2022	271.00
Craft Pizza, Inc. Total					271.00
Cremeens, Jason	V308895	0	20218	12/12/2022	55.00
	V374962	0	20230	12/12/2022	75.00
	V93076	0	20206	12/12/2022	55.00
	V911480	0	14726	11/21/2022	80.00
Cremeens, Jason Total					265.00
Crowder, Sarah A	V219951	0	6342	12/6/2022	10.59
Crowder, Sarah A Total					10.59
Crown Trophy	V859478	0	5045	12/2/2022	1,010.66
Crown Trophy Total					1,010.66
Culligan Water Conditioning	V922017	0	6347	12/9/2022	112.30
	V138530	0	6318	11/21/2022	156.10
Culligan Water Conditioning Total					268.40
Cumulus Media-Bloomington	4 INVS 12/10/21-	2302299	252032	12/7/2022	1,395.00
Cumulus Media-Bloomington Total					1,395.00
Darling Ingredients Inc.	12405225.34	2302318	252033	12/7/2022	150.00
Darling Ingredients Inc. Total					150.00
Davenport, Leslie A	V235775	0	1856	12/9/2022	47.87
Davenport, Leslie A Total					47.87
Davidson, Josiah B	REIMB HYVEE 11/22	2302347	252034	12/7/2022	26.43
Davidson, Josiah B Total					26.43
Davis, Demone	V239587	0	21768	12/13/2022	80.00
	V736833	0	14758	12/12/2022	80.00
	V20889	0	21746	11/29/2022	-
	V720529	0	6327	11/29/2022	80.00
	V38961	0	21743	11/29/2022	80.00
Davis, Demone Total					320.00
Davis, Evan	V750225	0	20191	12/2/2022	175.00
Davis, Evan Total					175.00
Davis, Portia	TRAVEL NOV 22	0	252035	12/7/2022	43.00
Davis, Portia Total					43.00
Dearborn National Life Insurance Co	BILLING NOV 22	2302404	252036	12/7/2022	9,030.62

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Dearborn National Life Insurance Co Total					9,030.62
Dehner, Meredith R	TRAVEL SEP 22	0	252037	12/7/2022	69.94
	TRAVEL OCT 22	0	252037	12/7/2022	38.13
Dehner, Meredith R Total					108.07
Demco, Inc	7223096.5	2302127	252038	12/7/2022	129.25
	7220293.688	2302100	252038	12/7/2022	102.02
Demco, Inc Total					231.27
Denny's Doughnuts & Bakery	V157131	0	14754	12/8/2022	60.00
Denny's Doughnuts & Bakery Total					60.00
Depke Gases and Welding Supplies Inc	2099854	0	46436	11/17/2022	284.40
Depke Gases and Welding Supplies Inc Total					284.40
Diaz, Marianela	TRAVEL OCT 22	0	252039	12/7/2022	51.38
	TRAVEL NOV 22	0	252039	12/7/2022	80.50
Diaz, Marianela Total					131.88
Dillman, Pamela	TRAVEL NOV 22	0	252040	12/7/2022	20.94
Dillman, Pamela Total					20.94
DiVita, Margherita	Parking for ROE	0	46807	11/21/2022	5.00
DiVita, Margherita Total					5.00
Doman, D. Richard	V226177	0	126372	12/8/2022	75.00
	V805611	0	20183	11/28/2022	75.00
Doman, D. Richard Total					150.00
Don Owen Tire Service, Inc	310170,310988, CR	2302155	252041	12/7/2022	902.04
	3.10926E+11	2302265	252041	12/7/2022	758.75
Don Owen Tire Service, Inc Total					1,660.79
Doty, Ashton C	V6374	0	24434	12/1/2022	123.43
	V938605	0	24428	12/1/2022	80.00
Doty, Ashton C Total					203.43
Double Play Hitting & Pitching Fac.,LLC	V892916	0	14727	11/21/2022	120.00
Double Play Hitting & Pitching Fac.,LLC Total					120.00
Dowling, Robert	V41624	0	20207	12/12/2022	75.00
	V733155	0	126331	12/1/2022	75.00
Dowling, Robert Total					150.00
Drengwitz, Jason	Captains Dinner 12/7	0	46877	12/12/2022	184.17
Drengwitz, Jason Total					184.17
Dryer, Karen S	V699030	0	14734	11/28/2022	40.00
Dryer, Karen S Total					40.00
Eddins, Theodore	V991222	0	20219	12/12/2022	55.00
	V450182	0	126361	12/7/2022	55.00
	V604547	0	20184	11/28/2022	55.00
Eddins, Theodore Total					165.00
Edmonson Sr., Jonathan	V547522	0	126332	12/1/2022	55.00
Edmonson Sr., Jonathan Total					55.00

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Egan, Paula	V649406	0	24429	12/1/2022	379.50	
Egan, Paula Total					379.50	
Ehlers, Daniel	V507883	0	14743	11/30/2022	50.00	
	V951486	0	14735	11/28/2022	100.00	
Ehlers, Daniel Total					150.00	
Ellison, Aaron T	V614376	0	14759	12/12/2022	53.37	
Ellison, Aaron T Total					53.37	
Emerick, Drew Mathew	Reimb workshop	0	46437	11/17/2022	120.00	
Emerick, Drew Mathew Total					120.00	
Eshleman, Trent C.	V733155	0	126333	12/1/2022	75.00	
Eshleman, Trent C. Total					75.00	
Eugene Field Secondary Service		4	0	46856	12/7/2022	60.00
Eugene Field Secondary Service Total					60.00	
Evans Junior High School	REIMB ACT FUND 11/1	2302330	252042	12/7/2022	800.00	
Evans Junior High School Total					800.00	
Fairfield, James	V551950	0	6343	12/6/2022	80.00	
	V833471	0	126344	12/5/2022	55.00	
	V793447	0	126324	11/29/2022	130.00	
	V113640	0	21744	11/29/2022	80.00	
	V881496	0	6319	11/21/2022	80.00	
Fairfield, James Total					425.00	
Fairfield, Kristyn K	Supplies 12-12-22	0	46500	12/12/2022	96.30	
Fairfield, Kristyn K Total					96.30	
Farney, Tory J.	V742363	0	21769	12/13/2022	140.00	
Farney, Tory J. Total					140.00	
Fastenal Company	ILBLM472248 11/04	2302255	252043	12/7/2022	52.14	
Fastenal Company Total					52.14	
Fastsigns		36687	0	46501	12/12/2022	454.62
Fastsigns Total					454.62	
Feeney, Amy	Pizzas for Cyber Pat	0	46878	12/12/2022	85.41	
	REIMB SUPPLS 8/11-	2302072	252044	12/7/2022	75.38	
Feeney, Amy Total					160.79	
Ferris, Samantha	FEE REFUND 12/01	0	252045	12/7/2022	40.00	
Ferris, Samantha Total					40.00	
Fields, Pamela	V31170	0	6354	12/12/2022	597.56	
	V577892	0	6337	12/5/2022	83.18	
Fields, Pamela Total					680.74	
Finalsite	INV044264 11/07	2302344	252046	12/7/2022	33,785.00	
Finalsite Total					33,785.00	
First To The Finish	SQ-689799	0	46502	12/12/2022	295.00	
First To The Finish Total					295.00	
Fish, Jill E	V459758	0	2910	12/1/2022	18.00	

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Fish, Jill E Total					18.00
Fisher, Charles E	TRAVEL NOV 22	0	252047	12/7/2022	76.13
Fisher, Charles E Total					76.13
Fitzgerald, Kelly Leigh	V666400	0	24430	12/1/2022	31.44
Fitzgerald, Kelly Leigh Total					31.44
Five Star Water	V797931	0	21757	12/7/2022	39.63
	11/17/2022	0	1401	12/9/2022	97.65
	V273113	0	6311	12/1/2022	33.75
	V299175	0	2672	11/30/2022	79.15
	V468593	0	7186	11/29/2022	62.95
	V9990	0	2670	11/22/2022	-
Five Star Water Total					313.13
Ford, Nathan G	V356762	0	4042	11/21/2022	193.24
Ford, Nathan G Total					193.24
Fox Anvick, Caroline	TRAVEL NOV 22	0	252048	12/7/2022	138.75
	Reimb books/supplies	0	46857	12/7/2022	58.46
Fox Anvick, Caroline Total					197.21
Frank, Miranda	V251398	0	24442	12/8/2022	308.43
Frank, Miranda Total					308.43
Franklin, Cindy E	TRAVEL NOV 22	0	252049	12/7/2022	102.00
Franklin, Cindy E Total					102.00
Franks, Carolyn	REIMB CONF FEE 11/17	2302277	252050	12/7/2022	575.00
Franks, Carolyn Total					575.00
Freestyle Photo Supplies	1638805.786	2302122	252051	12/7/2022	684.37
Freestyle Photo Supplies Total					684.37
Freymann, Megan Marie	Reimb supplies	0	46808	11/21/2022	-
	TRAVEL OCT 22	0	252052	12/7/2022	12.06
Freymann, Megan Marie Total					12.06
Friends Of Ironmen Football	FB Concessions-2022	0	46858	12/7/2022	1,605.74
	Concession Supplies	0	46820	11/22/2022	127.81
Friends Of Ironmen Football Total					1,733.55
Frietsch, Marissa Kate	V889583	0	1605	11/29/2022	145.00
Frietsch, Marissa Kate Total					145.00
Frontier 1	BILLING - 11/20/22	0	252053	12/7/2022	531.65
	BILLING - 11/13/22	0	252053	12/7/2022	6,753.12
Frontier 1 Total					7,284.77
Fudge, Dawn	Reimb 12-1-22	0	46469	12/1/2022	339.85
	REIMB HYATT 11/10-12	2302188	252054	12/7/2022	546.12
Fudge, Dawn Total					885.97
Further	40437675	0	0	11/30/2022	14,576.56
	40430711	0	0	11/23/2022	19,032.46
	16288380	0	0	11/22/2022	1,823.00
Further Total					35,432.02

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Gannaway, Rachel L	TRAVEL NOV 22	0	252055	12/7/2022	127.19
Gannaway, Rachel L Total					127.19
Gantert, Mollie Marie	V117550	0	2674	12/6/2022	257.15
Gantert, Mollie Marie Total					257.15
Gerrietts, Jennifer Lee	V289562	0	21739	11/22/2022	109.94
	V475297	0	21733	11/22/2022	100.00
Gerrietts, Jennifer Lee Total					209.94
Getz Fire Equipment Company	4 INVS 9/30-10/09	2302152	252056	12/7/2022	7,239.40
Getz Fire Equipment Company Total					7,239.40
Getz Industrial Cleaning Inc.	I8-548345 & I8-54830	2302153	252057	12/7/2022	270.00
Getz Industrial Cleaning Inc. Total					270.00
Ggnet, Inc.	83078.73333	2302200	252058	12/7/2022	600.00
Ggnet, Inc. Total					600.00
Ghrist, Tracie Nicole	TRAVEL NOV 22	0	252059	12/7/2022	139.63
Ghrist, Tracie Nicole Total					139.63
Gibson City High School	V344456	0	126345	12/5/2022	150.00
Gibson City High School Total					150.00
Gibson, Jennifer	TRAVEL NOV 22	0	252060	12/7/2022	63.69
Gibson, Jennifer Total					63.69
Glatt, Michelle L	V53400	0	24414	11/18/2022	35.98
Glatt, Michelle L Total					35.98
Goeke, Karl A	TRAVEL OCT 22	0	252061	12/7/2022	96.19
	TRAVEL NOV 22	0	252061	12/7/2022	86.06
Goeke, Karl A Total					182.25
Gonzalez, Roman	TRAVEL NOV 22	0	252062	12/7/2022	55.25
Gonzalez, Roman Total					55.25
Gordon Food Service, Inc	23 INVS 11/18-11/22	2302340	252063	12/7/2022	20,607.51
	16 INVS 11/14-11/17	2302297	252063	12/7/2022	20,680.83
	19 INVS 11/09-11/16	2302298	252063	12/7/2022	21,887.55
	20 INVS 11/01-11/15	2302303	252063	12/7/2022	30,756.90
	24 INVS 11/04-11/14	2302244	252063	12/7/2022	19,650.90
	23 INVS 11/04-11/09	2302245	252063	12/7/2022	21,750.91
Gordon Food Service, Inc Total					135,334.60
Grand Stage Company	352031-IN	0	46809	11/21/2022	127.25
Grand Stage Company Total					127.25
Gray, Kimberly	REIMB FEES 09/27	0	252064	12/7/2022	26.30
Gray, Kimberly Total					26.30
Griffard, John	V608182	0	20220	12/12/2022	75.00
Griffard, John Total					75.00
Grizzly Industrial, Inc.	11093856.83	2301589	252065	12/7/2022	2,214.50
Grizzly Industrial, Inc. Total					2,214.50
Grove Elementary PTO	V387172	0	5043	11/29/2022	210.00

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Grove Elementary PTO Total					210.00
Grove Elementary School	V809429	0	5046	12/8/2022	500.00
Grove Elementary School Total					500.00
Growing Grounds	16173	0	46859	12/7/2022	476.82
Growing Grounds Total					476.82
Grubic, Angela Marie	TRAVEL NOV 22	0	252066	12/7/2022	81.44
Grubic, Angela Marie Total					81.44
G-Sports Corporation	68985	0	21749	12/1/2022	289.00
G-Sports Corporation Total					289.00
Hafen, Joy M	Reimb Madrigal Supp	0	46860	12/7/2022	317.24
Hafen, Joy M Total					317.24
Hafermann, Eduard	Pizza	0	46470	12/1/2022	59.90
	Reimburse boys bball	0	46503	12/12/2022	493.12
	REIMB CONF EXP 11/22	0	252067	12/7/2022	449.26
	Plates, silverware	0	46452	11/29/2022	56.44
	REIM WALMART 11/15	2302232	252067	12/7/2022	45.00
Hafermann, Eduard Total					1,103.72
Hafermann, Tera L	Reimb 12-7-22	0	46487	12/7/2022	76.81
Hafermann, Tera L Total					76.81
Hailey, Marisa Gabrielle	V492550	0	2911	12/1/2022	51.00
Hailey, Marisa Gabrielle Total					51.00
Hale, Harvey	V263205	0	14760	12/12/2022	75.00
	Wrestling Official	0	46821	11/22/2022	255.00
Hale, Harvey Total					330.00
Halsey, Kelli R	V402019	0	4045	12/2/2022	161.57
Halsey, Kelli R Total					161.57
Hansen, Courtney Laura	REIMB WALMART 11/12	2302274	252068	12/7/2022	83.50
Hansen, Courtney Laura Total					83.50
Harden, Lashonna Nicole	BSU reimb	0	46879	12/12/2022	144.49
	GC for Iron Hosts	0	46861	12/7/2022	25.00
Harden, Lashonna Nicole Total					169.49
Hardy, Jonathan	V32099	0	20193	12/5/2022	-
Hardy, Jonathan Total					-
Harkins, Anna H	V526620	0	21770	12/13/2022	84.70
Harkins, Anna H Total					84.70
Harris, Elizabeth Rae	Reimb 11/30/22	0	46862	12/7/2022	689.99
Harris, Elizabeth Rae Total					689.99
Harris, Rebert Harvey	V144283	0	14725	11/18/2022	185.00
Harris, Rebert Harvey Total					185.00
Harris, Robert	V341411	0	6328	11/29/2022	62.00
Harris, Robert Total					62.00

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Harsh, James D.	V695064	0	14761	12/12/2022	75.00
Harsh, James D. Total					75.00
Harter, Trish	V579784	0	6331	12/1/2022	1,341.74
Harter, Trish Total					1,341.74
Hassel, Steve	Reim 4 Hitting scree	0	46863	12/7/2022	2,474.80
Hassel, Steve Total					2,474.80
Hawkins, Inc.	6330122,6330121 11/0	2302154	252069	12/7/2022	4,568.67
Hawkins, Inc. Total					4,568.67
Health Alliance Medical Plans	00366-006 11/11	2302380	252070	12/7/2022	75,418.00
Health Alliance Medical Plans Total					75,418.00
Heggie, Baylee Nicole	V863475	0	5030	12/13/2022	40.00
	TRAVEL NOV 22	0	252071	12/7/2022	12.25
Heggie, Baylee Nicole Total					52.25
Hendren, Jara Kay	TRAVEL OCT 22	0	252072	12/7/2022	46.69
Hendren, Jara Kay Total					46.69
Henrichsmeyer, Krista	TRAVEL NOV 22	0	252073	12/7/2022	43.56
Henrichsmeyer, Krista Total					43.56
Herren, Kelly Lynn	TRAVEL OCT 22	0	252074	12/7/2022	55.00
Herren, Kelly Lynn Total					55.00
HERRING, MEGHAN	REIMB FEES	0	252075	12/7/2022	690.00
HERRING, MEGHAN Total					690.00
Hess, Latoya Racquel	V199607	0	21771	12/13/2022	24.94
Hess, Latoya Racquel Total					24.94
Heyworth High School	3 lost checks	0	46453	11/29/2022	484.00
Heyworth High School Total					484.00
High, Abigail	Reimbursement	0	46438	11/17/2022	44.91
	Prizes	0	46471	12/1/2022	38.30
High, Abigail Total					83.21
Highland, Abby Elizabeth	V768047	0	14744	11/30/2022	66.42
Highland, Abby Elizabeth Total					66.42
Hill Radio	2022-16982 11/14	2302263	252076	12/7/2022	458.00
	2022-16831 8/17	2302388	252076	12/7/2022	3,000.00
Hill Radio Total					3,458.00
Hill, Shane Padraic	TRAVEL NOV 22	0	252077	12/7/2022	139.25
Hill, Shane Padraic Total					139.25
Hinshaw, Rachel	REIMB CONF EXP 11/07	0	252078	12/7/2022	75.00
Hinshaw, Rachel Total					75.00
Hitchins, Tracy	TRAVEL NOV 22	0	252079	12/7/2022	75.44
	V684337	0	2566	11/30/2022	72.00
Hitchins, Tracy Total					147.44
Hitting World	84175.58333	2300181	252080	12/7/2022	599.00

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Hitting World Total					599.00
Ho, Son	Wrestling Official	0	46822	11/22/2022	255.00
Ho, Son Total					255.00
Hobson, Katie Jean	V12013	0	2569	12/7/2022	97.94
Hobson, Katie Jean Total					97.94
Hodges Loizzi Eisenhammer Rodick &	57495.40741	2302405	252081	12/7/2022	2,480.40
	57228.32258	2302364	252081	12/7/2022	1,129.43
Hodges Loizzi Eisenhammer Rodick & Total					3,609.83
Holder, Jennifer Denise	V662578	0	5031	12/13/2022	500.00
Holder, Jennifer Denise Total					500.00
Holland, Anita	V192287	0	14736	11/28/2022	107.41
Holland, Anita Total					107.41
Holthe, Janet L	V282467	0	6338	12/5/2022	110.20
Holthe, Janet L Total					110.20
Hook, Jennifer L	V493953	0	2676	12/13/2022	45.00
Hook, Jennifer L Total					45.00
Hooten, Jessica	REIM WALMART	2302221	252082	12/7/2022	14.96
Hooten, Jessica Total					14.96
Hopper, Daniele	V996593	0	24415	11/18/2022	15.90
Hopper, Daniele Total					15.90
Hopper, Daniele A	REIMB WALMART 11/15	2302173	252083	12/7/2022	134.86
Hopper, Daniele A Total					134.86
Hosa Future Health Professionals	99535712 & 99538045	0	46810	11/21/2022	1,020.00
Hosa Future Health Professionals Total					1,020.00
Houchin, Patricia L	TRAVEL NOV 22	0	252084	12/7/2022	67.00
Houchin, Patricia L Total					67.00
Howie, Nathan R.	V410695	0	126362	12/7/2022	75.00
Howie, Nathan R. Total					75.00
Huber, Julie Ann	TRAVEL NOV 22	0	252085	12/7/2022	116.88
Huber, Julie Ann Total					116.88
Hudson Municipal Water	WATER 11/17/22	0	252086	12/7/2022	337.63
Hudson Municipal Water Total					337.63
Hughes, Kathy E	Screen print bags	0	46488	12/7/2022	150.00
Hughes, Kathy E Total					150.00
HyVee Catering	121222-24	0	46880	12/12/2022	1,790.00
HyVee Catering Total					1,790.00
IAVAT	Affiliation fees	0	46504	12/12/2022	100.00
IAVAT Total					100.00
Iesa Illinois Elementary School Asn	V508238	0	21758	12/7/2022	160.00
Iesa Illinois Elementary School Asn Total					160.00

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Igsma	V808053	0	24443	12/8/2022	20.00
Igsma Total					20.00
IHSA	2nd Round FB	0	46811	11/21/2022	15,850.04
IHSA Total					15,850.04
Illinois Drill Team Assoc.	V303844	0	14728	11/21/2022	100.00
Illinois Drill Team Assoc. Total					100.00
Illinois OIL Marketing Equipment, I	4 INVS 9/30-11/03	2302224	252087	12/7/2022	2,115.87
Illinois OIL Marketing Equipment, I Total					2,115.87
Illinois Principals Assoc	4161/81 11/29	2302365	252088	12/7/2022	193.12
Illinois Principals Assoc Total					193.12
Illinois School For The Deaf	1 ON 1 & TRANSP	2302195	252089	12/7/2022	2,689.27
Illinois School For The Deaf Total					2,689.27
Illinois Wesleyan University	Title IX sweatshirt	0	46439	11/17/2022	35.00
Illinois Wesleyan University Total					35.00
Incrediblebats, Inc.	V128429	0	5105	12/7/2022	550.00
Incrediblebats, Inc. Total					550.00
Infobase Learning	SUBSCRIP RENEW	2302117	252090	12/7/2022	1,581.64
Infobase Learning Total					1,581.64
Intercity Program Fund	Girls Bball Proceeds	0	46836	11/29/2022	2,066.68
Intercity Program Fund Total					2,066.68
Interstate All Battery Center	2 INVS 10/26	2302210	252091	12/7/2022	647.40
Interstate All Battery Center Total					647.40
Interstate Billing Serv, Inc	3030152475	2302249	252092	12/7/2022	3,824.75
Interstate Billing Serv, Inc Total					3,824.75
ITsavvy LLC	38453.32258	2302130	252093	12/7/2022	50.00
ITsavvy LLC Total					50.00
J Spencer Construction LLC	1822.37037	2302386	252094	12/7/2022	672.00
J Spencer Construction LLC Total					672.00
J.P. Morgan Chase Bank	4552098	0	0	12/1/2022	14,816,042.50
J.P. Morgan Chase Bank Total					14,816,042.50
Jensen, Karrah	V30434	0	21734	11/22/2022	31.96
Jensen, Karrah Total					31.96
Jerome, Ruth H	TRAVEL NOV 22	0	252095	12/7/2022	34.38
	V973003	0	6332	12/1/2022	94.38
Jerome, Ruth H Total					128.76
Johns, Sara Lyn	REIMB REGIS FEE	2302209	252096	12/7/2022	495.00
Johns, Sara Lyn Total					495.00
Johnson Controls Fire Protection Lp	3 INVS 10/12-11/01	2302207	252097	12/7/2022	1,698.62
Johnson Controls Fire Protection Lp Total					1,698.62

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Johnson, Argie	V706734	0	20208	12/12/2022	75.00
Johnson, Argie Total					75.00
Johnson, Keith	V501120	0	20185	11/28/2022	75.00
Johnson, Keith Total					75.00
Johnstone Supply	4 INVS 10/26-11/01	2302208	252098	12/7/2022	622.61
Johnstone Supply Total					622.61
Jones, Sarah E	TRAVEL NOV 22	0	252099	12/7/2022	114.75
Jones, Sarah E Total					114.75
Jontry, Mark	V410695	0	126363	12/7/2022	75.00
Jontry, Mark Total					75.00
JOSTEN'S	V960521	0	7187	12/7/2022	116.48
JOSTEN'S Total					116.48
Jostens Inc.	Order 33746	0	46881	12/12/2022	40,000.00
Jostens Inc. Total					40,000.00
Kane County Regional Office	2002300025	2302304	252100	12/7/2022	350.00
Kane County Regional Office Total					350.00
Kaufman, Trevor Allen	Shorts, medals, mops	0	46837	11/29/2022	1,292.58
Kaufman, Trevor Allen Total					1,292.58
Kearfott, Nicolas	TRAVEL NOV 22	0	252101	12/7/2022	113.00
	Reimb Apple Music	0	46864	12/7/2022	10.99
	FB Coaches Mtg	0	46838	11/29/2022	217.68
	Hosp for FB	0	46838	11/29/2022	277.40
	I-club Donuts Nov	0	46838	11/29/2022	86.65
	IntGirls BBall Hosp	0	46838	11/29/2022	1,300.22
	Invite Donuts	0	46838	11/29/2022	66.00
Kearfott, Nicolas Total					2,071.94
Keeler, Bradford J	V582621	0	6329	11/29/2022	140.90
	V293743	0	6320	11/21/2022	195.12
Keeler, Bradford J Total					336.02
Keen Tile, Inc	60396.66667	2302205	252102	12/7/2022	227.84
Keen Tile, Inc Total					227.84
Kele, Inc.	INV3504982 10/25	2302206	252103	12/7/2022	490.24
Kele, Inc. Total					490.24
Keller, Sheila Ann	TRAVEL OCT 22	0	252104	12/7/2022	24.94
Keller, Sheila Ann Total					24.94
Kelley Lett, Dawn Marie	V683982	0	6321	11/21/2022	690.98
Kelley Lett, Dawn Marie Total					690.98
Kelly, Jennifer	Supplies/food 12/22	0	46882	12/12/2022	68.47
Kelly, Jennifer Total					68.47
Ken's OIL Service, Inc.	2 INV 11/17	2302247	252105	12/7/2022	31,612.06
	96103.6875	2302258	252105	12/7/2022	2,963.31
	7 INVS 11/02-11/14	2302225	252105	12/7/2022	48,650.32
Ken's OIL Service, Inc. Total					83,225.69

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Kepuraitis, Alec James	V426204	0	6330	11/29/2022	893.51	
Kepuraitis, Alec James Total					893.51	
Key Club International	H89553	0	46812	11/21/2022	1,056.00	
Key Club International Total					1,056.00	
Killam-Davis, Mallory N	TRAVEL NOV 22	0	252106	12/7/2022	11.63	
Killam-Davis, Mallory N Total					11.63	
Kingsley Junior High School	REIM ACT FUND 10/31- V538524	2302392 0	252107 24416	12/7/2022 11/18/2022	1,600.00 185.00	
Kingsley Junior High School Total					1,785.00	
Kintner, Jared Michael	V172420	0	21727	11/18/2022	310.68	
Kintner, Jared Michael Total					310.68	
Klokkenga, Jason	Winter celebration V747109 V601421 FMP staff meeting	0 0 0 0	46505 14745 14729 46440	12/12/2022 11/30/2022 11/21/2022 11/17/2022	245.46 50.00 80.00 51.32	
Klokkenga, Jason Total					426.78	
Knollenberg, Holly N	TRAVEL NOV 22	0	252108	12/7/2022	94.81	
Knollenberg, Holly N Total					94.81	
Knott, Stanley Allen	Reimb NHS supplies	0	46848	12/1/2022	98.51	
Knott, Stanley Allen Total					98.51	
Koestner, Lyndsey C	REIMB REGIS FEE 11/3	2302368	252109	12/7/2022	495.00	
Koestner, Lyndsey C Total					495.00	
Kohlhase, Sandra G	V879451	0	24436	12/6/2022	19.00	
Kohlhase, Sandra G Total					19.00	
Konopasek, Christine Marie	Ornaments 2022	0	46883	12/12/2022	400.00	
Konopasek, Christine Marie Total					400.00	
Kosier, Naomi Rae	TRAVEL AUG 22 TRAVEL SEP 22 TRAVEL OCT 22 TRAVEL NOV 22 REIM CONF FEES 11/16	0 0 0 0 2302240	252110 252110 252110 252110 252110	12/7/2022 12/7/2022 12/7/2022 12/7/2022 12/7/2022	41.75 109.75 66.69 63.06 575.00	
Kosier, Naomi Rae Total					856.25	
Kraus, Elizabeth	REIMB KROGER	2302139	252111	12/7/2022	25.68	
Kraus, Elizabeth Total					25.68	
Kraus, Morgan E	Chess supplies	0	46489	12/7/2022	67.35	
Kraus, Morgan E Total					67.35	
Kurtz, Cameron	V547522	0	126334	12/1/2022	75.00	
Kurtz, Cameron Total					75.00	
KY Fundraising LLC.		36	0	46490	12/7/2022	3,220.00
KY Fundraising LLC. Total					3,220.00	
Lake Zurich CUSD # 95	V414867	0	14737	11/28/2022	200.00	
Lake Zurich CUSD # 95 Total					200.00	

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Lakebrink, Margaret Christina	REIMB TRAVEL 11/29	0	252112	12/7/2022	41.56
Lakebrink, Margaret Christina Total					41.56
Larkin, Crystal Lynn	Reimbursement	0	46454	11/29/2022	40.00
Larkin, Crystal Lynn Total					40.00
Lee Enterprises - Central II	139409	0	252113	12/7/2022	488.00
Lee Enterprises - Central II Total					488.00
Lee, Cassandra Leigh	V560131	0	21735	11/22/2022	25.00
Lee, Cassandra Leigh Total					25.00
Leichtenberg, Valerie	REIMB TRAVEL 11-30	0	252114	12/7/2022	48.63
Leichtenberg, Valerie Total					48.63
Leitner, Randall	V54863	0	20194	12/5/2022	75.00
Leitner, Randall Total					75.00
Lenovo Inc.	6462398473	2301488	252115	12/7/2022	31,200.00
Lenovo Inc. Total					31,200.00
Lenz, Andrea Lynn	V489010	0	2675	12/6/2022	57.47
Lenz, Andrea Lynn Total					57.47
Leverton, Doris	V301537	0	14749	12/5/2022	29.96
Leverton, Doris Total					29.96
Lewis, Karen Coletta	Replacement check	0	46472	12/1/2022	7.20
Lewis, Karen Coletta Total					7.20
Limelite Graphics	5366	0	46473	12/1/2022	1,911.50
Limelite Graphics Total					1,911.50
Limestone Community H.S.	V584272	0	126346	12/5/2022	140.00
Limestone Community H.S. Total					140.00
Lincoln Community High School	V663399	0	126347	12/5/2022	275.00
	V579544	0	126316	11/28/2022	150.00
Lincoln Community High School Total					425.00
Lincoln Prairie Behavioral Health C	2021-17651	2302357	252116	12/7/2022	200.00
	2021-17560	2302345	252116	12/7/2022	150.00
	2021-17559	2302346	252116	12/7/2022	250.00
Lincoln Prairie Behavioral Health C Total					600.00
Linde Gas & Equipment Inc.	32003113	2302204	252117	12/7/2022	204.43
Linde Gas & Equipment Inc. Total					204.43
Little, Shad M.	Wrestling Official	0	46823	11/22/2022	255.00
Little, Shad M. Total					255.00
Long, Amanda Danielle	REIMB LAB SUPLS	2302332	252118	12/7/2022	129.52
Long, Amanda Danielle Total					129.52
Luginbuhl, Benjamin	Reimb Madrigals 2022	0	46865	12/7/2022	97.85
	Madrigal SuppliesNov	0	46839	11/29/2022	338.97
	Madrigal Supplies	0	46813	11/21/2022	299.09
	Madrigal Supplies-2	0	46813	11/21/2022	1,118.97

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Luginbuhl, Benjamin	REIMB FUEL 11/12	2302264	252119	12/7/2022	90.59
Luginbuhl, Benjamin Total					1,945.47
Lutostanski, Kathlene L	HOURS - 8/15-11/30	2302371	252120	12/7/2022	305.16
Lutostanski, Kathlene L Total					305.16
Lynch, Kimberly M	V733257	0	2673	12/2/2022	500.00
Lynch, Kimberly M Total					500.00
Mackin Educational Resources	774779	2302095	252121	12/7/2022	5,503.78
	766106, 770252	2300962	252121	12/7/2022	1,391.15
Mackin Educational Resources Total					6,894.93
Macomb High School	V401383	0	126317	11/28/2022	150.00
Macomb High School Total					150.00
Maffett, Kevin	V416413	0	14738	11/28/2022	100.00
Maffett, Kevin Total					100.00
Maine East High School	V792537	0	20199	12/7/2022	75.00
Maine East High School Total					75.00
Malinowski, Jeffrey A	HOURS - 9/21-11/15	2302359	252122	12/7/2022	575.00
Malinowski, Jeffrey A Total					575.00
Malloy, Natalie	Judge 11/19/22	0	46840	11/29/2022	100.00
Malloy, Natalie Total					100.00
Mann, Marcus Chamar	V671672	0	20209	12/12/2022	65.00
	V979135	0	20221	12/12/2022	55.00
Mann, Marcus Chamar Total					120.00
Mapes, Amanda	Candy canes	0	46506	12/12/2022	45.68
Mapes, Amanda Total					45.68
Maquoketa Co School District	V177651	0	126318	11/28/2022	90.00
Maquoketa Co School District Total					90.00
Marcopulos, Zachary	V256128	0	20210	12/12/2022	55.00
	V353817	0	126312	11/28/2022	10.00
	V239055	0	126310	11/21/2022	55.00
Marcopulos, Zachary Total					120.00
Mark's Plumbing Parts	INV-002048589	2302193	252123	12/7/2022	107.19
Mark's Plumbing Parts Total					107.19
Marquardt, Boyd	V547522	0	126335	12/1/2022	55.00
Marquardt, Boyd Total					55.00
Martinez, Julieanna K	REIMB TRAVEL 11-30	0	252124	12/7/2022	60.00
Martinez, Julieanna K Total					60.00
Marvin, Ellie	Reimbursement 12-12	0	46507	12/12/2022	212.05
Marvin, Ellie Total					212.05
Mascoutah High School	V763795	0	126348	12/5/2022	275.00
Mascoutah High School Total					275.00
Mason, Marcus	PARENT TRANS. 11/22	2302393	252125	12/7/2022	78.75

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Mason, Marcus Total					78.75
Mateer, Amanda	V685436	0	2567	12/2/2022	55.72
Mateer, Amanda Total					55.72
Mathieson, Michele	V38157	0	6322	11/21/2022	74.46
Mathieson, Michele Total					74.46
Mc Master-Carr Supply Co	4-INVS, 10/20-10/27	2302194	252126	12/7/2022	626.70
Mc Master-Carr Supply Co Total					626.70
McClure, Elizabeth A	REIMB TRAVEL 8-31	0	252127	12/7/2022	49.88
	REIMB TRAVEL 10-31	0	252127	12/7/2022	78.06
	REIMB TRAVEL 11-30	0	252127	12/7/2022	42.19
	REIMB TRAVEL 9-30	0	252127	12/7/2022	93.88
McClure, Elizabeth A Total					264.01
McLean Co Unit Dist No 5	V302608	0	0	11/18/2022	331.91
	TRS Camps 100800	0	0	11/18/2022	523.19
	Visa 9/20/22	0	0	11/18/2022	3,462.96
	V136440	0	4049	12/2/2022	244.95
	V23952	0	0	11/22/2022	872.25
	V911083	0	0	11/22/2022	1,536.00
	V678737	0	0	11/18/2022	278.41
	V652630	0	0	11/18/2022	4,532.47
	V308494	0	6323	11/21/2022	0.00
	V868740	0	0	11/30/2022	53.98
	V813695	0	0	11/21/2022	3,336.85
	V592368	0	0	11/18/2022	581.56
	V466640	0	0	11/18/2022	68.51
	V529659	0	0	11/18/2022	441.24
	V330131	0	0	11/18/2022	1,073.01
	V968975	0	0	11/18/2022	813.95
	100800 - 11-18-22	0	0	11/18/2022	12,765.53
	Payroll & TRS	0	0	11/18/2022	2,153.38
	V265255	0	0	11/18/2022	100.17
	V714973	0	0	11/21/2022	210.91
	V116054	0	0	12/6/2022	10.00
	V725242	0	0	12/6/2022	10.00
McLean Co Unit Dist No 5 Total					33,401.23
McLean Co Unit Dist No 5 - Food Service	NC0108	0	46866	12/7/2022	17.44
	NC0107	0	46814	11/21/2022	55.00
McLean Co Unit Dist No 5 - Food Service Total					72.44
McLean County Asphalt Co, Inc	3-INVS, 10/31-11/10	2302251	252128	12/7/2022	1,723.27
McLean County Asphalt Co, Inc Total					1,723.27
Meisner, Ken	V450182	0	126364	12/7/2022	75.00
Meisner, Ken Total					75.00
Menards Lumber	917776	0	46867	12/7/2022	449.29
	91779	0	46867	12/7/2022	1,437.65
	92133	2302289	252129	12/7/2022	97.94
	91908	2302260	252129	12/7/2022	43.98
	90429	0	46441	11/17/2022	73.84
	9177591777	2302391	252130	12/7/2022	1,182.14
	9105091499	2302376	252129	12/7/2022	109.92
	7-INVS, 10/31-11/10	2302257	252129	12/7/2022	520.33

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Menards Lumber	90294	2302203	252129	12/7/2022	11.97
Menards Lumber Total					3,927.06
Mennenga, Hayley Jo	V74422	0	6158	12/2/2022	110.00
Mennenga, Hayley Jo Total					110.00
Mercer, Karen Jane	V503185	0	9437	11/22/2022	58.09
Mercer, Karen Jane Total					58.09
Merrill, Christopher P	V776438	0	14762	12/12/2022	224.95
Merrill, Christopher P Total					224.95
METRO FIBERNET LLC	1556269 - 11/08/22	2302213	252131	12/7/2022	437.10
	1399756 - 11/01/22	2302133	252131	12/7/2022	7,745.86
METRO FIBERNET LLC Total					8,182.96
Metsker, Catherine Jane	Replacement check	0	46474	12/1/2022	125.00
Metsker, Catherine Jane Total					125.00
Meyer, Christine	V506099	0	2565	11/29/2022	40.00
Meyer, Christine Total					40.00
Meyer, Damon	REIMB TRAVEL 11-30	0	252132	12/7/2022	186.38
Meyer, Damon Total					186.38
Middleton Associates Inc	INV-1, PROJ 25952322	2302390	252133	12/7/2022	15,916.25
Middleton Associates Inc Total					15,916.25
Midwest Construction Rentals	179116-1	2302253	252134	12/7/2022	443.93
	178491-1, 178819-1	2302201	252134	12/7/2022	1,158.00
Midwest Construction Rentals Total					1,601.93
Mier, Angela M	REIMB TRAVEL 10-28	0	252135	12/7/2022	29.38
Mier, Angela M Total					29.38
Miglin, Katherine Marie	V662084	0	6348	12/9/2022	25.00
Miglin, Katherine Marie Total					25.00
Miller Janitor Supply Co.	109437	2302242	252136	12/7/2022	76.40
Miller Janitor Supply Co. Total					76.40
Minerva Promotions	594980	0	46884	12/12/2022	439.00
	I96161	0	14750	12/5/2022	453.20
	I96730	0	46475	12/1/2022	258.00
	I96887	0	46849	12/1/2022	62.00
	I96840, I96841	0	46455	11/29/2022	795.00
	S94795	0	46815	11/21/2022	1,478.00
Minerva Promotions Total					3,485.20
Minooka Community High School	V857941	0	126319	11/28/2022	200.00
Minooka Community High School Total					200.00
Modglin, Margaret Kathleen	REIMB TRAVEL 10-31	0	252137	12/7/2022	69.06
	New staff evening	0	46456	11/29/2022	51.50
Modglin, Margaret Kathleen Total					120.56
Mook, Stephanie Kay	V428075	0	4050	12/7/2022	90.00
	V468029	0	4043	11/21/2022	143.98
Mook, Stephanie Kay Total					233.98

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Moore, Burlinda	REIMB TRAVEL 11-30	0	252138	12/7/2022	186.88
Moore, Burlinda Total					186.88
Morrill, Paula	V691875	0	6333	12/1/2022	298.62
Morrill, Paula Total					298.62
Morris Avenue Garage	7-INV5, 10/6-10/31	2302202	252139	12/7/2022	245.00
	43077, 43279	2302261	252139	12/7/2022	70.00
Morris Avenue Garage Total					315.00
Morris, David	V767406	0	20195	12/5/2022	55.00
Morris, David Total					55.00
Moss, Kevin	V49759	0	20211	12/12/2022	60.00
Moss, Kevin Total					60.00
Mueller, Kelsey Rae	Photo books	0	46508	12/12/2022	219.89
	VB Coach gifts	0	46508	12/12/2022	495.00
	Reimb 12-1-22	0	46476	12/1/2022	157.57
Mueller, Kelsey Rae Total					872.46
MyFleetCenter.com	16572466	2302397	252140	12/7/2022	330.16
	3-INV5, 11/2/22	2302177	252140	12/7/2022	684.53
MyFleetCenter.com Total					1,014.69
National Ffa Organization	CNR77250	0	46457	11/29/2022	990.00
National Ffa Organization Total					990.00
Negley, Paula Jo	V986017	0	24444	12/8/2022	77.48
Negley, Paula Jo Total					77.48
Nevels, Phillip	V795145	0	24451	12/12/2022	80.00
	V103161	0	126336	12/1/2022	65.00
	V388988	0	20186	11/28/2022	65.00
	V851445	0	21736	11/22/2022	90.00
Nevels, Phillip Total					300.00
Nichols, Roger L	V111128	0	20222	12/12/2022	75.00
	V447306	0	20212	12/12/2022	55.00
Nichols, Roger L Total					130.00
Nicor Gas	BILLING 11/13-11/22	0	252141	12/7/2022	2,049.52
Nicor Gas Total					2,049.52
Niemerg, Nicholas	Reissue ck	0	46509	12/12/2022	125.00
Niemerg, Nicholas Total					125.00
Nimmakayala, Vasundhara	REIMB TRAVEL 10-31	0	252142	12/7/2022	15.00
Nimmakayala, Vasundhara Total					15.00
Nord, Allison K	REIMB CONF FEES	2302286	252143	12/7/2022	575.00
	REIMB TRAVEL 10-31	0	252143	12/7/2022	86.75
Nord, Allison K Total					661.75
Normal Theatre	V936382	0	24445	12/8/2022	325.00
Normal Theatre Total					325.00
Normalite Newspaper	ANNUAL BILLING 11/24	2302367	252144	12/7/2022	4,600.00

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Normalite Newspaper Total					4,600.00
Nourie, Cindy Lynn	V894176	0	5040	11/18/2022	27.26
Nourie, Cindy Lynn Total					27.26
Nourie, Julie	V23423	0	21728	11/18/2022	24.96
Nourie, Julie Total					24.96
Nybakke Vacuum Shop, Inc	111122-3	2302296	252145	12/7/2022	95.12
Nybakke Vacuum Shop, Inc Total					95.12
O Dea, Colleen M	REISSUE CK#224269	0	252146	12/7/2022	9.00
O Dea, Colleen M Total					9.00
O'Connell, Yolanda M	REIMB TRAVEL 11-30	0	252147	12/7/2022	222.75
O'Connell, Yolanda M Total					222.75
O'Day, Amber	REIMB CONF EXP 11/16	0	252148	12/7/2022	365.73
O'Day, Amber Total					365.73
Oliver, Jamie Von	V632011	0	14763	12/12/2022	700.00
Oliver, Jamie Von Total					700.00
Olson, Katherine Irene	V709728	0	6159	12/2/2022	94.52
Olson, Katherine Irene Total					94.52
Original Niepagen Flower Shop	19295	0	46477	12/1/2022	58.73
Original Niepagen Flower Shop Total					58.73
Orkin, LLC	234146074	2302385	252149	12/7/2022	80.00
Orkin, LLC Total					80.00
OSF OCCUPATIONAL HEALTH	152407-00, 157181-00	2302319	252150	12/7/2022	1,230.00
OSF OCCUPATIONAL HEALTH Total					1,230.00
Otis Elevator Company	F10000041046	2302166	252151	12/7/2022	125.00
Otis Elevator Company Total					125.00
Owens, Richard	V912724	0	126349	12/5/2022	65.00
	V785244	0	126325	11/29/2022	65.00
Owens, Richard Total					130.00
Pabst, Rebecca J	V147698	0	21759	12/7/2022	88.78
Pabst, Rebecca J Total					88.78
Panizo, Stacey L	V933402	0	2563	11/22/2022	21.50
Panizo, Stacey L Total					21.50
Pankey, Andrew	V450182	0	126365	12/7/2022	75.00
Pankey, Andrew Total					75.00
Papa John's Pizza 1	V572013	0	24446	12/8/2022	400.00
Papa John's Pizza 1 Total					400.00
Papa Murphy's	IL - 11/18/22	2302317	252152	12/7/2022	4,747.50
Papa Murphy's Total					4,747.50
Papoccia, Brett Michael	V683722	0	6349	12/9/2022	13.98
Papoccia, Brett Michael Total					13.98

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Parrish, Bradley	V142809	0	20187	11/28/2022	75.00
Parrish, Bradley Total					75.00
Parts Town, LLC	3-INVS, 10/26-11/2	2302183	252153	12/7/2022	1,086.91
Parts Town, LLC Total					1,086.91
Payk12, LLC	4854	2302272	252154	12/7/2022	1,588.50
Payk12, LLC Total					1,588.50
PEOPLES, TERESA	V302994	0	24431	12/1/2022	477.68
PEOPLES, TERESA Total					477.68
Peoria Charter Coach Company	V565105	0	6334	12/1/2022	675.00
	22492	0	14730	11/21/2022	1,781.00
Peoria Charter Coach Company Total					2,456.00
Peoria Co Reg.Ofc Ed.	OT-HOME BOUND OCT.	2302355	252155	12/7/2022	105.00
	OT-HB OCT 22	2302356	252155	12/7/2022	105.00
Peoria Co Reg.Ofc Ed. Total					210.00
Peoria Notre Dame High School	V365917	0	126320	11/28/2022	180.00
Peoria Notre Dame High School Total					180.00
Pepsi Cola General Bot, Inc	V217854	0	24448	12/11/2022	717.41
	3 Invoices	0	46868	12/7/2022	2,227.28
	68143054	0	46850	12/1/2022	694.52
	96419552	2302411	252156	12/7/2022	188.85
	4-INVS, 8/22-11/18	2302315	252156	12/7/2022	961.40
	98456802	2302338	252156	12/7/2022	712.29
	9-INVS, 10/27-11/11	2302211	252156	12/7/2022	4,621.18
Pepsi Cola General Bot, Inc Total					10,122.93
Perkins-Coleman, Shemika	V47112	0	24437	12/6/2022	212.04
Perkins-Coleman, Shemika Total					212.04
Peters, Scott D	V137584	0	4053	12/9/2022	19.98
	V594670	0	4051	12/7/2022	65.50
	V495830	0	4046	12/2/2022	4.20
Peters, Scott D Total					89.68
Petersen, Glen	Econ Competition	0	46442	11/17/2022	42.58
Petersen, Glen Total					42.58
Petersen, Vanessa Marie	REIMB REGS FEES	2302212	252157	12/7/2022	495.00
Petersen, Vanessa Marie Total					495.00
Peterson, Kailey A	Art, BB reimb	0	46443	11/17/2022	93.74
Peterson, Kailey A Total					93.74
Peterson, Scott R	V103161	0	126337	12/1/2022	65.00
Peterson, Scott R Total					65.00
Pinto, Rachel	Accompanist	0	46444	11/17/2022	100.00
Pinto, Rachel Total					100.00
Potts, Heather A	V970543	0	24438	12/6/2022	82.62
	V949261	0	24432	12/1/2022	134.61
Potts, Heather A Total					217.23

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Powell, April P	V320247	0	5028	11/22/2022	1,120.00
Powell, April P Total					1,120.00
Prairie Signs	58644	0	46458	11/29/2022	98.00
Prairie Signs Total					98.00
Prina, John Marcus	V664180	0	20200	12/9/2022	55.00
	V414677	0	20196	12/5/2022	75.00
Prina, John Marcus Total					130.00
Principal Life Insurance-Sbd Grand	STMT - DEC 22	2302381	252158	12/7/2022	5,318.24
Principal Life Insurance-Sbd Grand Total					5,318.24
Professional Electric Motor Repair	72716	2302181	252159	12/7/2022	75.24
Professional Electric Motor Repair Total					75.24
Pugh, Clifford	V62219	0	14764	12/12/2022	80.00
	V803811	0	20223	12/12/2022	55.00
	V450182	0	126366	12/7/2022	55.00
	V818065	0	126366	12/7/2022	55.00
	V866085	0	14751	12/5/2022	80.00
	V90339	0	24425	11/29/2022	80.00
	V28844	0	14739	11/28/2022	150.00
	V685755	0	20188	11/28/2022	55.00
Pugh, Clifford Total					610.00
Puritan Springs	Normal West HS 12-12	0	46510	12/12/2022	469.11
	1274737 (12-1)	0	46478	12/1/2022	167.81
	V801281	0	5041	11/18/2022	45.14
Puritan Springs Total					682.06
Quadient Leasing USA, Inc.	N9695293	2302406	252160	12/7/2022	580.62
Quadient Leasing USA, Inc. Total					580.62
Quakenbush, Maxine J	V921747	0	14752	12/5/2022	41.98
	V586952	0	14740	11/28/2022	14.34
	V185661	0	14731	11/21/2022	42.35
Quakenbush, Maxine J Total					98.67
Quill Corporation	Misc invoices	0	46511	12/12/2022	267.25
Quill Corporation Total					267.25
Raglan, Melissa N	REIMB TRAVEL 11-30	0	252161	12/7/2022	151.94
	V621059	0	2561	11/18/2022	14.74
Raglan, Melissa N Total					166.68
Rahm, Hannah	Reimbursement	0	46491	12/7/2022	178.25
Rahm, Hannah Total					178.25
Rasch, Kathryn Lee	V57655	0	4052	12/7/2022	9.98
Rasch, Kathryn Lee Total					9.98
Read's Sporting Goods	A4198	0	46869	12/7/2022	165.50
Read's Sporting Goods Total					165.50
Reed, Gregory L.	V170408	0	14765	12/12/2022	80.00
	V187028	0	20224	12/12/2022	55.00
	V450182	0	126367	12/7/2022	55.00

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Reed, Gregory L.	V818065	0	126367	12/7/2022	55.00
	V23861	0	14753	12/5/2022	80.00
	V954767	0	24426	11/29/2022	80.00
	V232886	0	14741	11/28/2022	150.00
	V682533	0	20189	11/28/2022	55.00
	V456997	0	24422	11/22/2022	-
Reed, Gregory L. Total					610.00
Reeves, Rebecca J	V483120	0	9436	11/18/2022	94.63
Reeves, Rebecca J Total					94.63
Regional Office Of Education #17	1002300331	2302354	252162	12/7/2022	20.00
	4002300025	2302189	252162	12/7/2022	26,125.00
	1002300236	2302360	252162	12/7/2022	3,200.00
Regional Office Of Education #17 Total					29,345.00
Republic Services - #368	0368-001047785 11/20	2300022	252163	12/7/2022	6,564.35
	0368-001047785.	2302398	252163	12/7/2022	119.00
Republic Services - #368 Total					6,683.35
Rich, Erik	REIMB OFFC. DEPOT	2302402	252164	12/7/2022	31.57
Rich, Erik Total					31.57
Richwoods High School	V597190	0	126350	12/5/2022	130.00
Richwoods High School Total					130.00
Rk Dixon Co	V130411	0	6312	12/1/2022	95.38
Rk Dixon Co Total					95.38
Rodts, Elizabeth R	REIMB TRAVEL 11-30	0	252165	12/7/2022	79.29
Rodts, Elizabeth R Total					79.29
Rogers Supply Company Inc	BL034774, BL034772	2302178	252166	12/7/2022	108.99
Rogers Supply Company Inc Total					108.99
ROGERS, CODY ROBERT	Reissue PY check	0	46512	12/12/2022	30.00
ROGERS, CODY ROBERT Total					30.00
Roller, R Michael	REIMB SUBSCRIPT	2302275	252167	12/7/2022	42.00
Roller, R Michael Total					42.00
Romero, Lauren A	V418285	0	6339	12/5/2022	59.95
Romero, Lauren A Total					59.95
Ron Smith Printing Company	157114	2302124	252168	12/7/2022	425.00
Ron Smith Printing Company Total					425.00
Roop, Cari Elizabeth	V717189	0	2570	12/7/2022	208.55
Roop, Cari Elizabeth Total					208.55
Rosa Educational Consulting, Inc.	ROSA 705	2302314	252169	12/7/2022	2,000.00
Rosa Educational Consulting, Inc. Total					2,000.00
Roseman-Mendoza, Natalie	REIMB TRAVEL 08-31	0	252170	12/7/2022	10.88
	REIMB TRAVEL 09/29	0	252170	12/7/2022	23.56
	REIMB TRAVEL 10-31	0	252170	12/7/2022	23.56
Roseman-Mendoza, Natalie Total					58.00
Round Lake School District 116	V938366	0	126326	11/29/2022	125.00

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Round Lake School District 116 Total					125.00
RP Lumber Company, Inc	4-INVS, 10/13-10/28	2302179	252171	12/7/2022	292.56
	392037, 360473	2302252	252171	12/7/2022	350.04
RP Lumber Company, Inc Total					642.60
Rutledge, Kelly	REIMB TRAVEL 11-30	0	252172	12/7/2022	97.75
Rutledge, Kelly Total					97.75
Ryan, Julie	Accompanist	0	46445	11/17/2022	275.00
Ryan, Julie Total					275.00
S & S Builders Hardware Co	0574726, 0575328	2302175	252173	12/7/2022	2,516.80
S & S Builders Hardware Co Total					2,516.80
Salm, Matthew James	Replacement check	0	46479	12/1/2022	50.00
Salm, Matthew James Total					50.00
Salyer, Tisa Marie	REIMB TRAVEL 11-30	0	252174	12/7/2022	46.88
Salyer, Tisa Marie Total					46.88
Sam's Club Mc/Syncb	V191840	0	1608	12/8/2022	45.43
	V315760	0	4047	12/2/2022	984.37
Sam's Club Mc/Syncb Total					1,029.80
Sanchez, Kevin	Offical 11/15/22	0	46841	11/29/2022	255.00
Sanchez, Kevin Total					255.00
Sanders, Erin E	Reimb Indoor	0	46824	11/22/2022	626.24
Sanders, Erin E Total					626.24
Scentco, Inc.	317621	0	2739	11/29/2022	300.00
Scentco, Inc. Total					300.00
Schaschwary, Hannah R	REIMB SCI SUPPLS	2302217	252175	12/7/2022	154.37
	REIMB WALMART 11/14	2302291	252175	12/7/2022	63.73
Schaschwary, Hannah R Total					218.10
Schermann, April M	Pizza order	0	46513	12/12/2022	92.27
	Various expenses	0	46513	12/12/2022	3,520.51
Schermann, April M Total					3,612.78
Schmidt, Therese F	REIMB TRAVEL 11-30	0	252176	12/7/2022	207.00
Schmidt, Therese F Total					207.00
Schmidt, Todd	V938733	0	20213	12/12/2022	60.00
	V243023	0	20197	12/5/2022	100.00
Schmidt, Todd Total					160.00
Scholastic Book Fairs 3	V843467	0	2669	11/17/2022	2,388.59
Scholastic Book Fairs 3 Total					2,388.59
Scholastic Inc.	V896570	0	24439	12/6/2022	3,133.29
	V36220	0	6313	12/1/2022	1,061.99
	V896023	0	6340	12/5/2022	2,340.05
	V801020	0	2912	12/1/2022	3,470.19
	V673549	0	5042	11/18/2022	1,927.66
	V690014	0	7185	11/18/2022	1,724.89
	W5175748BF	0	21729	11/18/2022	2,559.12

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Scholastic Inc. Total					16,217.19
School Specialty	2.08132E+11	2302308	252177	12/7/2022	475.20
	2.08131E+11	2300443	252177	12/7/2022	435.00
School Specialty Total					910.20
SCHWINGLE, SUSAN L	REISSUE CK#196878	0	252178	12/7/2022	137.09
SCHWINGLE, SUSAN L Total					137.09
Scornavacco, Robert A	V481075	0	6350	12/9/2022	16.73
	REIMB SUPPLS 11/29	2302374	252179	12/7/2022	86.85
	REIMB CONF FEEES	0	252179	12/7/2022	40.00
Scornavacco, Robert A Total					143.58
Scott, Robert W	REIMB TRAVEL 11-30	0	252180	12/7/2022	113.69
Scott, Robert W Total					113.69
Seibert, Max William	REIMB FUEL 10/28	2302223	252181	12/7/2022	93.69
Seibert, Max William Total					93.69
SEIFERT, AARON WILLIAM	Lost check	0	46459	11/29/2022	200.00
SEIFERT, AARON WILLIAM Total					200.00
Select Screen Prints	V560711	0	6355	12/13/2022	1,142.50
	30880	0	46514	12/12/2022	487.75
	60834	0	1402	12/9/2022	1,281.00
	60482	0	46870	12/7/2022	552.00
	V256710	0	2740	12/5/2022	3,511.50
	60692	0	46480	12/1/2022	30.00
	60584	0	46842	11/29/2022	14.50
	60776	0	46460	11/29/2022	2,301.50
	V796459	0	2671	11/29/2022	678.50
	V400890	0	24418	11/21/2022	255.00
	V600547	0	2668	11/17/2022	-
	V58056	0	5104	11/22/2022	179.00
Select Screen Prints Total					10,433.25
Serv-U Restaurant & Bar Supply	870380, 870399	2302412	252182	12/7/2022	122.09
Serv-U Restaurant & Bar Supply Total					122.09
Sheppelman, Dawn Demlow	REIMB TRAVEL 11-30	0	252183	12/7/2022	128.63
Sheppelman, Dawn Demlow Total					128.63
Shoultz, Howard	V533437	0	21751	12/1/2022	80.00
Shoultz, Howard Total					80.00
Shumaker, Natalie Elise	REIMB TRAVEL 11-29	0	252184	12/7/2022	79.63
	REIMB TRAVEL 10-21	0	252184	12/7/2022	54.69
	REIMB TRAVEL 9-30	0	252184	12/7/2022	69.31
Shumaker, Natalie Elise Total					203.63
Sieg, Derek L	V547522	0	126338	12/1/2022	75.00
Sieg, Derek L Total					75.00
Sieg, Kirk	V738427	0	20225	12/12/2022	75.00
Sieg, Kirk Total					75.00
Sieg, Michael J	V815940	0	20198	12/5/2022	55.00
Sieg, Michael J Total					55.00

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Simmons, Kent	West bows	0	46492	12/7/2022	500.00	
Simmons, Kent Total					500.00	
Smith, Kerra Lynn	V129221	0	14746	11/30/2022	89.90	
	V457788	0	14732	11/21/2022	89.90	
Smith, Kerra Lynn Total					179.80	
Smith, Llew	Wrestling Official	0	46825	11/22/2022	255.00	
Smith, Llew Total					255.00	
Smith, Remington	V685085	0	126353	12/6/2022	135.00	
	Wrestling Official	0	46826	11/22/2022	255.00	
Smith, Remington Total					390.00	
Smith, Ron	V695093	0	20226	12/12/2022	55.00	
	V733155	0	126339	12/1/2022	55.00	
Smith, Ron Total					110.00	
Smith, Vernon	V610180	0	21772	12/13/2022	80.00	
Smith, Vernon Total					80.00	
Sortor, Darrin	V280412	0	20227	12/12/2022	75.00	
Sortor, Darrin Total					75.00	
South Elgin High School	Mock Trial	0	46493	12/7/2022	75.00	
South Elgin High School Total					75.00	
Spear Corporation		319250	2302176	252185	12/7/2022	589.50
Spear Corporation Total					589.50	
Spiral Binding LLC	SI2640950, 2640635	2302329	252186	12/7/2022	312.75	
	SI2624466,2628584	2301642	252186	12/7/2022	623.54	
Spiral Binding LLC Total					936.29	
Springwood, Cheryl	V581798	0	6351	12/9/2022	444.85	
Springwood, Cheryl Total					444.85	
Stahmer, Jeremy	V323391	0	21765	12/9/2022	251.88	
	V671642	0	21753	12/2/2022	99.18	
	V427780	0	21737	11/22/2022	27.96	
Stahmer, Jeremy Total					379.02	
Stay Another Day Ltd	88-1118-A	0	46827	11/22/2022	450.00	
Stay Another Day Ltd Total					450.00	
Steers, Priscilla Dawn	V918743	0	2564	11/22/2022	165.15	
Steers, Priscilla Dawn Total					165.15	
Steppenwolf Theatre Co.		312772001	0	46494	12/7/2022	54.00
Steppenwolf Theatre Co. Total					54.00	
Stevens, Lori Joann	REIMB TRAVEL 11-30	0	252187	12/7/2022	364.06	
	REIMB TRAVEL 09-28	0	252187	12/7/2022	287.81	
Stevens, Lori Joann Total					651.87	
Stites, Daryl	V120388	0	126354	12/7/2022	135.00	
Stites, Daryl Total					135.00	

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Stone, Jennifer D	Supplies classroom	0	46885	12/12/2022	36.98
Stone, Jennifer D Total					36.98
Streamwood Behavioral Health Center		16386 2302342	252188	12/7/2022	315.00
		16363 2302343	252188	12/7/2022	700.00
Streamwood Behavioral Health Center Total					1,015.00
Stuczynski, Victoria Lynn	V243714	0	6352	12/9/2022	135.60
	V429042	0	6325	11/28/2022	37.47
Stuczynski, Victoria Lynn Total					173.07
Suburban School Coop Insurance Pool	CYBER COV/PREM	2302361	252189	12/7/2022	46,810.00
	PREM/COV ANNUAL	2302362	252189	12/7/2022	1,003,089.00
Suburban School Coop Insurance Pool Total					1,049,899.00
Taylor, Keith	V592693	0	126308	11/17/2022	55.00
Taylor, Keith Total					55.00
Team Automotive & Tire	42839, 43040	2302262	252191	12/7/2022	2,038.60
	43043	2302172	252191	12/7/2022	1,569.34
Team Automotive & Tire Total					3,607.94
Technique Tumbling & Cheer Prep, LLC		100 0	46828	11/22/2022	600.00
Technique Tumbling & Cheer Prep, LLC Total					600.00
Terrell, Benjamin	REIMB LUNCH ACCT BLN	0	252192	12/7/2022	85.00
Terrell, Benjamin Total					85.00
The Lifeguard Store		1151264 0	46886	12/12/2022	344.00
	ORD001148654	0	46886	12/12/2022	130.00
The Lifeguard Store Total					474.00
The Music Shoppe, Inc	V545376	0	6341	12/5/2022	-
	3378544	0	14747	11/30/2022	34.48
	V729671	0	6335	12/1/2022	189.00
	4-INVS, 11/3-11/22	2302353	252193	12/7/2022	655.04
	3371955	2300194	252193	12/7/2022	4,799.00
The Music Shoppe, Inc Total					5,677.52
The Omni Group	2212-7601 12/01	2302401	252194	12/7/2022	32.00
	2211-7601 11/01	2302115	252194	12/7/2022	32.00
The Omni Group Total					64.00
Thoennes, Lisa A	REIMB TRAVEL 10-28	0	252195	12/7/2022	62.69
Thoennes, Lisa A Total					62.69
Thomas Metcalf School	V391768	0	21738	11/22/2022	100.00
Thomas Metcalf School Total					100.00
Thompson, Keo E	V523034	0	24449	12/11/2022	396.89
Thompson, Keo E Total					396.89
Timmerman, Jason	Wrestling Official	0	46829	11/22/2022	255.00
Timmerman, Jason Total					255.00
T-MOBILE	STMT - 11/21/22	0	252190	12/7/2022	1,517.00
	STMT - 11/21/22.	0	252190	12/7/2022	6,141.08
T-MOBILE Total					7,658.08

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Topping, Elizabeth	V2743	0	21760	12/7/2022	59.04
	Reimb Supplies	0	46871	12/7/2022	55.32
	Musical Supplies	0	46816	11/21/2022	449.56
Topping, Elizabeth Total					563.92
Topping, Elizabeth E	REIMB HOBBY/LOBBY	2302216	252196	12/7/2022	28.92
Topping, Elizabeth E Total					28.92
Torbeck, Carl D	REIMB KROGER	2302403	252197	12/7/2022	9.96
Torbeck, Carl D Total					9.96
Towanda Water Department	WATER BILL - 11-30	0	252198	12/7/2022	263.25
Towanda Water Department Total					263.25
Town Of Normal Water Dept.	WATER BILL - 11/22	0	252199	12/7/2022	238.44
Town Of Normal Water Dept. Total					238.44
Township High School Dist 211	V339272	0	14733	11/21/2022	175.00
Township High School Dist 211 Total					175.00
Tractor Supply Co	200550009	2302256	252200	12/7/2022	209.96
Tractor Supply Co Total					209.96
Trane U.S. Inc.	313055818	2302165	252201	12/7/2022	18,750.00
Trane U.S. Inc. Total					18,750.00
Trevena, Frank H	V535814	0	20214	12/12/2022	75.00
Trevena, Frank H Total					75.00
Troha, Matthew	V991336	0	126368	12/7/2022	55.00
Troha, Matthew Total					55.00
Tuggle, Lenora	V998819	0	21763	12/8/2022	1,250.00
Tuggle, Lenora Total					1,250.00
Turnbow, Jennifer Lynn	V411770	0	1857	12/9/2022	94.83
Turnbow, Jennifer Lynn Total					94.83
Turner, Andrea Rene	V275917	0	4048	12/2/2022	386.49
Turner, Andrea Rene Total					386.49
UMB Bank, N.A.	V736599	0	0	11/30/2022	872,309.25
UMB Bank, N.A. Total					872,309.25
UniFirst Corporation	STMT - 11/29/22	2300440	252202	12/7/2022	1,653.19
UniFirst Corporation Total					1,653.19
Unit 5 Vocational Training Ctr/Deck	V806560	0	2568	12/6/2022	9.00
Unit 5 Vocational Training Ctr/Deck Total					9.00
United Pipe & Supply Co, Inc	3294373, 3294486	2302171	252203	12/7/2022	593.07
United Pipe & Supply Co, Inc Total					593.07
University of Illinois Ag Ed Club	Greenghand Conf	0	46830	11/22/2022	210.00
University of Illinois Ag Ed Club Total					210.00
Vale, Angela Gwyn	REIMB TRAVEL 11-30	0	252204	12/7/2022	52.13
Vale, Angela Gwyn Total					52.13

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Varsity Spirit	V952629	0	6344	12/6/2022	474.25
	V380230	0	6336	12/1/2022	105.45
	Order 14723705	0	46461	11/29/2022	788.55
Varsity Spirit Total					1,368.25
Vaughn, Doreen	V850185	0	2562	11/18/2022	18.77
Vaughn, Doreen Total					18.77
Vericker, Carson K.	V680380	0	20228	12/12/2022	75.00
Vericker, Carson K. Total					75.00
Village Of Carlock	2022-03	2302363	252205	12/7/2022	507.19
Village Of Carlock Total					507.19
Visa Businesscard Commerce Bank	STMT-M.HICKMAN 11-15	2302182	0	12/8/2022	89.52
	STMT-E.OGRADY 11-15	2302267	0	12/8/2022	146.82
	STMT-A.HUNT 11-15	2302306	0	12/8/2022	1,609.71
	STMT-A.STYCK 11-15	2302174	0	12/8/2022	2,252.67
	STMT-S.VOGEL 11-15	2302278	0	12/8/2022	369.81
	STMT-G.TENUTA 11-15	2302235	0	12/8/2022	881.58
	STMT-D.CURBY 11-15	2302229	0	12/8/2022	310.00
	STM-SPRINGWOOD 11-15	2302230	0	12/8/2022	254.02
	ST-MARTIN BOYD 11-15	2302231	0	12/8/2022	1,829.84
	STMT-C.RANEY 11-15	2302284	0	12/8/2022	324.43
	STMT-M.NICASIO 11-15	2302185	0	12/8/2022	175.40
	STMT-P.NEGLEY 11-15	2302186	0	12/8/2022	67.41
	STMT-K.JENSEN 11-15	2302292	0	12/8/2022	966.00
	STMT-T.PRAZMA 11-15	2302294	0	12/8/2022	320.85
	STMT-E.PALMER 11-15	2302283	0	12/8/2022	2,186.69
	STMT-S.RILEY 11-15	2302310	0	12/8/2022	958.12
	STMT-KEARFOTT 11-15	2302192	0	12/8/2022	912.00
	STMT-BERGMANN 11-15	2302234	0	12/8/2022	90.41
	STMT-L.THOMAS 11-15	2302334	0	12/8/2022	946.08
	STMT-T.VERDERY 11-15	2302162	0	12/8/2022	806.79
	STMT-T.WILSON 11-15	2302163	0	12/8/2022	226.46
	STM-J.SUDDARTH 11-15	2302164	0	12/8/2022	65.97
	STMT-W.TEMPLES 11-15	2302190	0	12/8/2022	473.17
	STMT-E.BEGGS 11-15	2302300	0	12/8/2022	652.77
	STM-DV.JOHNSON 11-15	2302326	0	12/8/2022	5,625.71
	STMT-C.WEBSTER 11-15	2302418	0	12/8/2022	72.15
	STMT-MACKINSON 11-15	2302269	0	12/8/2022	11,038.48
	STMT-J.KNEPLER 11-15	2302287	0	12/8/2022	454.32
	STMT-C.HEIMER 11-15	2302233	0	12/8/2022	601.05
	STMT-C.ROOP 11-15	2302285	0	12/8/2022	563.20
	STM-BENNINGTON 11-15	2302313	0	12/8/2022	589.06
	STMT-T.FOGAL 11-15	2302341	0	12/8/2022	2,141.83
	STMT-S.PETERS 11-15	2302187	0	12/8/2022	274.40
	STM-DAVENPORT 11-15	2302293	0	12/8/2022	427.06
STMT-S.EDWARDS 11-15	2302327	0	12/8/2022	733.32	
STMT-C.ELLIS 11-15	2302305	0	12/8/2022	709.56	
STMT-H.ROGERS 11-15	2302301	0	12/8/2022	2,000.38	
STMT-M.BOZARTH 11-15	2302271	0	12/8/2022	655.43	
STMT-J.ADELMAN 11-15	2302331	0	12/8/2022	1,148.23	
STMT-J.REWERTS 11-15	2302339	0	12/8/2022	232.87	
STMT-M.STANLEY 11-15	2302320	0	12/8/2022	12,128.22	
STMT-R.BALDWIN 11-15	2302302	0	12/8/2022	217.30	
STMT-K.WEIKLE 11-15	2302259	0	12/8/2022	15.96	
STM-RICHARDSON 11-15	2302270	0	12/8/2022	385.00	
STMT-D.BROWN 11-15	2302337	0	12/8/2022	678.84	

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Visa Businesscard Commerce Bank	STMT-S.HILL 11-15	2302421	0	12/8/2022	108.72
	STMT-M.BACKE 11-15	2302219	0	12/8/2022	72.90
	STM-M.LAMBOLEY 11-15	2302279	0	12/8/2022	975.33
	STMT-STANLEY 2 11-15	2302180	0	12/8/2022	645.05
	STM-D.LAMBOLEY 11-15	2302218	0	12/8/2022	1,538.22
	STMT-STANLEY 1 11-15	2302236	0	12/8/2022	198.64
	STMT-C.CHAPMAN 11-15	2302243	0	12/8/2022	13,775.16
	STMT-M. LAMBOLEY 1	2302282	0	12/8/2022	11,479.08
	STMT-ROMAGNOLI 11-15	2302220	0	12/8/2022	3,054.99
	STM-PENNINGTON 11-15	2302227	0	12/8/2022	1,535.76
	STMT-A.ZBROZEK 11-15	2302228	0	12/8/2022	7,990.03
Visa Businesscard Commerce Bank Total					98,982.77
Vision Service Plan - (II)	STMT - DEC 22	2302382	252206	12/7/2022	1,078.20
Vision Service Plan - (II) Total					1,078.20
Vogelsang, Claye R	REIMB TRAVEL 10-31	0	252207	12/7/2022	118.75
Vogelsang, Claye R Total					118.75
Wagner, Beth Ann	Shipping supplies	0	46843	11/29/2022	23.43
Wagner, Beth Ann Total					23.43
Walker, Jeanna L	V844341	0	5044	11/29/2022	25.00
Walker, Jeanna L Total					25.00
Ward's Natural Science Est.	8811357591	2302159	252208	12/7/2022	94.14
Ward's Natural Science Est. Total					94.14
Wasson, William	V28870	0	126369	12/7/2022	65.00
Wasson, William Total					65.00
Watson, Robert B	V28617	0	126351	12/5/2022	250.00
Watson, Robert B Total					250.00
Watts Copy Systems, Inc	1185561	2302349	252209	12/7/2022	20,067.43
Watts Copy Systems, Inc Total					20,067.43
Watts Copy Systems, Inc.	32863793	2302348	252211	12/7/2022	1,852.95
	32790032	2302131	252210	12/7/2022	2,492.92
Watts Copy Systems, Inc. Total					4,345.87
Watts, Hunter S	Snacks, drinks	0	46462	11/29/2022	97.32
Watts, Hunter S Total					97.32
Wave Graphics, Inc	27191	0	46515	12/12/2022	367.50
Wave Graphics, Inc Total					367.50
Weakly, Shelly	Misc supplies	0	46481	12/1/2022	779.28
Weakly, Shelly Total					779.28
Weber, David Jonathan	STEM ADP	0	46516	12/12/2022	70.95
Weber, David Jonathan Total					70.95
West	847450125	0	252212	12/7/2022	1,264.58
West Total					1,264.58
Whalen, Jr, Terry A	V295528	0	6345	12/6/2022	80.00
	V741710	0	6324	11/21/2022	80.00
Whalen, Jr, Terry A Total					160.00

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Wheeler, Alicia	V557613	0	6157	11/21/2022	414.63
Wheeler, Alicia Total					414.63
Wheeler, Samuel James	REIMB TRAVEL 11-30	0	252213	12/7/2022	146.63
Wheeler, Samuel James Total					146.63
Wheet, Heather N	REIMB TRAVEL 11-30	0	252214	12/7/2022	11.38
	REIMB TRAVEL 10-20	0	252214	12/7/2022	9.25
Wheet, Heather N Total					20.63
Whitman, Donald Oliver	Reimb Supplies-2022	0	46872	12/7/2022	211.11
	Misc supplies	0	46817	11/21/2022	136.49
Whitman, Donald Oliver Total					347.60
Wiist, Deanna M	REIMB CONF FEEES	0	252215	12/7/2022	150.00
Wiist, Deanna M Total					150.00
WILCOX ELECTRIC & SERVICES INC.	220938	2302168	252216	12/7/2022	422.50
WILCOX ELECTRIC & SERVICES INC. Total					422.50
Williams, Sara E	Expenses for choir	0	46446	11/17/2022	145.65
Williams, Sara E Total					145.65
Wills, Richard L	V182110	0	20229	12/12/2022	55.00
	V923288	0	20215	12/12/2022	55.00
	V585918	0	24419	11/21/2022	80.00
Wills, Richard L Total					190.00
Winsler, Annette	REIMB TRAVEL 11/28	0	252217	12/7/2022	9.38
Winsler, Annette Total					9.38
Winsupply	340696-03, 342268-01	2302170	252218	12/7/2022	491.10
	342868-01	2302254	252218	12/7/2022	55.06
Winsupply Total					546.16
Wirtz, Becca Lynn	V525962	0	2738	11/21/2022	50.00
	V886867	0	2738	11/21/2022	50.00
Wirtz, Becca Lynn Total					100.00
Witzig, David G	V178737	0	24440	12/6/2022	232.62
Witzig, David G Total					232.62
Wolfe, Kathryn Ellen	V601315	0	6315	12/9/2022	166.60
Wolfe, Kathryn Ellen Total					166.60
Wollenweber, Jeff	V537649	0	20216	12/12/2022	75.00
	V651577	0	126327	11/29/2022	130.00
Wollenweber, Jeff Total					205.00
Wollenweber, Sarah Kathleen	Lost checks	0	46463	11/29/2022	30.49
Wollenweber, Sarah Kathleen Total					30.49
Wooten, LaTaetka	V890316	0	24420	11/21/2022	140.00
Wooten, LaTaetka Total					140.00
Wulfers, Stephen	V103926	0	126370	12/7/2022	65.00
	V733155	0	126340	12/1/2022	55.00
Wulfers, Stephen Total					120.00

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Youthbuild Mclean Co.Charter School	TUITION - INST 12/15	2302422	252219	12/7/2022	106,909.90	
Youthbuild Mclean Co.Charter School Total					106,909.90	
Zabukovec, Melissa	REIMB TRAVEL 11-30	0	252220	12/7/2022	60.38	
Zabukovec, Melissa Total					60.38	
Zimmerman, Claire Christine	REIMB TRAVEL 10-31	0	252221	12/7/2022	118.94	
	Vending	0	46517	12/12/2022	1,724.99	
	Gift for driver	0	46482	12/1/2022	50.00	
	Vending items	0	46464	11/29/2022	2,351.08	
Zimmerman, Claire Christine Total					4,245.01	
Zimmerman, Shelli		1550	2302373	252222	12/7/2022	100.00
Zimmerman, Shelli Total					100.00	
Zink, Laura Susanne	REIMB TRAVEL 11-30	0	252223	12/7/2022	84.25	
Zink, Laura Susanne Total					84.25	
Zions First National Bank	V25312664	0	0	11/23/2022	19,715,400.00	
Zions First National Bank Total					19,715,400.00	
Zunkel, Luke	V556676	0	21773	12/13/2022	140.00	
	V120388	0	126355	12/7/2022	135.00	
Zunkel, Luke Total					275.00	
Zunkel, Paul	V43143	0	126371	12/7/2022	135.00	
	Wrestling Official	0	46831	11/22/2022	255.00	
Zunkel, Paul Total					390.00	
Grand Total					38,631,402.92	

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Fund	Amount
07	33,609.02
08	523,890.11
10	955,290.67
20	266,633.82
30	35,403,751.75
40	101,798.83
80	1,057,743.14
90	32,025.72
99	256,659.86
Grand Total	38,631,402.92

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A & R MECHANICAL CONTRACTORS INC.	310553-FINAL10/14	2302455	252224	12/14/2022	2,062.27
A & R MECHANICAL CONTRACTORS INC. Total					2,062.27
A Drain Doctor	6248, 6199 10/17-11/	2302456	252225	12/14/2022	1,775.00
A Drain Doctor Total					1,775.00
Ace Hardware	16 INVS 10/31-11/30	2300075	252226	12/14/2022	302.06
	584313/5 11/28	2302426	252226	12/14/2022	29.13
	5842235.647	2302447	252226	12/14/2022	151.14
Ace Hardware Total					482.33
Advance Auto Parts	11 INVS 11/02-11/29	2300073	252227	12/14/2022	624.28
	6 INVS 11/07-11/29	2300186	252227	12/14/2022	816.67
Advance Auto Parts Total					1,440.95
Alpha Baking Co., Inc.	24INV 11/1-11/30	2302529	252228	12/14/2022	5,787.83
Alpha Baking Co., Inc. Total					5,787.83
Alpha Controls & Services LLC	APP4 22S069-4 11/19	2302493	252229	12/14/2022	1,869.00
	APP4-22S068-4 11/16	2302495	252229	12/14/2022	1,763.00
	APP8-22S008-8 11/16	2302498	252229	12/14/2022	48.60
	APP[8 22S009-811/16	2302499	252229	12/14/2022	41,160.60
	APP9 22S011-9	2302500	252229	12/14/2022	1,981.80
Alpha Controls & Services LLC Total					46,823.00
Amazon Capital Services	14Q9-7JRY-1P7Y	2302325	252230	12/14/2022	65.99
Amazon Capital Services Total					65.99
Amplified IT LLC	51467.37931	2302394	252231	12/14/2022	101.11
Amplified IT LLC Total					101.11
Avanti's Italian Restaurant -Bloomington	STMT 12/09	2302537	252232	12/14/2022	2,160.00
	STMT NOV 12/01	2302532	252232	12/14/2022	5,892.00
Avanti's Italian Restaurant -Bloomington Total					8,052.00
Bennett, Debra R	REFUND FEE 12/05	0	252233	12/14/2022	2.10
Bennett, Debra R Total					2.10
Bill's Key & Lock Shop	169492, 170168	2302457	252234	12/14/2022	124.86
Bill's Key & Lock Shop Total					124.86
Book Systems	131871.7333	2302396	252235	12/14/2022	9,085.00
Book Systems Total					9,085.00
Bosquez, Robert J	WINTER CLOTHG 11/29	2302441	252236	12/14/2022	100.00
Bosquez, Robert J Total					100.00
Brown's Wrecker Service Inc	402165.3793	2302521	252237	12/14/2022	150.00
Brown's Wrecker Service Inc Total					150.00
Burcham, Kylee J	TRAVEL OCT 22	0	252238	12/14/2022	22.81
	TRAVEL NOV 22	0	252238	12/14/2022	14.25
Burcham, Kylee J Total					37.06
Bushue Background Screening	2 INVS 11/30	2302467	252239	12/14/2022	1,752.00
	MCLEAN5VOLS 11/30	2302510	252239	12/14/2022	1,688.00
Bushue Background Screening Total					3,440.00
Capitol Group	2 INVS 11/10-11	2302460	252240	12/14/2022	344.28

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Capitol Group Total					344.28
Carolina Biological Supply Co	3 INVS 11/22-11/28	2302160	252241	12/14/2022	179.44
Carolina Biological Supply Co Total					179.44
Cheli, Sharri Louise	TRAVEL JUL-NOV 22	0	252242	12/14/2022	192.56
Cheli, Sharri Louise Total					192.56
Childers Door Service, Inc	299750.375	2302459	252243	12/14/2022	654.64
Childers Door Service, Inc Total					654.64
Clean The Uniform Company	4 INVS 11/08-11/29	2300040	252244	12/14/2022	222.56
Clean The Uniform Company Total					222.56
Comcast Business	8771010010005246 NOV	2302440	252245	12/14/2022	436.47
Comcast Business Total					436.47
Connor Co	2 INVS 11/19-11/21	2302461	252246	12/14/2022	1,038.13
Connor Co Total					1,038.13
Crescent Electric Supply Co	3 INVS 11/15-11/30	2302458	252247	12/14/2022	1,765.18
Crescent Electric Supply Co Total					1,765.18
CU Woodshop	T-201094 10/05	2302479	252248	12/14/2022	217.24
CU Woodshop Total					217.24
Cummins Sales And Service	Q1-56945 11/20	2302501	252249	12/14/2022	206.50
Cummins Sales And Service Total					206.50
E-Blox	6287.714286	2302407	252250	12/14/2022	101.12
E-Blox Total					101.12
Elpayaa, Lauren	TRAVEL NOV 22	0	252251	12/14/2022	107.81
Elpayaa, Lauren Total					107.81
Evans, Rachel M	SPEECH JUDGE 12/08	2302523	252252	12/14/2022	400.00
Evans, Rachel M Total					400.00
Fastenal Company	ILBLM472734 11/16	2302462	252253	12/14/2022	72.40
Fastenal Company Total					72.40
Freedom Lawn Maintenance	64103.71429	2302476	252254	12/14/2022	630.00
Freedom Lawn Maintenance Total					630.00
Ganert, Mollie Marie	REFUND FEES 12/05	0	252255	12/14/2022	7.85
Ganert, Mollie Marie Total					7.85
Garcia, Stephanie Michelle	TRAVEL NOV 22	0	252256	12/14/2022	102.13
Garcia, Stephanie Michelle Total					102.13
Getz Fire Equipment Company	I2-573073 10/05	2302502	252257	12/14/2022	272.00
Getz Fire Equipment Company Total					272.00
Getz Industrial Cleaning Inc.	I8-54305 10/12	2302503	252258	12/14/2022	135.00
Getz Industrial Cleaning Inc. Total					135.00
Gibson, Patrick T	TRAVEL NOV 22	0	252259	12/14/2022	208.13
Gibson, Patrick T Total					208.13

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Gordon Food Service, Inc	16 INV-5 CR 12/01	2302528	252260	12/14/2022	20,761.04
	12 INV-1 CR 11/21-30	2302527	252260	12/14/2022	15,269.60
	13 INV- 5CR 11/28-29	2302526	252260	12/14/2022	19,495.51
Gordon Food Service, Inc Total					55,526.15
Grainger Parts Operations Ww Graing	2 INVS 10/31-11/17	2302463	252261	12/14/2022	663.80
Grainger Parts Operations Ww Graing Total					663.80
Graybar Electric Company, Inc.	3 INVS 9/29-11/04	2302464	252262	12/14/2022	2,321.85
Graybar Electric Company, Inc. Total					2,321.85
Griffin, Jade Marie	REIMB MENARDS 12/7	2302482	252263	12/14/2022	19.98
Griffin, Jade Marie Total					19.98
Hawkins, Inc.	6353301, 6353321	2302535	252264	12/14/2022	2,560.40
	6345163.478	2302442	252264	12/14/2022	1,407.42
Hawkins, Inc. Total					3,967.82
Henderson, Logan	SPEECH JUDGE 12/08	2302518	252265	12/14/2022	500.00
Henderson, Logan Total					500.00
Henderson, Sophi	SPEECH JUDGE	2302519	252266	12/14/2022	400.00
Henderson, Sophi Total					400.00
Hendren, Jara Kay	TRAVEL NOV 22	0	252267	12/14/2022	31.44
Hendren, Jara Kay Total					31.44
Higby, Daniel L	TRAVEL AUG 22	0	252268	12/14/2022	20.06
	TRAVEL SEP 22	0	252268	12/14/2022	17.00
	TRAVEL OCT 22	0	252268	12/14/2022	65.44
	TRAVEL NOV 22	0	252268	12/14/2022	55.75
Higby, Daniel L Total					158.25
Highland, Abby Elizabeth	REIMB PARKING	2302437	252269	12/14/2022	19.00
Highland, Abby Elizabeth Total					19.00
Holley, Tyra Michael	TRAVEL OCT 22	0	252270	12/14/2022	94.25
	TRAVEL NOV 22	0	252270	12/14/2022	134.19
Holley, Tyra Michael Total					228.44
Holt Supply Company	3 INVS 10/21-11/17	2302465	252271	12/14/2022	491.63
Holt Supply Company Total					491.63
Hudak, Robert	SPEECH JUDGE 12/08	2302515	252272	12/14/2022	500.00
Hudak, Robert Total					500.00
Hurley, Cameron	SPEECH JUDGE 11/05	2302514	252273	12/14/2022	100.00
Hurley, Cameron Total					100.00
Ideal Environmental Engineering, In	61442, 61420 11/22	2302504	252274	12/14/2022	5,752.63
Ideal Environmental Engineering, In Total					5,752.63
Illini Supply Inc	QUOTE 11334 12/05	2302525	252275	12/14/2022	249.40
Illini Supply Inc Total					249.40
Interstate Billing Serv, Inc	3030353420	2302452	252276	12/14/2022	1,874.49
Interstate Billing Serv, Inc Total					1,874.49
Iron Mountain	HBBM342 11/30	2302466	252277	12/14/2022	2,789.60

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Iron Mountain Total					2,789.60
J Spencer Construction LLC	RETAINAGE#1 OAKDL	2302540	252278	12/14/2022	4,760.50
	APP 2 OAKDALE 8/31	2302538	252278	12/14/2022	23,162.40
J Spencer Construction LLC Total					27,922.90
Johnson, Rebecca D	TRAVEL NOV 22	0	252279	12/14/2022	52.94
Johnson, Rebecca D Total					52.94
Johnstone Supply	3 INVS 11/9-11/15	2302468	252280	12/14/2022	1,606.18
	2 INVS 10/04	2302472	252280	12/14/2022	329.71
Johnstone Supply Total					1,935.89
Karr, Natalie Ann	TRAVEL NOV 22	0	252281	12/14/2022	15.25
Karr, Natalie Ann Total					15.25
Ken's OIL Service, Inc.	6 INVS 11/21-12/01	2302429	252282	12/14/2022	40,849.94
Ken's OIL Service, Inc. Total					40,849.94
Kintner, Jill Diane	REIMB QUILL 8/16	2302524	252283	12/14/2022	154.31
Kintner, Jill Diane Total					154.31
Kone Inc	8 INV 11/17-11/18	2302507	252284	12/14/2022	7,962.00
Kone Inc Total					7,962.00
LaFever, Timothy A	TRAVEL NOV 22	0	252285	12/14/2022	165.75
LaFever, Timothy A Total					165.75
Lighty, Bernadette Panganiban	TRAVEL NOV 22	0	252286	12/14/2022	58.00
Lighty, Bernadette Panganiban Total					58.00
Linde Gas & Equipment Inc.	32568237.5	2302469	252287	12/14/2022	210.32
	32567805.5	2302428	252287	12/14/2022	120.86
Linde Gas & Equipment Inc. Total					331.18
Love, Mackenzie	TRAVEL NOV 22	0	252288	12/14/2022	86.06
Love, Mackenzie Total					86.06
M & M Pump, Inc	2 INVS 8/1-8/30	2302496	252289	12/14/2022	317.00
M & M Pump, Inc Total					317.00
Mattson, Rachel	TRAVEL NOV 22	0	252290	12/14/2022	106.88
Mattson, Rachel Total					106.88
Mc Gowan, Paulette Rose	REISSUE CHK 227773	0	252291	12/14/2022	111.28
	REISSUE CK 232398	0	252291	12/14/2022	59.95
Mc Gowan, Paulette Rose Total					171.23
Mc Graw-Hill School Ed Holdings, LI	SUBSCRIPTION START	2302484	252292	12/14/2022	356.73
Mc Graw-Hill School Ed Holdings, LI Total					356.73
Mc Master-Carr Supply Co	2 INVS 11/16-18	2302471	252293	12/14/2022	177.62
Mc Master-Carr Supply Co Total					177.62
McLean County Glass & Mirror	56437.61111	2302470	252294	12/14/2022	365.58
McLean County Glass & Mirror Total					365.58
Menards Lumber	13 INVS 11/10-12/05	2300076	252295	12/14/2022	1,201.60
	93374.4	2300076	252295	12/14/2022	59.90

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Menards Lumber	93319, 93313 12/05	2302448	252295	12/14/2022	467.36
	3 INVS 11/29-12/02	2302425	252295	12/14/2022	674.17
	3 INVS 11/15-11/17	2302497	252295	12/14/2022	166.13
Menards Lumber Total					2,569.16
Midwest Construction Rentals	179374-1 11/10	2302473	252296	12/14/2022	46.35
Midwest Construction Rentals Total					46.35
Mier, Angela M	TRAVEL NOV 22	0	252297	12/14/2022	18.00
Mier, Angela M Total					18.00
Morris Avenue Garage	44067.39286	2302450	252298	12/14/2022	35.00
	43387.32258	2302446	252298	12/14/2022	35.00
Morris Avenue Garage Total					70.00
Motion Industries, Inc	IL66-00209404 11/30	2302474	252299	12/14/2022	144.14
Motion Industries, Inc Total					144.14
Mustard, Kellee Ann	TRAVEL AUG 22	0	252300	12/14/2022	13.13
	TRAVEL SEP 22	0	252300	12/14/2022	48.38
	TRAVEL OCT 22	0	252300	12/14/2022	51.63
	TRAVEL NOV 22	0	252300	12/14/2022	51.63
Mustard, Kellee Ann Total					164.77
Myers, Gabriel	TRAVEL NOV 22	0	252301	12/14/2022	45.50
Myers, Gabriel Total					45.50
Nord, Allison K	TRAVEL NOV 22	0	252302	12/14/2022	153.69
Nord, Allison K Total					153.69
Nybakke Vacuum Shop, Inc	7 INVS 10/4-11/7	2302445	252303	12/14/2022	615.95
Nybakke Vacuum Shop, Inc Total					615.95
Olympia High School	SPEECH JUDGES 11/5	2302517	252304	12/14/2022	300.00
Olympia High School Total					300.00
OSF OCCUPATIONAL HEALTH	00161264-00 11/30	2302541	252305	12/14/2022	170.00
OSF OCCUPATIONAL HEALTH Total					170.00
Otto Baum Co. Inc	212102801.3	2302492	252306	12/14/2022	11,985.00
Otto Baum Co. Inc Total					11,985.00
Owens, Megan A	REIMB PARKG	2302436	252307	12/14/2022	21.00
Owens, Megan A Total					21.00
Papa Murphy's	IL12/09/22 12/09	2302539	252308	12/14/2022	2,585.00
	IL12/2/2022 12/02	2302530	252308	12/14/2022	4,225.00
Papa Murphy's Total					6,810.00
Parts Town, LLC	10 INVS 11/4-11/28	2302475	252309	12/14/2022	2,955.62
Parts Town, LLC Total					2,955.62
Pepsi Cola General Bot, Inc	8 INVS 11/30-12/09	2302533	252310	12/14/2022	4,584.32
Pepsi Cola General Bot, Inc Total					4,584.32
Plattner, Heather Paullin	TRAVEL NOV 22	0	252311	12/14/2022	166.19
Plattner, Heather Paullin Total					166.19
Prairie Farms Dairy Inc	STMT 12/02	2302531	252312	12/14/2022	38,589.44

Expenditure Summary Report

From Date: 12/14/2022
To Date: 12/14/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Prairie Farms Dairy Inc Total					38,589.44
Presidio	6.01352E+12	2302438	252313	12/14/2022	59,458.02
	6.01352E+12	2302439	252313	12/14/2022	15,666.55
Presidio Total					75,124.57
Quill Corporation	29382638, 29382639	2302508	252314	12/14/2022	417.50
Quill Corporation Total					417.50
Rackauskas, Jarrod Anthony	REIMB WALMART	2302416	252315	12/14/2022	32.94
Rackauskas, Jarrod Anthony Total					32.94
Rients, Jennifer	REIMB PANERA 11/10	2302431	252316	12/14/2022	37.28
Rients, Jennifer Total					37.28
Rogers Supply Company Inc	5 INV 11/4-11/11	2302487	252317	12/14/2022	577.64
Rogers Supply Company Inc Total					577.64
Rollie Johnson, Inc (RJI)	2 INVS 11/14-15	2302494	252318	12/14/2022	6,639.95
Rollie Johnson, Inc (RJI) Total					6,639.95
Ron Smith Printing Company	157184.5	2302415	252319	12/14/2022	900.00
Ron Smith Printing Company Total					900.00
Rooker, Beth A	TRAVEL NOV 22	0	252320	12/14/2022	72.06
Rooker, Beth A Total					72.06
Ross, Tyler Alexander	SPEECH JUDGE	2302522	252321	12/14/2022	300.00
Ross, Tyler Alexander Total					300.00
S & S Builders Hardware Co	575783.7857	2302488	252322	12/14/2022	1,508.00
S & S Builders Hardware Co Total					1,508.00
Sarver, Michael S	REIMB SAMS 12/7	2302486	252323	12/14/2022	65.60
Sarver, Michael S Total					65.60
Smith, Bayleigh	TRAVEL NOV 22	0	252324	12/14/2022	40.31
Smith, Bayleigh Total					40.31
Southerd, Michele D	REIMB PLANBOOK	2302409	252325	12/14/2022	15.00
Southerd, Michele D Total					15.00
Steadman, Mark	REIMB RENTAL&FUEL	2302369	252326	12/14/2022	654.25
Steadman, Mark Total					654.25
Stevens, Lori Joann	REIM REGIS FEE 10/27	2302432	252327	12/14/2022	495.00
Stevens, Lori Joann Total					495.00
Stivers, Bradley K	CLOTH ALLOW 11/16	2302451	252328	12/14/2022	100.00
Stivers, Bradley K Total					100.00
Stuard & Associates, Inc	6 INVS 11/11-11/28	2302506	252329	12/14/2022	1,690.00
Stuard & Associates, Inc Total					1,690.00
Team Automotive & Tire	3 INVS 11/7-11/10	2302427	252330	12/14/2022	203.58
	43276, 43278	2302449	252330	12/14/2022	2,460.03
Team Automotive & Tire Total					2,663.61
The Music Shoppe, Inc	3382999.4	2302478	252331	12/14/2022	104.53

Expenditure Summary Report

From Date: 12/14/2022
To Date: 12/14/2022

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
The Music Shoppe, Inc	3379445.478	2302410	252331	12/14/2022	38.00
	3378217.524	2302417	252331	12/14/2022	38.00
The Music Shoppe, Inc Total					180.53
TK Elevator Corp	5001985993	2302505	252332	12/14/2022	1,359.14
TK Elevator Corp Total					1,359.14
Touchtone Communications	2251464	0	252333	12/14/2022	572.77
Touchtone Communications Total					572.77
Twin Supplies, LTD.	14845S 11/30	2302454	252334	12/14/2022	404.64
	14907M 10/14	2302489	252334	12/14/2022	950.00
Twin Supplies, LTD. Total					1,354.64
Uline	2 INVS 10/28-11/21	2302490	252335	12/14/2022	1,646.88
Uline Total					1,646.88
United Pipe & Supply Co, Inc	4 INV 11/4-11/16	2302453	252336	12/14/2022	2,163.99
United Pipe & Supply Co, Inc Total					2,163.99
Vogelsang, Claye R	TRAVEL NOV 22	0	252337	12/14/2022	109.50
Vogelsang, Claye R Total					109.50
Walker, Karen L	TRAVEL NOV 22	0	252338	12/14/2022	160.94
Walker, Karen L Total					160.94
Walker, Valentine S	REIMB AMAZON 11/23	2302477	252339	12/14/2022	59.98
Walker, Valentine S Total					59.98
Watts Copy Systems, Inc.	3293734	2302395	252340	12/14/2022	13,112.08
Watts Copy Systems, Inc. Total					13,112.08
Weakly, Shelly	TRAVEL AUG 22	0	252341	12/14/2022	266.94
	TRAVEL SEP 22	0	252341	12/14/2022	378.69
	TRAVEL OCT 22	0	252341	12/14/2022	330.88
Weakly, Shelly Total					976.51
Winsupply	2 INVS 11/7-11/10	2302491	252342	12/14/2022	252.00
Winsupply Total					252.00
Young, Wendy Marie	TRAVEL NOV 22	0	252343	12/14/2022	52.25
Young, Wendy Marie Total					52.25
Zimmerman, Claire Christine	TRAVEL NOV 22	0	252344	12/14/2022	122.63
Zimmerman, Claire Christine Total					122.63
Grand Total					426,313.36

Expenditure Summary Report

From Date: 12/14/2022
 To Date: 12/14/2022

Fund	Amount
10	276,906.79
20	68,535.15
40	43,571.16
80	21,683.26
90	15,617.00
Grand Total	426,313.36

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 10/31/2022

Fiscal Year: 2022-2023

ASSETS

Educational Fund	
Cash (+)	\$24,488,391.81
Other Assets (+)	\$33,093.00
Sub-total : Educational Fund	\$24,521,484.81
Operations & Maintenance Fund	
Cash (+)	\$2,134,343.59
Other Assets (+)	\$70.00
Sub-total : Operations & Maintenance Fund	\$2,134,413.59
Debt Service Fund	
Cash (+)	\$35,730,733.02
Sub-total : Debt Service Fund	\$35,730,733.02
Transportation Fund	
Cash (+)	\$7,684,817.84
Sub-total : Transportation Fund	\$7,684,817.84
Social Security Fund	
Cash (+)	\$1,485,738.83
Sub-total : Social Security Fund	\$1,485,738.83
Municiple Retirement Fund	
Cash (+)	\$1,349,828.76
Sub-total : Municiple Retirement Fund	\$1,349,828.76
Working Cash Fund	
Cash (+)	\$19,517,978.21
Investments (+)	\$51,060,152.01
Sub-total : Working Cash Fund	\$70,578,130.22
Tort Immunity Fund	
Cash (+)	\$1,958,703.45
Other Assets (+)	\$56.00
Sub-total : Tort Immunity Fund	\$1,958,759.45
Life Safety Fund	
Cash (+)	\$675,617.84
Sub-total : Life Safety Fund	\$675,617.84
Total : ASSETS	\$146,119,524.36

LIABILITIES

Educational Fund	
Payroll Withholdings (+)	\$1,093,890.47
Sub-total : Educational Fund	\$1,093,890.47
Total : LIABILITIES	\$1,093,890.47

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 10/31/2022

Fiscal Year: 2022-2023

FUND BALANCE

Educational Fund		
Fund Balance (+)		\$17,433,789.32
Sub-total : Educational Fund		<u>\$17,433,789.32</u>
Operations & Maintenance Fund		
Fund Balance (+)		\$1,215,231.18
Sub-total : Operations & Maintenance Fund		<u>\$1,215,231.18</u>
Debt Service Fund		
Fund Balance (+)		\$19,688,044.19
Sub-total : Debt Service Fund		<u>\$19,688,044.19</u>
Transportation Fund		
Fund Balance (+)		\$3,484,361.72
Sub-total : Transportation Fund		<u>\$3,484,361.72</u>
Social Security Fund		
Fund Balance (+)		\$1,174,877.58
Sub-total : Social Security Fund		<u>\$1,174,877.58</u>
Municiple Retirement Fund		
Fund Balance (+)		\$1,009,060.70
Sub-total : Municiple Retirement Fund		<u>\$1,009,060.70</u>
Working Cash Fund		
Fund Balance (+)		\$69,835,374.12
Sub-total : Working Cash Fund		<u>\$69,835,374.12</u>
Tort Immunity Fund		
Fund Balance (+)		\$711,577.74
Sub-total : Tort Immunity Fund		<u>\$711,577.74</u>
Life Safety Fund		
Fund Balance (+)		\$392,683.82
Sub-total : Life Safety Fund		<u>\$392,683.82</u>
NET CHANGE IN FUND BALANCE		
NET CHANGE IN FUND BALANCE (+)		\$30,080,633.52
Sub-total : NET CHANGE IN FUND BALANCE		<u>\$30,080,633.52</u>
Total : FUND BALANCE		<u>\$145,025,633.89</u>
Total LIABILITIES + FUND BALANCE		\$146,119,524.36

End of Report

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE COLLECTED					
Educational Fund					
Local Sources (+)	\$1,641,142.86	\$33,355,363.13	\$75,941,607.00	\$42,586,243.87	43.9%
State Sources (+)	\$2,534,865.51	\$7,870,229.63	\$25,696,632.60	\$17,826,402.97	30.6%
Federal Sources (+)	\$1,313,291.76	\$5,664,773.45	\$14,572,593.35	\$8,907,819.90	38.9%
Sub-total : Educational Fund	\$5,489,300.13	\$46,890,366.21	\$116,210,832.95	\$69,320,466.74	40.3%
Operations & Maintenance Fund					
Local Sources (+)	\$50,511.29	\$5,449,796.87	\$12,391,884.00	\$6,942,087.13	44.0%
State Sources (+)	\$0.00	\$0.00	\$37,000.00	\$37,000.00	0.0%
Sub-total : Operations & Maintenance Fund	\$50,511.29	\$5,449,796.87	\$12,428,884.00	\$6,979,087.13	43.8%
Debt Service Fund					
Local Sources (+)	\$47,827.11	\$16,074,053.83	\$35,974,385.00	\$19,900,331.17	44.7%
Sub-total : Debt Service Fund	\$47,827.11	\$16,074,053.83	\$35,974,385.00	\$19,900,331.17	44.7%
Transportation Fund					
Local Sources (+)	\$9,396.65	\$2,087,022.46	\$4,757,327.00	\$2,670,304.54	43.9%
State Sources (+)	\$1,491,031.22	\$3,057,639.55	\$6,102,500.00	\$3,044,860.45	50.1%
Federal Sources (+)	\$0.00	\$0.00	\$413,635.00	\$413,635.00	0.0%
Sub-total : Transportation Fund	\$1,500,427.87	\$5,144,662.01	\$11,273,462.00	\$6,128,799.99	45.6%
Social Security Fund					
Local Sources (+)	\$121,035.32	\$1,214,715.15	\$2,699,524.00	\$1,484,808.85	45.0%
Sub-total : Social Security Fund	\$121,035.32	\$1,214,715.15	\$2,699,524.00	\$1,484,808.85	45.0%
Municiple Retirement Fund					
Local Sources (+)	\$1,918.28	\$996,926.45	\$2,223,724.00	\$1,226,797.55	44.8%
Sub-total : Municiple Retirement Fund	\$1,918.28	\$996,926.45	\$2,223,724.00	\$1,226,797.55	44.8%
Working Cash Fund					
Local Sources (+)	\$37,010.42	\$742,756.10	\$1,189,332.00	\$446,575.90	62.5%
Sub-total : Working Cash Fund	\$37,010.42	\$742,756.10	\$1,189,332.00	\$446,575.90	62.5%
Tort Immunity Fund					
Local Sources (+)	\$3,186.37	\$2,619,073.64	\$6,033,829.00	\$3,414,755.36	43.4%
Sub-total : Tort Immunity Fund	\$3,186.37	\$2,619,073.64	\$6,033,829.00	\$3,414,755.36	43.4%
Life Safety Fund					
Local Sources (+)	\$955.48	\$514,466.21	\$1,189,332.00	\$674,865.79	43.3%
Sub-total : Life Safety Fund	\$955.48	\$514,466.21	\$1,189,332.00	\$674,865.79	43.3%
Total : REVENUE COLLECTED	\$7,252,172.27	\$79,646,816.47	\$189,223,304.95	\$109,576,488.48	42.1%
EXPENDITURES PAID					
Educational Fund					
Salaries (-)	\$7,566,492.98	\$29,712,100.49	\$92,212,187.75	\$62,500,087.26	32.2%
Employee Benefits (-)	\$1,410,876.70	\$5,540,399.62	\$17,005,630.03	\$11,465,230.41	32.6%
Purchased Services (-)	\$109,636.88	\$711,676.47	\$4,036,625.96	\$3,324,949.49	17.6%
Supplies and Materials (-)	\$502,226.69	\$2,417,157.86	\$8,309,651.42	\$5,892,493.56	29.1%
Capital Outlay (-)	\$99,648.51	\$764,684.96	\$169,579.00	(\$595,105.96)	450.9%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$725,594.40	\$1,118,336.35	\$5,642,166.00	\$4,523,829.65	19.8%
Non-Capitalized Equipment (-)	\$6,188.96	\$39,438.13	\$229,114.00	\$189,675.87	17.2%
Sub-total : Educational Fund	(\$10,420,665.12)	(\$40,303,793.88)	(\$127,604,954.16)	(\$87,301,160.28)	31.6%
Operations & Maintenance Fund					
Salaries (-)	\$513,437.09	\$2,094,469.26	\$6,571,910.14	\$4,477,440.88	31.9%
Employee Benefits (-)	\$84,636.77	\$344,867.38	\$1,047,340.00	\$702,472.62	32.9%
Purchased Services (-)	\$113,442.09	\$509,537.24	\$1,245,786.00	\$736,248.76	40.9%
Supplies and Materials (-)	\$159,264.59	\$1,098,056.28	\$3,449,148.00	\$2,351,091.72	31.8%
Capital Outlay (-)	\$55,658.18	\$474,926.91	\$74,823.00	(\$400,103.91)	634.7%
Other Objects (-)	\$0.00	\$130.00	\$2,454.00	\$2,324.00	5.3%
Non-Capitalized Equipment (-)	\$2,102.50	\$11,237.39	\$15,790.00	\$4,552.61	71.2%
Sub-total : Operations & Maintenance Fund	(\$928,541.22)	(\$4,533,224.46)	(\$12,407,251.14)	(\$7,874,026.68)	36.5%
Debt Service Fund					
Other Objects (-)	\$0.00	\$624,132.31	\$37,952,515.05	\$37,328,382.74	1.6%
Sub-total : Debt Service Fund	\$0.00	(\$624,132.31)	(\$37,952,515.05)	(\$37,328,382.74)	1.6%
Transportation Fund					
Salaries (-)	\$24,660.26	\$80,273.11	\$225,067.66	\$144,794.55	35.7%
Employee Benefits (-)	\$5,374.31	\$18,094.80	\$48,361.94	\$30,267.14	37.4%
Purchased Services (-)	\$17,015.26	\$460,394.10	\$10,351,041.00	\$9,890,646.90	4.4%
Supplies and Materials (-)	\$114,455.60	\$376,718.89	\$1,599,850.00	\$1,223,131.11	23.5%
Capital Outlay (-)	\$0.00	\$8,720.99	\$433,764.00	\$425,043.01	2.0%
Other Objects (-)	\$4.00	\$4.00	\$2,036.00	\$2,032.00	0.2%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$18,039.00	\$18,039.00	0.0%
Sub-total : Transportation Fund	(\$161,509.43)	(\$944,205.89)	(\$12,678,159.60)	(\$11,733,953.71)	7.4%
Social Security Fund					
Employee Benefits (-)	\$233,635.45	\$903,853.90	\$2,800,763.78	\$1,896,909.88	32.3%
Sub-total : Social Security Fund	(\$233,635.45)	(\$903,853.90)	(\$2,800,763.78)	(\$1,896,909.88)	32.3%
Municipal Retirement Fund					
Employee Benefits (-)	\$166,560.12	\$656,158.39	\$2,201,111.68	\$1,544,953.29	29.8%
Sub-total : Municipal Retirement Fund	(\$166,560.12)	(\$656,158.39)	(\$2,201,111.68)	(\$1,544,953.29)	29.8%
Tort Immunity Fund					
Salaries (-)	\$213,676.11	\$854,000.63	\$2,545,699.75	\$1,691,699.12	33.5%
Employee Benefits (-)	\$19,794.61	\$218,865.35	\$1,040,707.61	\$821,842.26	21.0%
Purchased Services (-)	\$45,296.66	\$232,805.44	\$2,283,111.00	\$2,050,305.56	10.2%
Supplies and Materials (-)	\$4,604.57	\$12,453.20	\$90,364.00	\$77,910.80	13.8%
Capital Outlay (-)	\$0.00	\$53,767.31	\$41,596.00	(\$12,171.31)	129.3%
Other Objects (-)	\$0.00	\$0.00	\$101,371.00	\$101,371.00	0.0%
Non-Capitalized Equipment (-)	\$0.00	\$0.00	\$2,959.00	\$2,959.00	0.0%
Sub-total : Tort Immunity Fund	(\$283,371.95)	(\$1,371,891.93)	(\$6,105,808.36)	(\$4,733,916.43)	22.5%
Life Safety Fund					
Purchased Services (-)	\$14,706.00	\$47,304.25	\$232,000.00	\$184,695.75	20.4%
Capital Outlay (-)	\$61,711.00	\$184,227.94	\$928,000.00	\$743,772.06	19.9%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	<u>10/01/2022 - 10/31/2022</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Life Safety Fund	(\$76,417.00)	(\$231,532.19)	(\$1,160,000.00)	(\$928,467.81)	20.0%
Total : EXPENDITURES PAID	(\$12,270,700.29)	(\$49,568,792.95)	(\$202,910,563.77)	(\$153,341,770.82)	24.4%
OTHER FINANCING SOURCES (USES)					
Educational Fund					
Transfers In (+)	\$0.00	\$0.00	\$11,700,000.00	\$11,700,000.00	0.0%
Transfers Out (-)	\$0.00	\$592,767.31	\$710,322.80	\$117,555.49	83.5%
Sub-total : Educational Fund	\$0.00	(\$592,767.31)	\$10,989,677.20	\$11,582,444.51	5.4%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$2,610.00	\$0.00	(\$2,610.00)	0.0%
Sub-total : Operations & Maintenance Fund	\$0.00	\$2,610.00	\$0.00	(\$2,610.00)	0.0%
Debt Service Fund					
Transfers In (+)	\$0.00	\$592,767.31	\$710,322.80	\$117,555.49	83.5%
Sub-total : Debt Service Fund	\$0.00	\$592,767.31	\$710,322.80	\$117,555.49	83.5%
Working Cash Fund					
Transfers Out (-)	\$0.00	\$0.00	\$11,700,000.00	\$11,700,000.00	0.0%
Sub-total : Working Cash Fund	\$0.00	\$0.00	(\$11,700,000.00)	(\$11,700,000.00)	0.0%
Total : OTHER FINANCING SOURCES (USES)	\$0.00	\$2,610.00	\$0.00	(\$2,610.00)	0.0%
NET CHANGE IN FUND BALANCE	(\$5,018,528.02)	\$30,080,633.52	(\$13,687,258.82)	(\$43,767,892.34)	219.8%

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance As of 10/31/2022

Fiscal Year: 2022-2023

ASSETS

Current Assets

Cash In Bank (+) \$3,264,751.96

Accounts Receivable (+) \$11,786.00

Sub-total : Current Assets \$3,276,537.96

Total : ASSETS

\$3,276,537.96

FUND BALANCE

Fund Balance

Fund Balance (+) \$3,150,948.32

Sub-total : Fund Balance \$3,150,948.32

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE (+) \$125,589.64

Sub-total : NET CHANGE IN FUND BALANCE \$125,589.64

Total : FUND BALANCE

\$3,276,537.96

Total LIABILITIES + FUND BALANCE

\$3,276,537.96

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance For the Period 10/01/2022 through 10/31/2022

Fiscal Year: 2022-2023

	10/01/2022 - 10/31/2022	Year To Date
REVENUE COLLECTED		
Revenue From Payroll		
Board Contributions (+)	\$1,121,551.00	\$4,383,821.50
Employee Contributions (+)	\$261,755.84	\$1,064,187.92
Sub-total : Revenue From Payroll	<u>\$1,383,306.84</u>	<u>\$5,448,009.42</u>
Revenue From Other Sources		
Retiree Contributions (+)	(\$3,832.00)	\$214,954.57
Cobra Contributions (+)	\$1,114.32	\$5,767.32
Interest & Dividends (+)	\$4,146.19	\$11,961.86
Sub-total : Revenue From Other Sources	<u>\$1,428.51</u>	<u>\$232,683.75</u>
Total : REVENUE COLLECTED	<u>\$1,384,735.35</u>	<u>\$5,680,693.17</u>
EXPENDITURES PAID		
Operating Expenditures		
Heath Ins Claims (-)	\$1,025,457.54	\$5,138,996.54
HSA Contributions (-)	\$11,885.01	\$30,592.92
Health Ins Admin Fees (-)	\$87,021.65	\$378,713.97
Other Fees & Expense (-)	\$0.00	\$6,800.10
Sub-total : Operating Expenditures	<u>(\$1,124,364.20)</u>	<u>(\$5,555,103.53)</u>
Total : EXPENDITURES PAID	<u>(\$1,124,364.20)</u>	<u>(\$5,555,103.53)</u>
NET CHANGE IN FUND BALANCE	<u>\$260,371.15</u>	<u>\$125,589.64</u>

End of Report

District Philosophy and Mission Statement

The District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop a strong self-respect and to become responsible learners and decision-makers. The District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

Philosophy

The Board is pledged to the following philosophy of education:

1. We are committed to the education of all children in the District who can benefit from public school education.
2. We are committed to the belief that education is the process whereby society utilizes its knowledge of learning to develop each individual to the highest degree possible as a member of a democratic society.
3. We are committed to the task of providing as solid a foundation of both academic or vocational knowledge and skills as each individual child's ability will permit.
4. We are committed to the belief that individual differences exist in the school population and that differentiation of instruction is imperative if individual needs are to be met adequately; further, that atypical pupils should be discovered, encouraged and challenged.
5. We are committed to the belief that every child should be encouraged and stimulated to be perceptive, to exercise critical thinking and to make logical decisions based on facts.
6. We are committed to the task of developing in every child an understanding and appreciation of the forces and ideals which have made America great, and a sense of personal responsibility as future citizens of the community, of Illinois, of the United States, and of the world.
7. We are committed to the provision of guidance that will foster the best possible vocation choices commensurate with the child's ability.
8. We are committed to freedom from any sexual, cultural, ethnic or religious bias.
9. We are committed to the development of an awareness of and appreciation for diversity.

Mission Statement

Unit 5 will educate each student to achieve personal excellence.

CROSS REF.: 2.10 (School District Governance), 3.10 (Goals and Objectives), 6.10 (Educational Philosophy and Objectives)

Adopted: August 5, 1968
Reviewed: October 2022
Amended: December 14, 2022

Organizational Board Meetings

The Board shall organize/re-organize annually.

Even-numbered years

During a regular 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 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 40 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 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 one-year terms, who assume office immediately upon their election.
5. The Board shall fix a time and date for its regular meetings.

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

CROSS REF.: 2.30 (School District Elections), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.200 (Types of Board Meetings), 2.220 (School Board Meeting Procedure), 2.230 (Public Comments at Board Meetings and Petitions to the Board)

Administrative Personnel Other Than the Superintendent

Duties and Authority

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

Qualifications

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

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

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

Administrative Work Year

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

Compensation and Benefits

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

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board in a timely manner.

LEGAL REF.: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill. Admin. Code §§1.310, 1.750, and 50.300; and Parts 25 and 29.

CROSS REF.: 3.60 (Administrative Responsibilities of the Building Principals), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.30 (Hiring Process and Criteria), 5.90 (Abused and Neglected Child Reporting), 5.120

(Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.150
(Personnel Records), 5.210 (Resignations), 5.250 (Leaves of Absence), 5.290
(Employment Termination and Suspensions)

Fiscal and Business Management

The Superintendent is responsible for the District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent or designee shall present to the Board, at a regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary or designee shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds, and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to ISBE requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that the budget is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief

Financial Officer, with the County Clerks of McLean and Woodford Counties within 30 days of the budget's adoption.

3. Ensure disclosure to the public of the cash reserve balance of all funds held by the District related to its operational levy and if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerks of McLean and Woodford Counties, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

Budget Amendments

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

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on:

1. All expenditures.
2. All interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements, if one exists.
3. All transfers from one program to another.
4. All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 *et seq.*, Truth in Taxation Law
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4.40 (Incurring Debt), 4:60 (Purchases and Contracts), 6.235 (Access to Electronic Networks)

ADMIN. PROC.: 6.235-AP1, 6.235-E1, 6.235-E2

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Financial Officer, with the County Clerks of McLean and Woodford Counties within 30 days of the budget's adoption.

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3. All transfers from one program to another.
4. All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 *et seq.*, Truth in Taxation Law
23 Ill. Admin. Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4.40 (Incurring Debt), 4:60 (Purchases and Contracts), 6.235 (Access to Electronic Networks)

ADMIN. PROC.: 6.235-AP1, 6.235-E1, 6.235-E2

General Personnel – Workplace Harassment Prohibited

The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5.10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2.260, Uniform Grievance Procedure; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7.20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: the employee's immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2.260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2.260, the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

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

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

Name: Dr. Kristal Shelvin
Address: 1809 West Hovey Ave., Normal, IL 61761
Email: shelvik@unit5.org
Telephone: (309) 557-4035

Investigation Process

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

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

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

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

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

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

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

Enforcement

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

Retaliation Prohibited

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

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson City., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 1021 (7th Cir. 2004).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2004).
Dept. v. Ill. Human Rights Com'n, 232 Ill2d 125 (Ill. 2009).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Sexual Harassment Grievance Procedure), 4.60 (Purchases and Contracts), 5.10 (Equal Employment Opportunity), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.20 (Harassment of Students Prohibited), 8.30 (Visitors to and Conduct on School Property)

General Personnel –

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

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

The Superintendent or designee shall post this policy on the District's website and include it in any staff, student, or parent handbook provided.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries to protect students from sexual misconduct by employees and employees from the appearance of impropriety. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse.

The District must monitor its employees for violations of employee-student boundaries. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior, this policy, and federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify appropriate employee conduct standards including, but not limited to, the following:

1. Administrative Procedure 5.120-AP2, *Employee Conduct Standards*, and Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), are incorporated by reference into this policy. All employees will comply with the *Employee Conduct Standards*, and the *Code of Ethics for Illinois Educators*, if governed thereby.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees will maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

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

Statement of Economic Interests

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

1. Superintendent;
2. Building Principal;
3. Head of any department;

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

Ethics and Gift Ban

Board policy 2.105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

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

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

Guidance Counselor Gift Ban

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

1. Opportunities, benefits, and services available on the same conditions as for the general public.

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

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

Outside Employment

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

Incorporated

by reference: Administrative Procedure 5.120-AP2, *Employee Conduct Standards*
Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*

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

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2.105 (Ethics and Gift Ban), 2.265 (Title IX Sexual Harassment Grievance Procedure), 4.60 (Purchases and Contracts), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.90 (Abused and Neglected Child Reporting), 5.100 (Staff Development Program), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.200 (Terms and Conditions of Employment and Dismissal), 5.290 (Employment Terminations and Suspensions), 7.20 (Harassment of Students Prohibited)

Professional Personnel – Vacation, Holidays, and Leaves of Absence

This policy applies to all professional personnel (e.g. employees with a Professional Educator License (“PEL”)) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

Professional Non-Administrative Personnel

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the “Association”) shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board.

Professional Administrative Personnel

Vacation

Professional administrative personnel shall be entitled to the vacation, if applicable, provided in their individual employment contracts.

Leaves

All professional administrative personnel shall be entitled to the following leaves:

Sick Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 14 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 11-month professional administrative employee is granted 15 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 12-month professional administrative employee is granted 16 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time professional administrative employee who has completed at least 10 years of consecutive full-time employment with the District shall receive two additional sick leave days per year. Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined in State law as personal illness, mental or behavioral health complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant,

or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

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

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

Medical Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 12 days unpaid medical leave annually. Each full-time 11-month professional administrative employee is granted 13 days unpaid medical leave annually. Each full-time 12-month professional administrative employee is granted 14 days unpaid medical leave annually.

Unused days of medical leave shall accumulate up to a maximum of 132 days for 9 ½-month and 10-month professional administrative employees, 144 days for 11-month professional administrative employees, and 156 days for 12-month professional administrative employees.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in a 12-month professional administrative employee's contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has been exhausted and accompanied by a doctor's certificate as proof of disability.

When granted a leave for personal illness, the Board will maintain the health insurance coverage for an employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the employee by remitting the premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. Professional administrative personnel are not granted personal leave. Rather a professional administrative employee may request an excused absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Family bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, (2) making arrangements necessitated by the death of the covered family member, or (3) grieving the death of the covered family member, or (4) absence from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth, without any adverse employment action.

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

Emergency Leave

Professional administrative personnel may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

The Board may grant a professional administrative employee a family hardship leave of absence without pay for a specific period of time up to six months. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. The employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will the employee be eligible for family hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason the family hardship leave is being requested.
2. All benefits available to the employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting in advance payments of all premiums due. These payments shall be made to the District Office.
3. Professional administrative employees will retain their tenure status during a family hardship leave of absence.
4. An employee on leave for a full school year shall not receive a salary increase while on leave.

At the expiration of the leave period, the employee will be placed in an administrative or non-administrative position for which the employee is qualified.

All Professional Personnel

Holidays

Except as provided in Board Policy 6.20, all professional personnel, whether represented by the Association or administrative personnel, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

Leaves

In addition to the leaves provided above, all professional personnel, whether represented by the Association or administrative personnel, shall be entitled to the following leaves:

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

A professional employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority, tenure track, and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. The contractual continued service status of a teacher or other professional employee shall not be affected because of absence while in the military service of the United States.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

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

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

Leave to Serve as an Election Judge

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

General Assembly Leave

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

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

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

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

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, requests for absences from work beyond an individual's control and that do not fall under any other leave policy may be granted by the building administrator or a District Office administrator without pay on a day for day basis. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

Employees who are granted a leave without pay shall have their pay reduced at a per diem rate based on the number of days paid in the current contract year.

Leave to Serve as an Officer or Trustee of a Specific Organization

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining

negotiations, and (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3.

COVID-19 Paid Administrative Leave

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

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

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

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

Injury During Performance of Duties

An employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5.180 (Temporary Illness or Temporary Incapacity), 5.185 (Family and Medical Leave), 5.330 (Vacation, Holidays, and Leaves)

**Educational Support Personnel – Employment At-Will,
Compensation, and Assignment**

Employment At-Will

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent or designee is authorized to make exceptions to employing nonlicensed employees at-will, but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

All educational support personnel of the District who are employed for 3-½ hours per day (600 hours per year), or more, participate in the Illinois Municipal Retirement Fund.

Any time a non-working day coincides with a payday, payment shall be issued on the previous working day.

Assignment

The Superintendent or designee is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5.10 (Equal Employment Opportunity), 5.35 (Compliance with the Fair Labor Standards Act), 5.290 (Employment Termination and Suspensions), 5.310 (Compensatory Time-Off)

Educational Support Personnel – Duties and Qualifications

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

Paraprofessionals

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

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

Noncertificated and Unlicensed Personnel Working with Students Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g. computers, video and audio), detention and discipline areas, and school-sponsored co-curricular activities;
2. As supervisors, chaperones or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

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

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the District maintains a membership. The coach for a co-curricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances, provided the program is available.

Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach:

- 1) is knowledgeable regarding coaching principles;
- 2) has first aid training, and

- 3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

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

CROSS REF.: 4.110 (Transportation), 4.170 (Safety), 5.30 (Hiring Process and Criteria), 5.35 (Compliance with the Fair Labor Standards Act), 5.285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6.250 (Community Resource Persons and Volunteers)

Educational Support Personnel – Employment Termination and Suspensions

Resignation and Retirement

An employee is requested to provide two weeks' notice of a resignation except when the best interests of the District require otherwise. A resignation notice cannot be revoked once given. An employee planning to retire should notify the employee's supervisor at least two months before the retirement date.

Non-RIF Dismissal

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

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

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

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the *School Code*, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

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

Suspension

Except as provided below, the Superintendent or designee is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct, or pending a dismissal hearing whenever, in the Superintendent or designee's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the

suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from the employee's position when the employee is the subject of a pending DCFS investigation that relates to the employee's employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine to:

1. Let the employee remain in their position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

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

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

CROSS REF.: 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.240 (Suspension), 5.270 (Employment At-Will, Compensation, and Assignment)

Educational Support Personnel - Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

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

NOTE: Please refer to bargaining agreements.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207 et seq.
105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.
740 ILCS 137/, Right to Breastfeed Act.
820 ILCS 105/, Minimum Wage Act
820 ILCS 260/, Nursing Mothers in the Workplace Act

CROSS REF.: 5.35

Adopted: April 23, 1997
Reviewed: October 2022
Amended: December 14, 2022

Educational Support Personnel - Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §201 *et. seq.*, and (2) are not represented by an exclusive bargaining representative.

Employees may be given one and one-half hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. Overtime will not be allowed without prior authorization from the employee's immediate supervisor. Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime. If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Implementation

The Superintendent or designee shall implement this policy in accordance with the FLSA. In the event of a conflict between the policy and FLSA, the latter shall control.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §201 et seq.; 29 C.F.R. Part 553.

CROSS REF.: 5.35 (Compliance with the Fair Labor Standards Act), 5.185 (Family and Medical Leave), 5.270 (Employment At-Will, Compensation, and Assignment)

Educational Support Personnel – Evaluation

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

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

CROSS REF.: 5.10 (Equal Employment Opportunity), 5.150 (Personnel Records)

Administrative Procedure / General Personnel ~ Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5.35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by *The School Code* (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Department of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded.
- Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

- Valid certificate for services being performed
- Copies of official transcripts required by *The School Code* (105 ILCS 5/24-23)
- Transcripts of graduate work completed
- Verification of past teaching experience, if any
- Record of in-service work completed
- Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning:

1. activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or
2. activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9, amended by P.A. 101-531.

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least 2 times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If such deadline cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor the employee's designated representative will have access to records that are treated as exceptions in the Illinois Personnel Record Review Act discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of the employee's personnel records from his or her file or may not remove any part of the employee's personnel records from the District's administrative office.

8. Should the employee demonstrate the inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Attorney for the District shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately forwarded to the School District's Freedom of Information Officer (see 2:250-AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse or severe physical abuse, access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the PRR. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q). Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8.

Restriction on Employee Access

The PRR, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect the employee's personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.

3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in the Abused and Neglected Child Reporting Act whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

LEGAL REF.: 5 ILCS 140/, Freedom of Information Act.
325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
820 ILCS 40/, Personnel Record Review Act
23 Ill. Admin. Code §1.660.

Administrative Procedure / General Personnel - Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright-owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? *A “no” means you may use the work freely; a “yes” or uncertain answer means you should proceed with the second query.*
 - a. No, if it is in the public domain.
 - b. No, if it is a U.S. Government publication.
 - c. No, if it is an idea or method described in copyrighted work.
 - d. The presence of a copyright notice is not determinative.
 - e. Yes, almost all other works.

2. Do you want to exercise one of the copyright owner’s exclusive rights? *A “yes” or uncertain answer means you should proceed with the third query.*
 - a. Yes, if you plan to copy the work.
 - b. Yes, if you plan to use the work as the basis for a new work.
 - c. Yes, if you plan to electronically distribute or publish copies.
 - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio digital or tape recording or a CD-ROM or DVD.
 - e. Yes, if the plan is to publicly display the work.

3. Does your planned use of the work require the copyright owner’s permission? *A “no” means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a “yes” or uncertain answer means you should contact the Superintendent or designee.*
 - a. No, if your planned use of printed work is within the “fair use” exception as defined in 17 U.S.C. §107. See Appendix 1.
 - b. No, if your planned use of the work is within the “library’s special rules” exception as defined in 17 U.S.C. §108.
 - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.
 - A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the library finds that the copyrighted work cannot be obtained elsewhere at a fair price.
 - c. No, if your planned use of the work is within the “educational performances and displays” exception as defined in 17 U.S.C. §110.
Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.
 - d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.
 - e. No, if you plan to copy and use music for academic purposes, other than performance.
 - f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.

- g. Yes, notwithstanding the above, if copies will be “consumed” during the course. “Consumable” works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.
- h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.
- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software, DVD products, and/or downloadable files in District owned equipment. No one may install or download any program on District owned equipment without the Superintendent or designee’s permission.
- k. You must follow licensing agreements applicable to District owned software and DVD products.
 - Licensing agreements with the manufacturer and vendor shall be followed.
 - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software across a network with multiple users unless the applicable license agreement permits.
 - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity - gain of financial rewards from (<i>sic</i>) use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting that is fact intensive	<input type="checkbox"/> News reporting with a new perspective or creative flair
<input type="checkbox"/> Used to create something different and new	<input type="checkbox"/> Making a stylized version that retains the core elements of the original work
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

Amount and Substantiality of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

Impact on Market of Copyrighted Work (often viewed as the most important factor)

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Use could supplant original author's sale for copyrighted work
<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs the market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

In addition to the defense of fair use, a user of a work may also raise the argument that the expression at issue is not protectable because it is composed of *scènes à faire*, which are elements of work that are so rudimentary, commonplace, standard or unavoidable that they do not distinguish one work in a class from another, and therefore receive no copyright protection. Examples of *scènes à faire* might include:

- Story elements, e.g., an adventure story involving a wizened old mentor to a young upstart
- A horror story featuring an unstoppable killer
- Cliché phrases such as *ruby red lips*

A related concept is the *merger doctrine*, which provides that if an idea can be expressed in only a few limited ways, the expression *merges* with the idea and cannot be protected by copyright. Examples of merger may be:

- An order form for a certain type of product
- The architectural layout of a one-bedroom apartment
- Sweepstakes rules

Like questions of fair use, these issues are likely to be factually intensive and their application can be highly subjective. Consult the board attorney for guidance.

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Appendix 2: Copyright Resource List

- U.S. Copyright Office
<http://www.copyright.gov>
- U.S. Copyright Office Fair Use Index
www.copyright.gov/fair-use/
- Copyright Act, as amended, Title 17 of the United States Code
www.copyright.gov/title17/92chap1.html
- Copyright Term and the Public Domain in the United States; updated every Jan. 1
http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm
Cornell University Copyright Information Center
- Circular 21: Reproductions of Copyrighted Works by Educators and Librarians
<http://www.copyright.gov/circs/circ21.pdf>
U.S. Copyright Office
- Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) www.copyright.gov/circs/circ21.pdf
- TEACH ACT (Technology, Education, and Copyright Harmonization Act 2002)
www.copyright.gov/legislation/pl107-273
- The TEACH Act: New roles, rules and responsibilities for academic institutions
www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf
- Copyright: Distance Education and the TEACH Act
<http://www.ala.org/advocacy/copyright/teachact/distanceeducation>
- Copyright Crash Course: TEACH ACT
<https://guides.lib.utexas.edu/copyright/teachact>
The University of North Carolina at Chapel Hill
- WIPO (World Intellectual Property Organization)
<http://www.wipo.org>
- MPAA (Motion Picture Association of America)
<http://www.mpa.org>
- iCopyright.com (Automated copyright licensing system for digital content)
www.icopyright.com
- Permissions Group (Negotiation of rights and fees for the use of copyrighted material in and for all media)
www.permissionsgroup.com
- SIIA (Software & Information Industry Association)
www.spa.org
- CCC Copyright Clearance Center (Copyright permission for publications worldwide)
www.copyright.com
- ASCAP (American Society of Composers, Authors and Publishers)
www.ascap.com
- BMI (Broadcast Music Inc.)
www.bmi.com
- SESAC, Inc. (A performing rights organization)
www.sesac.com
- The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)
www.harryfox.com
- The Authors Registry (Maintains an extensive directory of authors)
www.authorsregistry.org
- Copyright & Fair Use (Stanford University Libraries)
<http://fairuse.stanford.edu/>
- Copyright Society of the USA
www.csusa.org

The Copyright (Copyright Registration and Information Resource)

www.benedict.com

Crash Course in Copyright

University of Texas

www.utsystem.edu/ogc/IntellectualProperty/cprtindx.htm

Kohn on Music Licensing

www.kohnmusic.com

National Writers Union

www.nwu.org/nwu

Poets & Writers, Inc.

www.pw.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))

www.promo.net/pg

WATCH: Writers and Their Copyright Holders

<http://tyler.hrc.utexas.edu/>

**Administrative Procedure / General Personnel -
Seeking Permission to Copy or Use Copyrighted Works**

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. Document the receipt of an oral permission and send the owner a confirming letter or email. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact: Writers Artists and Their Copyright Holders (WATCH) program through University of Texas, Austin's Harry Ransom Humanities Research Center at norman.hrc.utexas.edu/watch/. Phone: 512/471-8944, Email: www.hrc.utexas.edu/contact/.
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, Email: www.copyright.com/about/contact/, www.copyright.com.
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6th Floor, Los Angeles, CA 90046, Phone: 303/436-5060, Email: www.film-foundation.org; American Society of Media Photographers, Four Embarcadero Center, Suite 1400, San Francisco, CA 94111, Phone: 877/771-2767, Fax: 215/451-0880, Email: www.asmp.org/.
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, 61 Broadway Ste. 1630, New York, NY 10006, Phone: 315/545-5034, Email: nwu.org/contact-us/, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, Email: averysilverberg@scbwi.org, www.scbwi.org.
5. For a musical work, contact: American Society of Composers, Authors and Publishers, (ASCAP), 250 West 57th Street, New York, NY 10107, Phone: 212/621-6000, Email: www.ascap.com; Broadcast Music Incorporated, (BMI), 7 World Trade Center, 250 Greenwich Street, New York, NY 10007, Phone: 212/220-3000, Email: www.bmi.com/licensing; or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055, Email: www.sesac.com.
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc. at www.harryfox.com; National Music Publishers Association, 1900 N St NW, Suite 500, Washington, DC 20036, Phone: 202/393-6672, Email: see www.nmpa.org.
7. Play Rights

Concord Theatricals 250 W. 57 th St., 6 th Floor New York, NY 10107 Phone: 866/979-0447 info@concordtheatricals.com	Anchorage Press (Plays for young people) c/o Dramatic Publishing 311 Washington St. Woodstock, IL 60098-3308 Phone: 800/448-7469
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Adopted: November 11, 2009
Reviewed: October 2022
Amended: December 14, 2022

concordtheatricals.com

customerservice@dpcplays.com
www.dramaticpublishing.com

Dramatists Play Service, Inc.
440 Park Avenue South
New York, NY 10016
Phone: 212/683-8960
postmaster@www.dramatists.com
<https://dramatists.com/>

8. For news archives, check the Web. Many of the largest news organizations have placed archives of their back issues online.
9. Movies
The Motion Picture Licensing Corporation at www.mplc.com, Phone: 800/462-8855, Email: mplc.org/index/contactform, info@mplc.com, www.mplc.com, grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown contact: The Literary Marketplace, www.literarymarketplace.com (for books) or Ulrich's International Periodicals, www.ulrichsweb.com (for journals), both published by the R. R. Bowker Company, www.bowker.com.
10. Changed Owner
The apparent copyright owner may not be the real copyright owner. The U.S. Copyright Office of Internet Resources, (www.loc.gov/copyright), provides online searching of its registration records and performs professional searches for a fee.
11. Software
Contact the software's manufacturer at the address given on the licensing agreement.

Professional Personnel - School Visitation Leave

Eligible employees

These administrative procedures apply to both professional staff and educational service personnel. An employee is eligible for a school visitation leave if the employee has worked for the District at least six consecutive months immediately before the request and works at least one-half of the full-time equivalent position. 820 ILCS 147/40. Periods when school is not in session will not count as a break in consecutive service.

School Visitation Leave

An employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Employees may use accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave. 820 ILCS 147/15.

Request

An employee must request a school conference and activity leave in writing at least seven days in advance; in an emergency situation, 24 hours' notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time. 820 ILCS 147/49.

Compensation

A school visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make-up the time taken for such a leave, subject to the requirements relating to reduction of pay of exempt employees in the federal Fair Labor Standards Act. 820 ILCS 147/20. The employee taking a visitation leave will not lose any benefits. 820 ILCS 147/35.

Verification

An employee returning from a school visitation leave must provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within two working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work. 820 ILCS 147/30.

LEGAL REF.: 820 ILCS 147/, School Visitation Rights Act.

**Educational Support Personnel -
Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers**

The District's drug and alcohol testing program shall apply to all individuals in positions that require a commercial driver's license and those that require an Illinois school bus driver permit. This includes casual, intermittent, or occasional drivers, leased drivers and independent owner-operator contractors, as well as full-time, regularly employed drivers. The Superintendent or designee will identify which positions are covered by the various provisions of this procedure.

Pre-Employment Tests

A pre-employment drug test shall be required of an applicant only after he/she has been offered the position.

Drug tests shall be conducted before the first time a driver performs any safety-sensitive function for the District.

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work.

Exceptions may be made for drivers who have participated in the drug testing program required by law within the previous 30 days, provided that the District has been able to make all verifications required by law.

Pre-employment testing shall also be required of employees returning to work after a layoff period if the employee was removed from the random testing pool. If the employee remains in the random testing pool, additional testing shall not be necessary.

Controlled Substance Use

Drivers shall inform their supervisors if at any time they are using a drug that their physician has prescribed for therapeutic purposes. Drivers using a Schedule I controlled substance cannot perform safety-sensitive functions. Drivers using a non-Schedule I controlled substance may continue to perform safety-sensitive functions only if a licensed medical practitioner who is familiar with the driver's medical history has advised the driver that the substance will not adversely affect his/her ability to safely operate a commercial motor vehicle. If the District has actual knowledge that a driver has used a controlled substance, it shall not permit the driver to perform or continue to perform a safety-sensitive function.

Pre-Duty Use of Alcohol

No driver shall perform safety-sensitive functions within four hours after using alcohol. If the District has actual knowledge that a driver has used alcohol within four hours, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

On-Duty Use of Alcohol

No driver shall use alcohol while performing safety-sensitive functions. If the District has actual knowledge that a driver is using alcohol while performing safety-sensitive functions, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

Post-Accident Tests

Alcohol tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life;
2. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or
 - b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Controlled substance tests shall be conducted as soon after an accident as practicable on any surviving driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life;
2. Who receives a citation within 32 hours of occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Drivers shall make themselves readily available for testing, absent the need for immediate medical attention.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours after the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours following the accident or if a drug test is not administered within 32 hours following the accident, the District shall prepare and maintain records explaining why the test was not conducted. Tests will not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, State, or local officials shall fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath and blood tests meet the requirements of alcohol testing. A urine test meets the requirements of a controlled substance test.

Random Tests

Alcohol and drug tests shall be conducted on a random basis at unannounced times throughout the year. The number of random alcohol and drug tests shall be at least equal to those required by federal regulations. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made. Tests for alcohol shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Employees off work due to leaves, vacation, and layoffs shall be informed that they remain subject to random testing. Employees drawn for such testing shall be notified and tested as soon as practicable after they return to duty.

Probable Cause Tests (Applicable to School Bus Driver Permit Holders)

A driver who has received a Uniform Traffic Ticket while in control of a school bus or any other vehicle owned or operated by or for the District, when the vehicle is being used over a regularly scheduled route for the transportation of persons enrolled as students in grade 12 or below, in connection with any activity of the District, may be tested for alcohol. To justify an alcohol test, a police officer must have probable cause to believe that the driver has consumed any amount of an alcoholic beverage based upon evidence of the driver's physical condition or other first hand knowledge of the police officer.

Upon receipt of a law enforcement officer's sworn report that the test result was positive or that the driver refused to be tested, the Secretary of State will notify both the permit holder and the District of the sanction (sanction is effective on the 46th day following the date notice was given).

Reasonable Suspicion Tests

An alcohol or drug test shall be conducted if a supervisor or District official trained in accordance with law has reasonable suspicion that a driver has violated the District's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before, or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District shall prepare and maintain a record explaining why this was not done. If an alcohol test is not administered within eight hours following a determination of reasonable suspicion, the District shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test. Notwithstanding the absence of a reasonable suspicion alcohol test, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while he or she is under the influence of or impaired by alcohol.

A supervisor or District official who makes observations leading to a controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

The Superintendent or designee shall ensure that an employee under reasonable suspicion is transported to the designated collection or testing site.

The Superintendent or designee shall notify the Secretary of State, in a manner and form prescribed by the Secretary, of the result of a reasonable suspicion test when: (i) the test indicates an alcohol concentration greater than 0.00; (ii) the test indicates a positive result on a National Institute on Drug Abuse five-drug panel utilizing the federal standards set forth in 49 C.F.R. 40.87; or (iii) when a driver refuses testing. The notification to the Secretary must be submitted within 48 hours of the refusal of testing or the employer's receipt of the test results

Commercial Driver's License Drug and Alcohol Clearinghouse Checks for all CDL Drivers

Beginning 1-6-20, prior to employment, the District will conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. For current employees, the District will, at least annually, conduct a limited query of the Clearinghouse for each driver. If information exists in the Clearinghouse about the individual driver, the District will conduct a full query within 24 hours to determine the driver's eligibility under federal rules to perform any safety-sensitive function. If the District fails to conduct a full query within 24 hours, it will not allow the driver to continue to perform any safety-sensitive function until it conducts the full query and confirms that the driver may perform such functions.

Enforcement for Non-School Bus Driver Permit Holders

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If the District has actual knowledge that a driver has an alcohol concentration of 0.04 or greater, it shall not permit the driver to perform or continue to perform safety-sensitive functions.

Federal laws require that any driver who refuses to submit to a post-accident, random, reasonable suspicion test, or follow-up test as described below, shall not perform or continue to perform safety-sensitive functions. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

A driver who tests positive for drugs or is found to have an alcohol concentration of greater than 0.04 may not perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who tests positive for drugs or an alcohol concentration of 0.04 or greater shall be subject to District disciplinary action up to and including dismissal.

A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person, or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that the employee properly followed the prescribed rehabilitation program. If an employee is permitted to return to the performance of safety-sensitive functions, the District will not allow, require, permit or authorize a driver to operate a commercial motor vehicle during any period in which the District determines that a driver is not in compliance with the return-to-duty requirements, after the occurrence of any of the following events:

1. The driver receives a positive, adulterated, or substituted drug test result.
2. The driver receives an alcohol confirmation test result of 0.04 or higher alcohol concentration.
3. The driver refused to submit to a test for drugs or alcohol required by federal regulations.
4. The driver used alcohol prior to a post-accident alcohol test.
5. An employer has actual knowledge that a driver has:
 - a. Used alcohol while performing safety-sensitive functions;

- b. Used alcohol within four hours of performing safety-sensitive functions; or
- c. Used a controlled substance.

Return-to-Duty Tests

If a driver who has violated the District's drug or alcohol prohibition is returned to performing safety-sensitive duties, a drug or alcohol test shall be conducted.

The District shall not allow employees whose conduct involved drugs shall not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Employees whose conduct involved alcohol shall not return to duty in a safety-sensitive function until the return-to-duty alcohol test indicates an alcohol concentration of 0.02 or less.

Follow-up Tests for Non-School Bus Driver Permit Holders

A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with the law. The District must carry out the substance abuse professional's follow-up testing requirements.

Follow-up testing shall consist of at least 6 tests in the first 12 months following the driver's return to duty. Testing shall not occur beyond 60 months from the date of the driver's return to duty. The substance abuse professional may terminate the follow-up testing if they determine that the employee has successfully demonstrated compliance.

Maintenance of Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with the law. Upon written request, a driver shall receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to the driver's drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

Enforcement for School Bus Driver Permit Holders

In Illinois, a person whose privilege to possess a school bus driver permit has been canceled under 625 ILCS 5/6-106.1a is not eligible for restoration of the privilege until the expiration of three years from the effective date of the cancellation if the person has refused or failed to complete a test or tests to determine blood alcohol concentration, or has submitted to testing with a blood alcohol concentration of more than 0.00.

The Ill. Secretary of State must suspend a school bus driver permit for a period of three years upon receiving notice that the holder refused to submit to an alcohol or drug test as required by Section 5/6-106.1c or has submitted to a test required by that Section that disclosed an alcohol concentration of more than 0.00 or disclosed a positive result on a National Institute on Drug Abuse five-drug panel, utilizing federal standards set forth in 49 C.F.R. 40.87.

A driver who tests positive for drugs or is found to have an alcohol concentration of greater than 0.00 shall have their employment terminated.

Notifications

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify all of the following:

1. The person designated by the District to answer drivers' questions about the materials;
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382, including post-accident testing under §382.303(d);
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver, including post-accident information, procedures and instructions required by §382.303(d);
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment;
10. The consequences for drivers who do not hold a school bus driver permit found to have an alcohol concentration of 0.02 or greater but less than 0.04;
11. The consequences for drivers who hold a school bus driver permit found to have an alcohol concentration over 0.00;
12. The effects of drugs and alcohol on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a coworker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management; and
13. Other legal requirements, District policies, and disciplinary consequences related to the use of alcohol and drugs.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the District shall provide him/her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

Before drug and alcohol tests are performed, pursuant to 49 C.F.R. §382, the District shall inform drivers that the tests are required by these regulations.

The District shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the driver's employment application.

The District shall notify a driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are verified positive. The District shall also tell the driver which controlled substance(s) were verified as positive.

Professional Personnel

Exhibit - Unsatisfactory Performance Report for Substitute Teachers

To be submitted to the Building Principal. Please print.

Substitute's name ID #

School Assignment

Classroom teacher's name Date of substitution

Explanation of area(s) of concern:

Reported by: Student Staff Both

In the future, please do not assign this substitute to:

Classroom/Teacher's name _____

Grade level _____

Building _____

Any Position

Reporter's name (*printed*)

Reporter's signature

Date

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

Instructional Materials Selection and Adoption

The Superintendent or designee shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-19.1.

CROSS REF.: 6.30 (Organization of Instruction), 6.40 (Curriculum Development), 6.80 (Teaching About Controversial and Sensitive Issues), 6.170 (Title I Programs), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.10 (Equal Educational Opportunities), 7.15 (Student and Family Privacy Rights), 8.110 (Public Suggestions and Concerns)

Instructional Media Program

The Superintendent or designee shall manage the District's library media program to comply with (1) State law and Ill. State Board of Education (ISBE) rule and (2) the following standards:

1. The program includes an organized collection of resources available to students and staff to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
2. Financial resources for the program's resources and supplies are allocated to meet students' needs.
3. Students in all grades served have equitable access to library media resources.
4. The advice of an individual who is qualified according to ISBE rule is sought regarding the overall direction of the program, including the selection and organization of materials, provision of instruction in information and technology literacy, and structuring the work of library paraprofessionals.
5. Staff members are invited to recommend additions to the collection.
6. Students may freely select resource center materials as well as receive guided selection of materials appropriate to specific, planned learning experiences.

LEGAL REF.: 23 Ill. Admin. Code §1.420(o).

CROSS REF.: 5.165 (Access to Electronic Networks), 6.60 (Curriculum Content), 6.170 (Title I Programs), 6.210 (Instructional Materials), 6.235 (Access to Electronic Networks)

ADMIN.PROC.: 5.165-AP1, 6.230-AP1, 6.230-E1

Adopted: May 28, 1997
Reviewed: October 2022
Amended: December 14, 2022

Administrative Procedure - IMC Collection Development

Instructional Media Centers (IMCs) support Unit 5's mission to educate each student to achieve personal excellence. IMCs contain materials to implement, enrich, and support the curriculum and meet the individual educational, emotional, and recreational needs of students and staff.

Support for Intellectual Freedom

The IMCs of this District are guided by the principles set forth by the American Library Association and National Council of Teachers of English.

Selection Policy Objectives

- To provide students and staff with materials that enrich and support the curriculum and meet the needs of students and staff served
- To provide students with a wide range of educational materials on all levels of difficulty and in a variety of formats, including up-to-date, high quality, varied literature to develop and strengthen a love of reading

Criteria for Selection

Materials shall:

- Support and enrich the curriculum and/or students' personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality
- Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Incorporate accurate and authentic factual content from authoritative sources
- Earn favorable reviews in standard reviewed sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Exhibit a high degree of potential user appeal and interest
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Include a variety of resources in physical and virtual formats including print and other non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)

Selection Resources

The following professional resources may include but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- School Library Connection
- We Need Diverse Books website
- Young Adult Library Services Association (YALSA) Best Book For Young Adults

Adopted: February 27, 2013
Reviewed: November 2022
Amended: December 14, 2022

Award lists:

- State: Monarch, Bluestem, Abraham Lincoln, Caudill
- National: Caldecott, Newbery, Printz, Coretta Scott King, Pura Belpre, Sibert, Alex

IMC Specialists:

In addition to professionally published book reviews and award lists, District IMC Specialists collaborate with their building's teachers and students, and use their training, education, and professional expertise to choose books best suited for the diverse population of students at their respective schools. IMC Specialists also select materials that support the intellectual growth, personal development, individual interests, maturity levels and recreational needs of their students.

Gifts

Gifts to the IMC shall be subject to the same criteria used through the regular selection process.

Collection Evaluation

A periodic evaluation ("weeding") of the collection will be performed to remove or replace materials that are no longer current, appropriate or useful as determined by the IMC specialist, according to the following guidelines:

- Appearance
 - Worn volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
 - Badly bound volumes: soft, pulpy paper and/or shoddy binding
 - Badly printed works
 - Books of antiquated appearance which might discourage use
- Poor Content
 - Information is dated
 - Information is inaccurate
 - Book is poorly written
- Use
 - Nonfiction: Book has not been checked out within last 10 years
 - Fiction: Book has not been checked out within last 5 years (classics excluded)

Procedure for Addressing Concerns

- Concerns should first be directed to the building IMC specialist.
- Upon receiving a concern, the IMC specialist shall notify the Building Principal. If the concern cannot be resolved in a conference, the concerned citizen will be asked to complete and return Exhibit 6.230-E1, *Request for Reconsideration of IMC Materials Form*.
- A committee comprised of the Building Principal or designee, IMC specialists at the appropriate level, and the Director of Education or designee will review the concern and make a decision regarding the material in question. Committee members shall complete their work using these guiding principles including:
 - Libraries have diverse material reflecting different points of view, and a library's mission is to provide access to information to all users.
 - All library users have a First Amendment right to read, view and listen to library resources.

Adopted: February 27, 2013
Reviewed: November 2022
Amended: December 14, 2022

- The Library Bill of Rights and Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When a library resources are reconsidered, the principles of the freedom to read, listen and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, no judged solely on portions taken out of context.
- Parents or guardians have the right to guide reading, viewing, and listening of their children, but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during reconsideration process.
- The Building Principal or designee will contact the concerned citizen regarding the decision.
- The committee decision may be appealed via written notice to the Superintendent within one week of notification of the decision.
- The Superintendent will provide a final decision within two weeks of receipt of the appeal.

LEGAL REF.: 105 ILCS 5/10-20.8 and 5/28-1 et seq.

CROSS REF.: 6.80, 6.210, 6.230, 6.260, 7.10, 7.15, 8.110

ADMIN. PROC.: 6.230-E1, 6.260-AP1, 6.260-E1

Exhibit – Volunteer Information Form and Waiver of Liability

*All volunteers must complete this form one time each school year. Please print clearly in ink.
New volunteers must complete a SSN trace background screening.*

Have you successfully completed the Unit 5 electronic volunteer screening? Yes No

PERSONAL INFORMATION

Name: _____
Last First MI

Check One: Parent/Guardian Family Member Community Member Student

Address: _____
Street City State Zip

Phone Number(s): _____

Emergency contact: _____ Phone: _____

Have you ever been a school volunteer in Unit 5? Yes No

If Yes, name of school(s) and year(s): _____

Name(s) of any child(ren) in Unit 5 and the school they attend:

School(s) where you wish to volunteer: _____

If you are a high school volunteer, please list the activities with which you wish to volunteer:

Criminal Conviction Information: Are you a child sex offender? Yes No

Have you ever been convicted of a felony? Yes No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

AVAILABILITY:

Entire School Year (September – June) Program/Short Term Project _____

Summer School (July) Other _____

Time Available: Morning (_____ to _____) M T W Th F

Afternoon (_____ to _____) M T W Th F

Number of hours per week _____

WAIVER OF LIABILITY

Any injury or loss incurred while serving as a volunteer should be reported to the Unit 5 Superintendent in writing. Ask your supervisor to assist you if you have questions.

By your signature below:

You represent that you are physically and medically capable of participating in all the activities for which you have volunteered, and that there are no restrictions on your ability to carry out those activities, except those you have stated in my application to volunteer. You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of your supervised or unsupervised service to the School District or volunteer activities. You also agree to waive any and all claims against the School Board, its members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of your supervised or unsupervised service to the School District or volunteer activities.

Volunteer Signature

Date

Print Name

For volunteer coaches only: I understand that while fulfilling my coaching responsibilities, I am a school official under State law. In accordance with policy 5:90, *Abused and Neglected Child Reporting*, I will report to the Building Principal any hazing, which includes any unsanctioned or unauthorized act that results in bodily harm to any person. If the act results in death or great bodily harm, I will make a report to law enforcement and promptly notify the Building Principal that a report has been made (720 ILCS 5/12C-50.1).

Volunteer Name (*please print*)

Volunteer Signature

Date

For School Use Only

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other _____

Name of supervising staff member _____

Illinois Sex Offender Database Registry at: <https://isp.illinois.gov/Sor/Disclaimer>

Registry checked by: _____ Date: _____ (mandatory)

Illinois Murderer and Violent Offender Against Youth Registry at:

<https://isp.illinois.gov/MVOAY/Disclaimer>

Registry checked by: _____ Date: _____ (mandatory)

Dru Sjodin National Sex Offender Public Website (NSOPW) at: <https://www.nsopw.gov/>

NSOPW checked by: _____ Date: _____ (mandatory)

To be completed by the Building Principal:

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a fingerprint-based criminal history records check would be prudent? Yes No

If yes, and provided the individual authorized the fingerprint-based criminal history records check, please provide the following:

Date that the background check was requested _____

Date that the background check was received and reviewed _____

Check reviewed by (*please print*) _____

Signature of Reviewer

Date

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6.10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey:

1. that is created by a person or entity other than a District official, staff member, or student,
2. regardless of whether the student answering the questions can be identified, and
3. regardless of the subject matter of the questions.

Surveys Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parents/guardians.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term *instructional material* means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
3. Is administered to the District's extracurricular drug and alcohol testing program (see policy 7.240, *Conduct Code for Participants in Co-Curricular Activities*).
4. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including:

1. a student or parent's first and last name,
2. a home or other physical address (including street name and the name of the city or town),
3. a telephone number,
4. a Social Security identification number or

5. driver's license number or state identification card.

Unless otherwise prohibited by law, the above paragraph does not apply:

- (1) if the student's parent(s)/guardian(s) have consented; or
- (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:
 1. College or other postsecondary education recruitment, or military recruitment.
 2. Book clubs, magazines, and programs providing access to low-cost literary products.
 3. Curriculum and instructional materials used by elementary schools and secondary schools.
 4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
 5. The sale by students of products or services to raise funds for school-related or education-related activities.
 6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights.
105 ILCS 5/10-20.38.
325 ILCS 17/1 et seq., Children's Privacy Protection and Parental Empowerment Act.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 6.210 (Instructional Materials), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.130 (Student Rights and Responsibilities), 7.240 (Conduct Code for Participants in Co-Curricular Activities), 7.300 (Co-Curricular Athletics)

ADMIN. PROC.: 7.15-E1, 7.340-AP1, 7.340-E1, 7.340-E2

Student Support Services

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

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the adverse health effects of bed bugs and spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parents/guardians must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Dept. of Children and Family Services (DCFS) when enrolling in or changing schools.

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

Erin's Law Counseling Options, Assistance, and Intervention

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

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

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

CROSS REF.: 6.65 (Student Social and Emotional Development), 6.270 (Guidance and Counseling Program), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7.280 (Communicable and Chronic Infectious Disease), 7.290 (Suicide and Depression Awareness and Prevention), 7.340 (Student Records)

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

(Section 17-2.11 of the School Code)

CHIDDIX JR HIGH SCHOOL	
School Building	County
, 0050	
District Name and Number	
Amendment Number 38	

Total Previously Approved	
Approved to raise with this Amendment	\$29,640.00
Total Approved to Date	\$29,640.00
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 \$29,640.00 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
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(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 CHIDDIX JR HIGH SCHOOL school, located at 300 S Walnut St Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, County, was surveyed by me on 11/21/2022.

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 \$ 29,640.00.

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 11/30/2024
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. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. 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.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. 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).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. 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 064,			2. DISTRICT CODE/NAME 0050,			3. FACILITY CODE/NAME CHIDDIX JR HIGH SCHOOL		
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	Administration Office Room 101	b.	185.50a) & e)	The carpet in rooms 101 and related rooms except Rooms 101H and 101L, plus rooms 10, 10A, 10B, and Room 11 are off gassing ethanol and propanol vapors from the carpet backing and adhesive. Some of the room occupants have felt ill from this condition.	Remove the carpet, the backing, and the adhesive on the floor.			

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 064,			2. DISTRICT CODE/NAME 0050,				3. FACILITY CODE/NAME CHIDDIX JR HIGH SCHOOL				
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 all moveable furniture from the noted rooms, and remove semi-permanent service counter, desks, and filing cabinets. Remove carpet, backing, and adhesive. Install new 24" x 24" carpet tiles which have factory applied release adhesive. Reinstall all furniture.	sq. ft.	2992	2	\$24,700.00			4/11/2023	F

	Original Subtotal	\$24,700.00	Adjusted Subtotal	\$24,700.00	
	Original 10.00% Contingency	\$2,470.00	Adjusted 10.00% Contingency	\$2,470.00	
	Original 10.00% A/E Fees	\$2,470.00	Adjusted 10.00% A/E Fees	\$2,470.00	
	Original Grand Total	\$29,640.00	Adjusted Grand Total	\$29,640.00	

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)

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

(Section 17-2.11 of the School Code)

NORMAL COMMUNITY HIGH SCHOOL	
School Building	County
, 0050	
District Name and Number	
Amendment Number 36	

Total Previously Approved	
Approved to raise with this Amendment	\$53,520.00
Total Approved to Date	\$53,520.00
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 \$53,520.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
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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
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(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

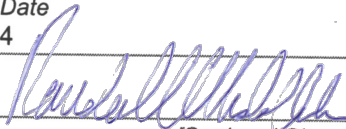
This is to certify that:

The NORMAL COMMUNITY HIGH SCHOOL school, located at 3900 E Raab Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, County, was surveyed by me on 10/17/2022.

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 \$ 53,520.00.

Name of Architect/Engineer Randall Edqward Middleton	Name of Firm MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	Fax Number (309) 454-8049.
License Number 001-007938	Expiration Date 11/30/2024
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. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. 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.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. 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).

- g. All work authorized by the District will be executed in conformity with all applicable codes.
- h. 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 064,		2. DISTRICT CODE/NAME 0050,		3. FACILITY CODE/NAME NORMAL COMMUNITY HIGH SCHOOL	
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	Exterior Mechanical Area	a.	BOCA 3401.2	The BAC cooling tower water pump has failed. This pump moves water up to the heat exchanger where the water washes down the coiled heat exchanger, and then should be pumped back up in a continuous process which is not possible now.	Replace the water pump.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 064,			2. DISTRICT CODE/NAME 0050,			3. FACILITY CODE/NAME NORMAL COMMUNITY HIGH SCHOOL					
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	a.	Pump is 460V 4hp and must be specifically fitted to the BAC heat exchanger.	unit	1	2	\$44,600.00			2/15/2023	F

	Original Subtotal	\$44,600.00	Adjusted Subtotal	\$44,600.00	
	Original 10.00% Contingency	\$4,460.00	Adjusted 10.00% Contingency	\$4,460.00	
	Original 10.00% A/E Fees	\$4,460.00	Adjusted 10.00% A/E Fees	\$4,460.00	
	Original Grand Total	\$53,520.00	Adjusted Grand Total	\$53,520.00	

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	
School Building	County
, 0050	
District Name and Number	
Amendment Number 52	

Total Previously Approved	
Approved to raise with this Amendment	\$27,810.00
Total Approved to Date	\$27,810.00
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 \$27,810.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education
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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
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(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

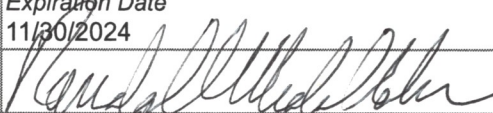
This is to certify that:

The 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, County, was surveyed by me on 12/1/2022.

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 \$ 27,810.00.

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 11/30/2024
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. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.
- d. 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.
- e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- f. 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).

g. All work authorized by the District will be executed in conformity with all applicable codes.

h. 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 064,		2. DISTRICT CODE/NAME 0050,			3. FACILITY CODE/NAME NORMAL COMMUNITY WEST HIGH SCHOOL			
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	Pool Room 310	b.	BOCA 3401.2	The present scoreboard is inoperative on two of 8 panels. The scoreboard is 27 years old and parts are not available from the manufacturer, Colorado Timing System. In the past, old stock or salvaged used parts were used for repairs. This source of parts is not available. The scoreboard is used for the following activities: Big 12 Conference, B/N Swim Club, Special Olympics, Community & School Programs.			Replace the scoreboard.	

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 064,			2. DISTRICT CODE/NAME 0050,			3. FACILITY CODE/NAME NORMAL COMMUNITY WEST HIGH SCHOOL					
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 existing scoreboard and replace with new electronic board with 8 lanes plus operating board.	unit	1	2	\$23,175.00			2/1/2023	F

	Original Subtotal	\$23,175.00	Adjusted Subtotal	\$23,175.00
	Original 10.00% Contingency	\$2,317.50	Adjusted 10.00% Contingency	\$2,317.50
	Original 10.00% A/E Fees	\$2,317.50	Adjusted 10.00% A/E Fees	\$2,317.50
	Original Grand Total	\$27,810.00	Adjusted Grand Total	\$27,810.00

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
1809 West Hovey Avenue
Normal, Illinois 61761-4339



December 14, 2022

To: Board of Education

From: Martin Hickman

Re: Property, Data Compromise, General Liability, Crime, Boiler & Machinery, Inland Marine, Auto, Umbrella, Excess Umbrella (Layer 1, 2, 3, 4, 5), School Board Legal Liability, Cyber Liability, and Pollution Liability Insurance Renewals

Recommendation to approve the Package Insurance renewals through Suburban School Cooperative Insurance Program (SSCIP), for the 12/31/2022 – 12/31/2023 policy period. The annual premium for the 12/31/2022 – 12/31/2023 policy period would be \$1,049,898, which is a 6.73% increase in premium above the expiring.

Recommendation to approve the Compensation Renewal Agreement from Gallagher Management Services, Inc., for the 12/31/2022 – 12/31/2023 policy period. The annual service fee for the 12/31/2022 – 12/31/2023 policy period would be \$35,000, which is the same as the expiring. Invoice to follow once the Agreement is signed.

December 14, 2022

To: Board of Education

From: Joe Adelman - Executive Director of Operations

CC: Dr. Kristen Weikle - Superintendent
Martin Hickman - CFO

Re: Implement Campus Optimizer at Northpoint Elementary

Administration recommends the approval of \$78,480.00 for the implementation of Campus Optimizer proposal from Alpha Controls & Services under the Omnia Partners Cooperative Purchasing Agreement.

This project will increase energy efficiency at Northpoint Elementary School by implementing Campus Optimizer software. Northpoint is currently using network controllers which are 32 years old and are not cyber secure. The project will eliminate this problem and provide updated building automation systems.

The project will reduce the annual utility costs at Northpoint by 37%, the project pay back will be less than three years.

The project will be paid for with life safety funds under Northpoint amendment number 14.



McLean County Unit District No. 5

1809 W. Hovey

Normal, IL

61761

October - 2022



Subject: McLean County Unit District No. 5 - Basebid Optimal

Get \$180,101 in utility incentives*, improve temperature control and save \$205,074 per year.

The annual savings alone would be roughly equivalent to providing textbooks for 3,869 students every year.

Target: Address excessive energy costs and reduce temperature and humidity variations.

- As compared to current usage this proposal will save 13% on electricity and 31% on natural gas costs annually.
- Reduce excessive equipment run time operation to extend equipment life.
- Environmental conditions will stabilize; temps will be with 2 degrees of set point. All graphics to be browser based and accessible remotely.

Modern hardware will enhance the monitoring and regulation of indoor air quality by providing more sophisticated humidity control, matching today's optimal energy efficient building codes. Chapter 22 of the ASHRAE handbook cites the impact maintaining low humidity has on reducing the transmission of infectious disease. According to USGBC, several studies have documented a 5-15% increase in attendance with improved indoor air quality and many states calculate funding based on attendance. This presents an opportunity to potentially increase the funding will be received in future years. Dry air is easier to heat and cool, therefore by managing and maintaining low humidity indoor air quality will be improved and energy costs will be reduced.

Patented technology will be deployed that uses a 19-level mathematical matrix to enhance HVAC control systems to significantly enhance energy savings in 916,953 square feet of building space. Among the more than 260 automated features will be automated integration of schedules into the Building Automation System to create custom ramp times for each of the 917 individual pieces of HVAC equipment. In addition, improvements shall be made to improve economizer, relative humidity control, latent energy load management as well elimination of simultaneous heating and cooling. As a result, the building will experience reduction of utility demand costs as well.

An energy savings plan with optimal operation has been described below in financial terms. We have a complete plan to manage the savings shown below as the variations reflect elements of human behavioral choices regarding building operation.

Financial: Project first cost is estimated at \$819,498, less an estimated incentive of \$180,101.
An analysis of the life cycle cost indicates the cost of doing nothing is \$1,447,697.

	Optimal Operation	Basic Operation
Annual Cost Savings	\$205,074	\$174,313
Utility Incentives	\$180,101	\$153,086
Simple Payback Period	3.12 years	3.82 years
Net Present Value	\$1,447,697	\$1,107,618
Savings to Investment Ratio	3.3	1.7

Action: Upon approval of the grant application for utility incentive programs, the District can utilize an intergovernmental Cooperative Purchasing Agreement with Omnia Partners to procure this project.

Status: We have prepared a detailed specification for the project to implement ventilation improvements and temperature controls upgrades. We propose to provide equipment operation that will reduce energy savings while making the facility more comfortable. We have completed an energy model and analysis and have a turnkey solution ready for installation in 12 weeks from date of authorization to proceed.

* Incentive subject to pre-approval of custom incentive application, savings are not guaranteed

Proposed by Jason Vogelbaugh
Director, Business Development
jasonv@alphaacs.com 217-299-1379
Date: 10/26/22

Accepted by:

Signature:

Date:

Title:

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

All goods, services, and Firmware furnished by Alpha Controls & Services ("Supplier") are governed by these standard terms and conditions, and every agreement or other undertaking by Supplier is expressly conditioned on assent hereto by the buyer, and any end user with whom Supplier undertakes to deal, of Supplier's goods, services, and Firmware ("Customer"). These standard terms and conditions supersede all inconsistent printed terms submitted by Customer prior to Supplier's order acknowledgment. They may be varied only by a typed or legibly handwritten notation on the face of Supplier's quotation or order acknowledgment, Customer's purchase order form, or similar documents. Product and sales policy sheets and the like published from time to time by Supplier shall supplement but not supersede these standard terms and conditions. SUPPLIER IS NOT BOUND TO FURNISH ITS GOODS, SERVICES OR FIRMWARE EXCEPT IN ACCORDANCE WITH THE TERMS OF ITS ORDER ACKNOWLEDGMENT, FIRM QUOTATION, OR OTHER SIMILAR DOCUMENT ISSUED OVER THE SIGNATURE OF AN AUTHORIZED EMPLOYEE OF SUPPLIER. SUPPLIER'S REPRESENTATIVES, DISTRIBUTORS, DEALERS AND OTHER NON-EMPLOYEES HAVE NO AUTHORITY TO BIND SUPPLIER.

1. **Firmware.** The terms "goods" as used herein shall include Firmware which shall mean the set of instructions, consisting of symbolic language, processes, logic, routines, and programmed information in the form of firm or soft media relating to any of the goods and all revisions and modifications thereof.

2. **Price/Delivery Terms.** Unless otherwise provided on Supplier's order acknowledgment, price and delivery terms are FOB Supplier's plant and do not include sales, use, or other taxes. Supplier may, at its option, make partial shipments and invoice for same.

3. **Payment/Credit/Security.** Payment terms for buyers with a credit standing deemed adequate by Supplier are net 30 days from date of invoice. Supplier shall be entitled to charge interest thereafter at a rate permitted by law, but in no event to exceed 1-1/2% per month. Whenever Supplier in good faith deems itself insecure, Supplier may cancel any outstanding contracts with Customer, revoke its extension of credit to Customer, reduce any unpaid debt by enforcing its security interest, created hereby, in all goods (and proceeds therefrom) furnished by Supplier to Customer, and take any other steps necessary or desirable to secure Supplier with respect to Customer's payment for goods and services furnished or to be furnished by Supplier.

In the event Customer for any reason withholds payment of any amount due Supplier, Supplier may declare itself insecure and suspend further shipment to Customer until Customer places the withheld amount in escrow and gives adequate security for further shipment or until Customer satisfies Supplier that Customer was entitled to withhold such amount. Supplier shall be entitled to recover from Customer all costs, including reasonable attorney's fees, incurred by Supplier in connection with the collection of any amount due Supplier.

4. **Cancellation by Customer.**

(a). Except as provided in sub-paragraph

(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resaleable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

5. **Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier. As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time: The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER. In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts. Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

6. **Force Majeur.** Supplier and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Supplier impractical: strike, riots, fires, war, late or non-delivery by suppliers to Supplier, and all other contingencies beyond the reasonable control of supplier.

7. **No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduct (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

8. **Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

9. **Prices** in this quotation remain in effect for 45 days from date of issue.

Exhibit - Overnight Trip Request Form

This form is to be submitted to the Board of Education for prior approval of all trips by students that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.

School(s): Normal Community
Student(s)/Grade(s)/Group(s) Participating: Wrestling Team

Dates of Trip (inclusive): 12/9/22 No. of School Days Missed: 0

Destination(s): Maquoketa, IA

Reason for Trip: Wrestling Tournament

Educational Club Athletic Contests Special Education Team Other

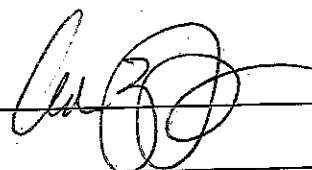
Name(s) of Supervisor(s): Trevor Kaufman

Mode of Transportation: Yellow Bus Provided by: First Student

Participant Costs: 0 Paid by: Wrestling Fund
District Cost: 0

Other Pertinent Information: _____

Originally, this tournament was scheduled to start at 10 AM on 12/10/22 and our wrestling team was planning on departing NCHS at 5 AM on 12/10/22. On 11/30/22, we were notified that the start time of the tournament had been moved up to 9 AM, on 12/10/22. Our coach and I don't want our kids getting on a bus at 4 AM. Therefore, we are requesting permission to stay in Iowa, on 12/9/22.

Signature of Principal:  _____
Date: 12/1/22

Board of Education Approval Yes No
Date: _____

Adopted: April 24, 2013
Reviewed:
Amended: _____



Unit 5 School Improvement Plan Template

School Year: 2022-23

Building: EJHS Admin. Name: Kimberly Martin-Boyd

Important Dates

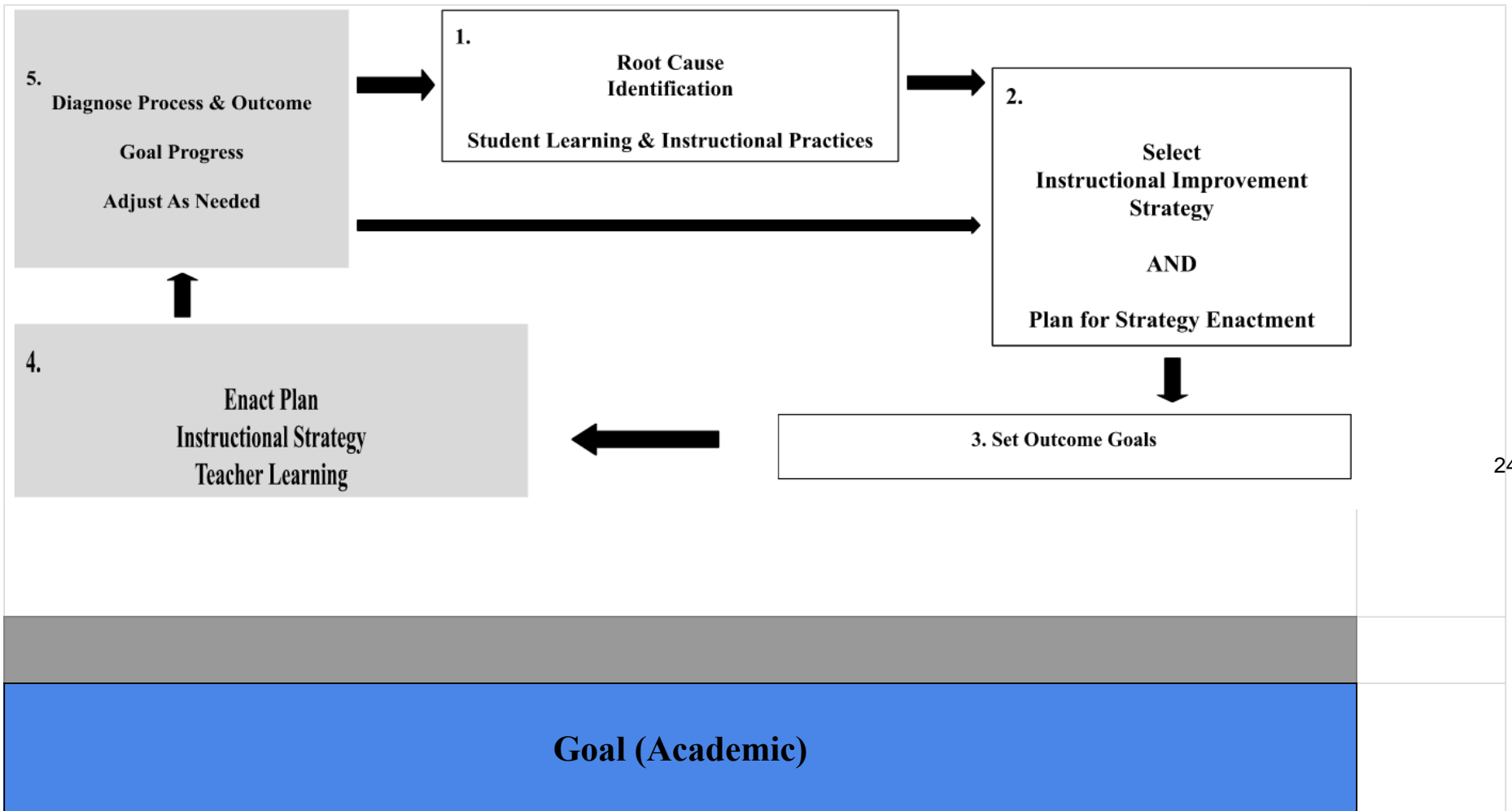
Due Date	Meeting/Task
October 14th	Plans completed and shared
February 3rd	Analyze progress, adjust action plans, internal reporting
April 28th	Goal Results

Cycles of Inquiry for Finding & Solving Problems

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Cycles of Inquiry includes a five-step, action/analysis process that can be continuously refined to address the needs of the specific school, grade level, content area, or classroom context. The five steps involved in the Cycles of Inquiry approach include problem identification, strategy selection, goal setting, teacher learning, and diagnosis of implementation and impact. The Cycles of Inquiry Logic Model is organized around a proposition that links student learning outcomes with adult instructional practice. Not only will leadership teams consider student learning data in their analysis, but they will methodically collect and interpret instructional data in the form of artifact reviews or observable adult behaviors. Taken together, this more robust investigation results in sound strategy selection with a stronger logic connection to the problem of origin unique to the school. The diagram below illustrates the five step process that make-up the Cycles of Inquiry Design.

Five Step Process



Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

*Student Data Sources - consider student attainment, student growth, cohort performance, or student group performance:

aReading & aMath

IAR

ISA

Pre-SAT/SAT

F&P

ACCESS for ELLs

Writing Benchmark

Common Formative & Summative Assessments

Gradebook Data

Teaching Strategies GOLD (early learning)

ECERS (early learning)

[*Student Learning Identification Form \(resource\)](#)

Instructional data sources provide information about adult instructional practice that impacts student growth and achievement. Conduct an analysis of instructional data to identify an instructional practice to make it stronger.

*Instructional Data Sources - consider observational data sources, artifact-based data sources, or qualitative data sources:

Evaluation Data

Survey Data

[Workshop Protocol](#)

Walk-Through Data

[Revised ESAIL](#)

[Elementary Math Look Fors](#)

[Elementary Literacy CORE Commitments](#)

[Elementary Math CORE Commitments](#)

[*Instructional Practice Identification Form \(resource\)](#)

Goal (Equity)

During this phase teams strive to understand the situation/challenge while speculating about what they need to know and do in order to select effective strategies to address the impact. Teams will also identify additional information and data that are needed to inform their understanding of the challenge and the selection of strategies to address it.

Data analysis to indicate that there is a practice to make stronger (What needs to change in order to better support established outcomes? How will this change lead to improved outcomes?):

Academic Goal

Instructional Leadership Team Members

Matt Sherrill	Carly Franks	Brian Duggins	Sarah Crowder	Randa Stanek	Krista Beddigs
Jill Kintner	Nate Bostic	Michele Southerd	Sara Jessee	Bethany Schlipf	Melissa Magnus
Nathan Lawler	Brett Papoccia	Colleen Kelly	Kimberly Martin-Boyd		

Meeting Dates:

9/2/2022	9/14/2022	10/7/2022	11/4/2022	11/18/2022	12/2/2022
1/6/2023	2/3/2023	3/3/2023	4/7/2023	5/5/2023	5/30/2023

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

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In 2022-2023, all educators will identify and explicitly use aligned literacy practices with consistent academic language, embedded in their course to increase student performance on aReading by 1% overall for the school. In Spring of 2022 84% of students were at or above the benchmark, by Spring of 2023 the goal is 85% or more at or above benchmark on aReading.

Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

In 22-23, teachers will identify and reflect upon instructional literacy practices used in their courses, a Google Form will be used to collect information from staff. At the end of the year staff will reflect upon implementation of new practices and refining of old to meet student needs. Student needs in the area of literacy will be identified through data collected and analyzed through aReading. School wide Literacy Team will be re-activated and engaged to assist with staff development in areas of literacy.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Forming of Flight Team (Leadership)	Kimberly Martin-Boyd	8/30/2022	Flight Team Notes accessed here.

Review of aMath/aReading spring data	Flight Team	9/14/2022	See flight team notes.
aMath/aReading Fall testing	Teachers	9/9/2022	In EduClimber
Development of Academic Goal	Flight Team	10/7/2022	See flight team notes.
Literacy Team Development	Kimberly Martin-Boyd	11/1/2022	Literacy Team Notes accessed here.
Review SIP	Flight Team	11/4/2022	See flight team notes.
Staff Survey (Begining)	Flight Team	11/16/2022	See flight team notes.
Analyze Fall aReading Data	Flight Team	11/4/2022	See flight team notes.
Literacy Team Meetings (separate from Flight Team) Date is starting date but will go throughout the year.	Literacy Team	11/16/2022	See literacy team notes.
aMath/aReading Winter testing	Teachers	11/29/2022	In EduClimber
Staff PD for Literacy Practices	KMB & Literacy Team	1/3/2023 & 2/21/2023	See literacy team notes.
aMath/aReading Spring testing	Teachers	5/5/2023	In EduClimber
Staff Survey (End of Year)	Flight Team	5/15/2023	See flight team notes.
Analyze Winter/Spring Data/Growth	Flight Team	5/30/2023	See flight team notes.

Student Outcome (Growth & Achievement) Goal	
<u>Baseline Data</u>	<u>Results</u>

Equity Goal

Instructional Leadership Team Members

Matt Sherrill	Carly Franks	Brian Duggins	Sarah Crowder	Randa Stanek	Krista Beddigs
Jill Kintner	Nate Bostic	Michele Southerd	Sara Jessee	Bethany Schlipf	Melissa Magnus
Nathan Lawler	Brett Papoccia	Colleen Kelly	Kimberly Martin-Boyd		

Meeting Dates:

9/2/2022	9/14/2022	10/7/2022	11/4/2022	11/18/2022	12/2/2022
1/6/2023	2/3/2023	3/3/2023	4/7/2023	5/5/2023	5/30/2023

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

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By Spring of 2023 we will see an increase in our Hispanic Student Attendance rate by 1%. When looking at student groups Hispanic students had the lowest attendance rate of 92.34%. The attendance rate for all students was 94.84%

Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

During the 2022-2023 school year Evans Jr. High will use attendance data, surveys, and communication with families to track, monitor and encourage student attendance. Through analysis and reflection strategies can be developed/identified for increasing students attendance rates for current and future years.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Forming of Flight Team (Leadership)	Kimberly Martin-Boyd	8/30/2022	Flight Team Notes accessed here.

Review of academic data of student groups	Flight Team	9/14/2022	See flight team notes.
Development of Equity Goal	Flight Team	10/7/2022	See flight team notes.
Analysis of 2021-2022 Attendance/Discipline Data	Admin Team/Flight Team/Lawler	11/4/2022	Attendance Committee notes accessed here.
Review of SIP	Flight Team	11/4/2022	See flight team notes.
Know Me, Know My Name (student survey)	Staff	11/11/2022	Know Me, Know My Name Survey & Spreadsheet
Review of Student Survey Data	Flight Team	12/2/2022	See flight team notes.
Attendance Committee (CICO/Data Analysis)	Lawler/Boyd	12/2/2022	See attendance committee notes.
First Semester Discipline Data Analysis	Lawler/Boyd	1/6/2023	See flight team notes.
Develop action plan for increased contribution/involvement and attendance for 2023-2024	Flight Team/Admin Team	5/5/2023	See flight team notes.

Student Outcome (Growth & Achievement) Goal
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<u>Baseline Data</u>	<u>Results</u>



Unit 5 School Improvement Plan Template

School Year: 2022-23

Building: PJHS Admin. Name: Karrah Jensen

Important Dates

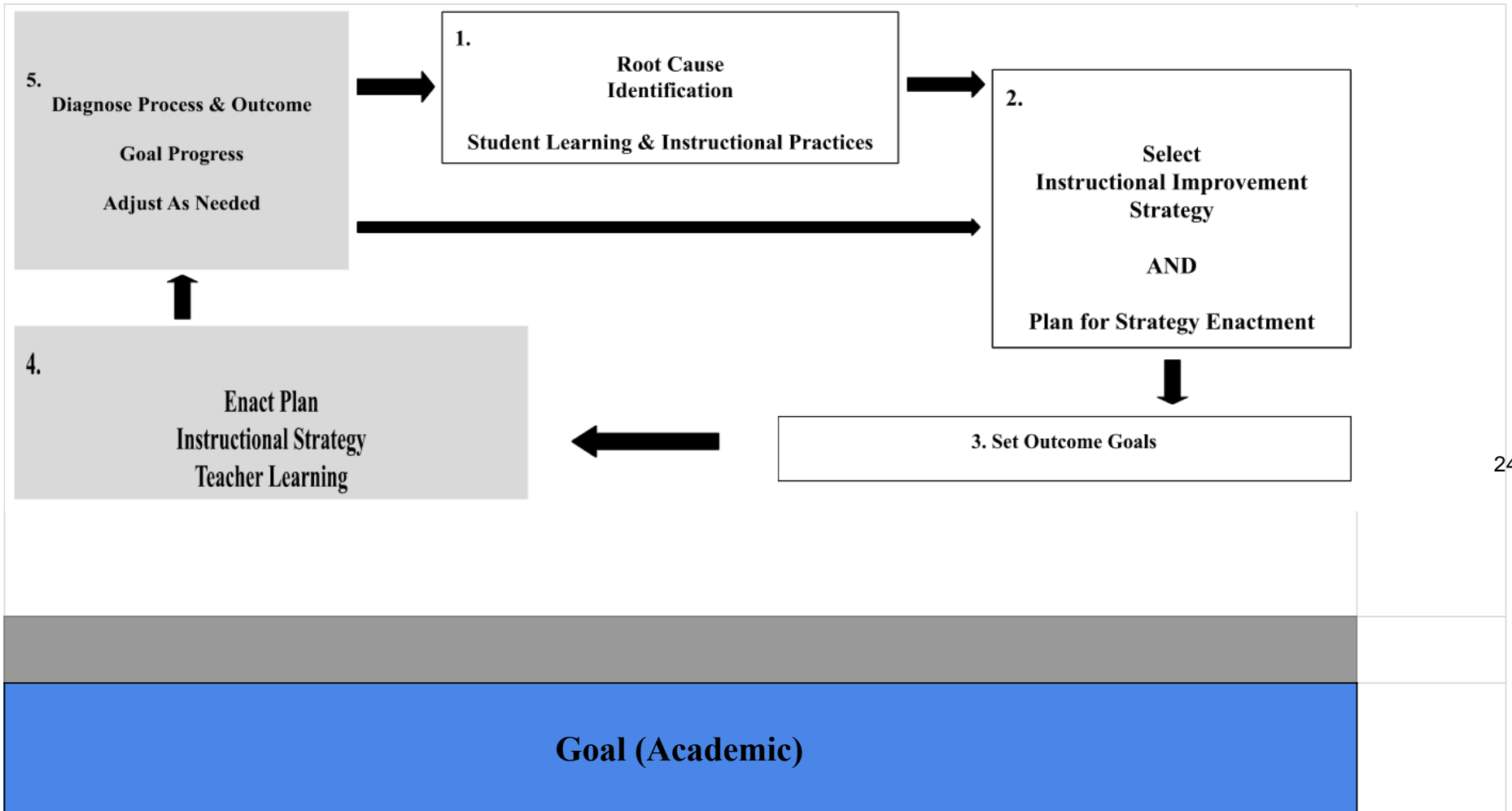
Due Date	Meeting/Task
October 14th	Plans completed and shared
February 3rd	Analyze progress, adjust action plans, internal reporting
April 28th	Goal Results

Cycles of Inquiry for Finding & Solving Problems

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Cycles of Inquiry includes a five-step, action/analysis process that can be continuously refined to address the needs of the specific school, grade level, content area, or classroom context. The five steps involved in the Cycles of Inquiry approach include problem identification, strategy selection, goal setting, teacher learning, and diagnosis of implementation and impact. The Cycles of Inquiry Logic Model is organized around a proposition that links student learning outcomes with adult instructional practice. Not only will leadership teams consider student learning data in their analysis, but they will methodically collect and interpret instructional data in the form of artifact reviews or observable adult behaviors. Taken together, this more robust investigation results in sound strategy selection with a stronger logic connection to the problem of origin unique to the school. The diagram below illustrates the five step process that make-up the Cycles of Inquiry Design.

Five Step Process



Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

*Student Data Sources - consider student attainment, student growth, cohort performance, or student group performance:

aReading & aMath

IAR

ISA

Pre-SAT/SAT

F&P

ACCESS for ELLs

Writing Benchmark

Common Formative & Summative Assessments

Gradebook Data

Teaching Strategies GOLD (early learning)

ECERS (early learning)

[*Student Learning Identification Form \(resource\)](#)

Instructional data sources provide information about adult instructional practice that impacts student growth and achievement. Conduct an analysis of instructional data to identify an instructional practice to make it stronger.

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Evaluation Data

Survey Data

[Workshop Protocol](#)

Walk-Through Data

[Revised ESAIL](#)

[Elementary Math Look Fors](#)

[Elementary Literacy CORE Commitments](#)

[Elementary Math CORE Commitments](#)

[*Instructional Practice Identification Form \(resource\)](#)

Goal (Equity)

During this phase teams strive to understand the situation/challenge while speculating about what they need to know and do in order to select effective strategies to address the impact. Teams will also identify additional information and data that are needed to inform their understanding of the challenge and the selection of strategies to address it.

Data analysis to indicate that there is a practice to make stronger (What needs to change in order to better support established outcomes? How will this change lead to improved outcomes?):

Academic Goal				
Instructional Leadership Team Members				
Carolyn Sunkel - P	Dave McMorris -H	Cassie Lee - SPED	Jenn Bolton - Music	
Mike Sarver - Y	Julie Nourie - O	Jamie Schlipf - Chair	Karah Jensen - Principal	
Kaylyn Cawley - T	Rebecca Pabst -N	Taylor Kovack - Exploratory		
Meeting Dates:				
CORE TEAM MEETINGS				
SMART Goal				
Student Outcome (Growth & Achievement) Goal:				
<i>An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on SMART Goals, please see the linked document.</i>				
<p>Quarter 1 student survey results of the 8 most used math practices showed that at the beginning of the school year only 74.5% of 6th graders, 45% of 7th graders and 61% of 8th graders were attending to precision. After direct instruction over the course of the second semester, students will make 5% increase in attending to precision. Pre and post assessment data will be used in the math unit followed by the student survey to self reflect.</p>				
Instructional Practice Plan				
<i>What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?</i>				
<p>In the 2022-2023 school year, Math teachers will implement specific lessons designed to increase students awareness of MP 2, MP 3 and MP 6.</p> <p>Focus on the effects of MPs implementation within each math Unit through:</p> <ol style="list-style-type: none"> 1. Feedback by students through Google Form, exit slips and informal data collection 2. Math Dept PLC work 				
Action Plan with Specific Measures of Progress				
<i>Plan, design, and facilitate places, spaces, and times for staff learning and instructional practice development focused on school improvement to occur.</i>				
Action Step	Person Responsible	Target Date	Evidence	
Implement Zero Unit - math practices unit				
Develop list of intential teaching practices				
Continued PLC math team agendas	Thoennes- Math chair	Continued		
Student Outcome (Growth & Achievement) Goal				
Baseline Data		Results		

Equity Goal

Instructional Leadership Team Members

Carolyn Sunkel - P	Dave McMorris -H	Cassie Lee - SPED	Jenn Bolton - Music		
Mike Sarver - Y	Julie Nourie - O	Jamie Schlipf - Chair	Karrah Jensen - Principal		
Kaylyn Cawley - T	Cory Burnett -N	Taylor Kovack - Exploratory			

Meeting Dates:

CORE TEAM MEETINGS

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

Based on Fall 2022 aReading results, the PJHS Hispanic student group had a large disparity of "Below Benchmark" results, low academic performance. Hispanic students comprise approximately 11% of the student population. The baseline data from fall aReading information for this student group indicates that 78% of Hispanic students (70 students) are meeting benchmark in comparison to 87.7% of their peers. Through the collection and analysis of teacher feedback regarding engaging, meaningful, and effective instructional practices, Parkside will begin to emphasize and incorporate identified instruction practices within grade level content. The goal is by the spring aReading assessment, 82% of Hispanic students will be meeting benchmark.

Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

In the 2022-2023 school year, PJHS will implement effective and engaging instructional practices to increase FAST data points (aReading/aMath).

Focus on the effects of specific instructional practices through:

1. Professional development with building Principal and District Literacy Coach.
2. Professional development with district ESL teachers.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Engaging and Empowering Learners	Jensen/Kosier	8/16/22	Exit Slip/Teacher Choose Breakout Session
CORE team data collection	Jensen	9/8/22	
Analysis of schoolwide data in teams	Jensen/CORE team		
Team aReading analysis by student groups	Teams		
ESL instructional practices	EJHS ESL team		
Winter - Team data analysis			
Spring - Team data analysis			
Summer book study			
Student Outcome (Growth & Achievement) Goal			
<u>Baseline Data</u>		<u>Results</u>	
Baseline Data 22-23			



Unit 5 School Improvement Plan Template

School Year: 2022-23

Building: Hoose Admin. Name: Gina Tenuta

Important Dates

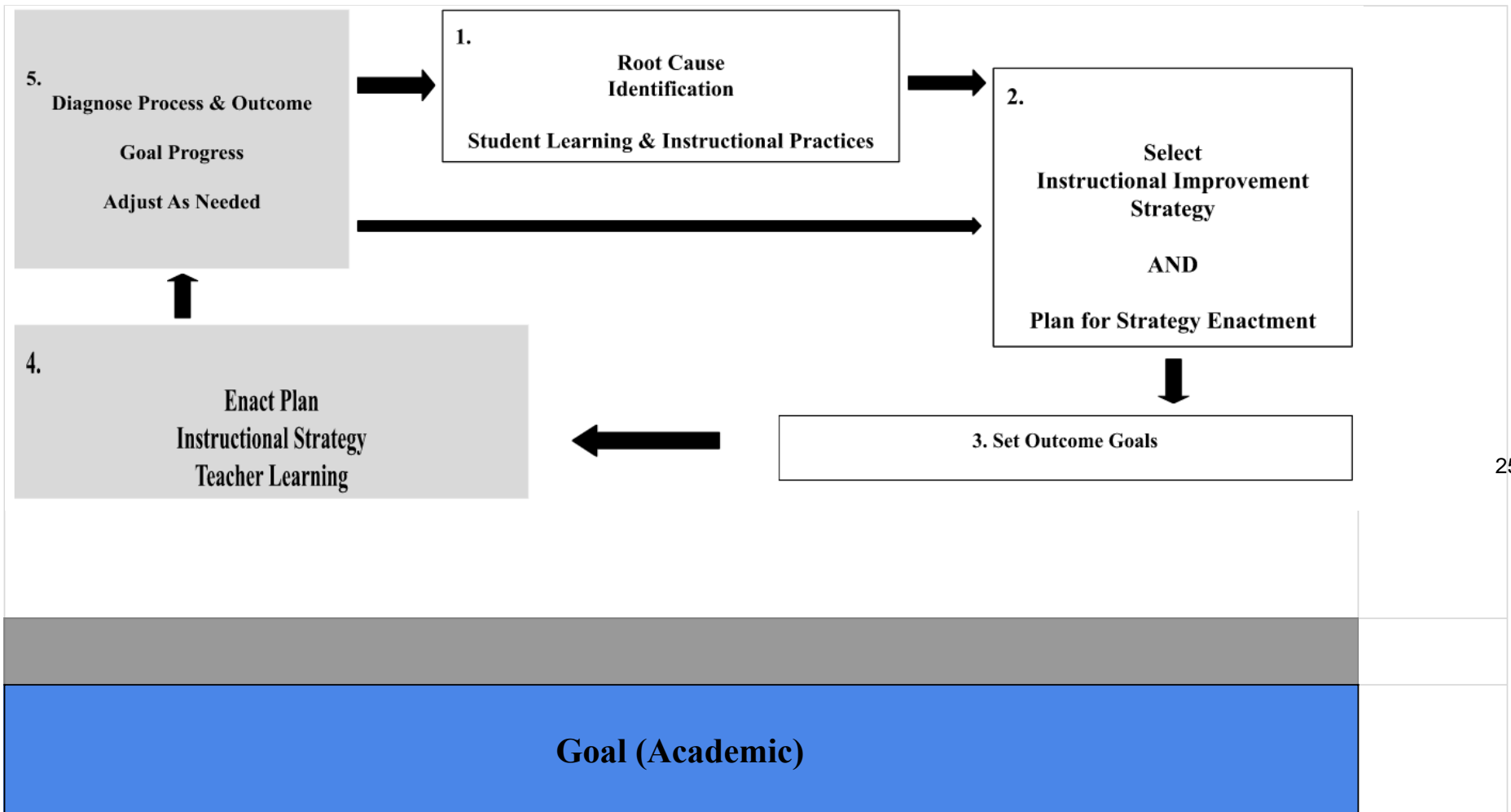
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Cycles of Inquiry for Finding & Solving Problems

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Evaluation Data

Survey Data

[Workshop Protocol](#)

Walk-Through Data

[Revised ESAIL](#)

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[Elementary Literacy CORE Commitments](#)

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[*Instructional Practice Identification Form \(resource\)](#)

Goal (Equity)

During this phase teams strive to understand the situation/challenge while speculating about what they need to know and do in order to select effective strategies to address the impact. Teams will also identify additional information and data that are needed to inform their understanding of the challenge and the selection of strategies to address it.

Data analysis to indicate that there is a practice to make stronger (What needs to change in order to better support established outcomes? How will this change lead to improved outcomes?):

Academic Goal

Instructional Leadership Team Members

Carrie C.	Amy Y.	Alicia B.	Julie V.	Jason W.	Karen M.

Meeting Dates:

9/26	10/24	11/28	12/13	1/30	2/28
4/3	5/1				

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

From the Fall 2022 to the Spring 2023, Colene Hoose Elementary students will increase their average aMath score by 8 points. We will achieve this goal by building students flexibility, fluency, and understanding of math concepts in all grade levels. [Initial math data.](#)

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Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

Classroom teachers will participate in training on research-based math instructional strategies/math routines trainings from August 2022 through May 2023. Teachers will implement these strategies at least three times a week. The focus will be on math routines focused on priority targets.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	
Math Pact Overview/Survey	Principal/Math Coach	September Institute Day	
Math Pact Overview/Survey Results	Principal	October CORE Team	
Use of Math Routines Reporting Document	Principal and Staff	All Year	
Weekly Math Routine Focus (Staff Notes)	Principal	Weekly	
Weekly Math Routine Focus (TV Announcements)	Principal	Weekly	
Informal and Formal Evaluations	Principal	On-going	Observe math workshop and implementation for formals/informals
Math Coaching Cycles - November	Principal and Math Coach	11/29 & 11/30	November Coaching Schedule
Math Pact Check In	January Institute	January	Math Pact Check-in
Math Coaching Cycles - February	Principal and Math Coach	February	February Coaching Schedule

Student Outcome (Growth & Achievement) Goal				
<u>Baseline Data</u>	<u>Results</u>			
From the Fall 2022 to the Spring 2023, Colene Hoose Elementary students will increase their average aMath score by 8 points. aMath Data broken down by grade				

Equity Goal

Meeting Dates:

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

Students who qualify for free and reduce represent 27% of the student population but represent 59% of the students that are in attendance for less than 94% of the year, which is below the target attendance level of 95%. We will decrease attendance rate from 59% to 20% by the end of the 22-23 school year.

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Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

We will decrease the absent rate by creating an attendance committee, completing a root cause analysis, meeting with families, providing community supports, and incentivizing attendance rate improvement for families.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Staff will review disaggregated attendance data	Principal	Monthly; On-going	Monthly Attendance 2022-2023
Monthly root cause analysis for families that flag for attendance	Principal/attendance sub-committee	End of September	Monthly Fishbone or 5 Whys chart for each group

Create family incentives for attendance improvement	Principal/attendance sub-committee	December	List of incentives & Family letter
Community resources	Principal/attendance sub-committee	Monthly; On-going	

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Student Outcome (Growth & Achievement) Goal

<u>Baseline Data</u>	<u>Results</u>
Attendance rate break down- % in attendance by Race and Free & Reduced Rate	



Unit 5 School Improvement Plan Template

School Year: 2022-23

Building:		Admin. Name:	
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Important Dates

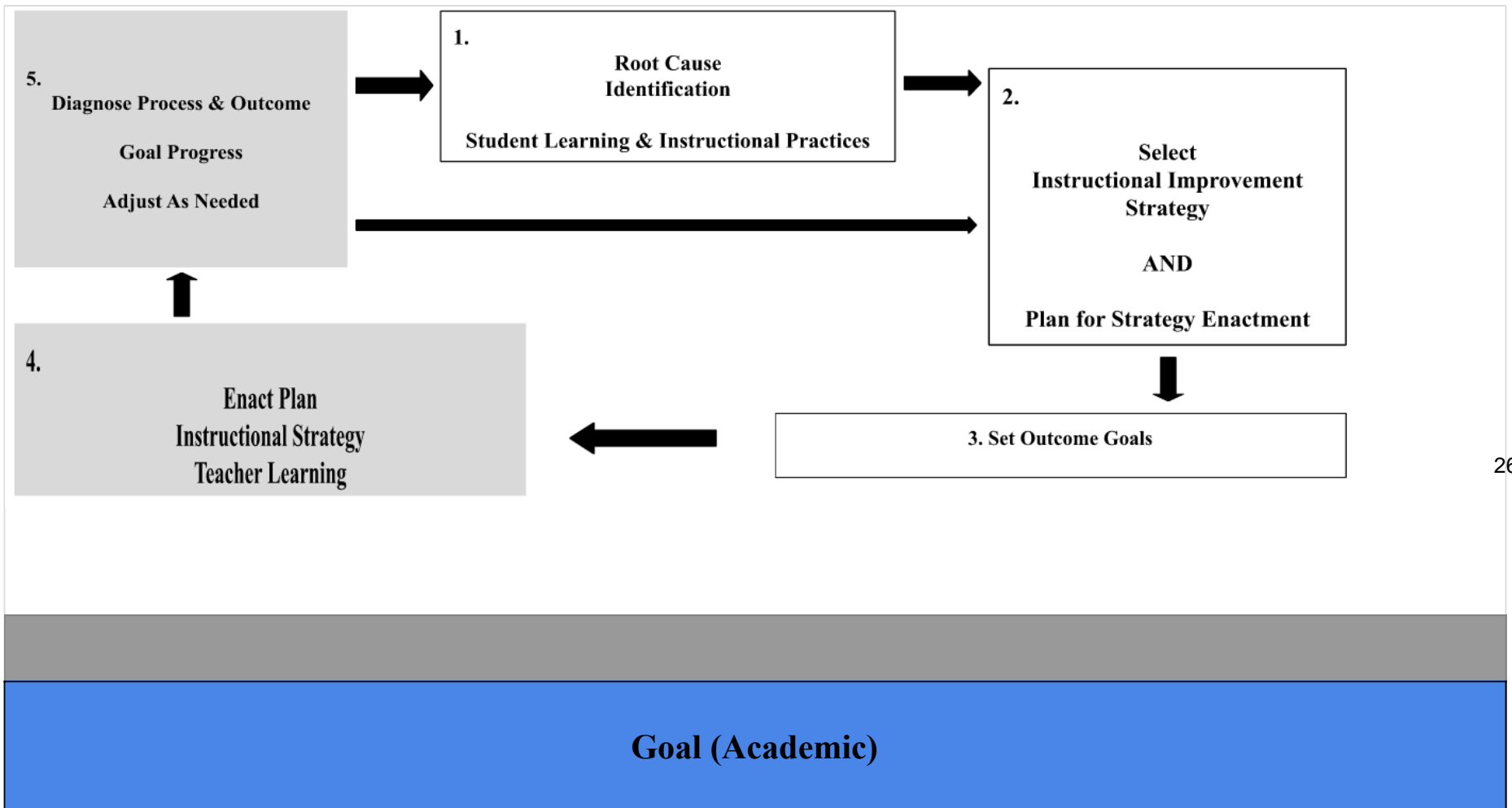
Due Date	Meeting/Task
October 14th	Plans completed and shared
February 3rd	Analyze progress, adjust action plans, internal reporting
April 28th	Goal Results

Cycles of Inquiry for Finding & Solving Problems

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Cycles of Inquiry includes a five-step, action/analysis process that can be continuously refined to address the needs of the specific school, grade level, content area, or classroom context. The five steps involved in the Cycles of Inquiry approach include problem identification, strategy selection, goal setting, teacher learning, and diagnosis of implementation and impact. The Cycles of Inquiry Logic Model is organized around a proposition that links student learning outcomes with adult instructional practice. Not only will leadership teams consider student learning data in their analysis, but they will methodically collect and interpret instructional data in the form of artifact reviews or observable adult behaviors. Taken together, this more robust investigation results in sound strategy selection with a stronger logic connection to the problem of origin unique to the school. The diagram below illustrates the five step process that make-up the Cycles of Inquiry Design.

Five Step Process



Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

*Student Data Sources - consider student attainment, student growth, cohort performance, or student group performance:

aReading & aMath

IAR

ISA

Pre-SAT/SAT

F&P

ACCESS for ELLs

Writing Benchmark

Common Formative & Summative Assessments

Gradebook Data

Teaching Strategies GOLD (early learning)

ECERS (early learning)

[*Student Learning Identification Form \(resource\)](#)

Instructional data sources provide information about adult instructional practice that impacts student growth and achievement. Conduct an analysis of instructional data to identify an instructional practice to make it stronger.

*Instructional Data Sources - consider observational data sources, artifact-based data sources, or qualitative data sources:

Evaluation Data

Survey Data

[Workshop Protocol](#)

Walk-Through Data

[Revised ESAIL](#)

[Elementary Math Look Fors](#)

[Elementary Literacy CORE Commitments](#)

[Elementary Math CORE Commitments](#)

[*Instructional Practice Identification Form \(resource\)](#)

Goal (Equity)

During this phase teams strive to understand the situation/challenge while speculating about what they need to know and do in order to select effective strategies to address the impact. Teams will also identify additional information and data that are needed to inform their understanding of the challenge and the selection of strategies to address it.

Data analysis to indicate that there is a practice to make stronger (What needs to change in order to better support established outcomes? How will this change lead to improved outcomes?):

Academic Goal

Instructional Leadership Team Members

Annie Fisher	Janele Sebeny	Katie Starkey	Terry Lillge	Rachel Pett	Elisa Palmer

Meeting Dates:

10/11/22	10/19/22	11/2/22	11/16/22		

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

Over the past two years, the trend in KJHS aReading scores is that scores have risen from fall to spring but the percentage of students meeting or exceeding the benchmark has decreased. In other words, students' scores are not increasing at the rate the benchmark increases. The 22-23 6th grade class shows very little disparity between sub-groups, which makes it a strong pilot group to examine the impact of the "One Grade, One Book" project. The goal is for at least 91% of 6th grade students to meet or exceed the aReading benchmarks in Spring 2023.

Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

We will be examining the impact of a "One Book, One Grade" project with an emphasis on community on the a-Reading scores of the sixth graders as well as their overall attitudes towards and beliefs about reading. We will also be measuring the impact of targeted supports provided for sixth grade students in the "approaching" category in aReading.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
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Data Dive: Identify 6th grade students in the yellow/orange range on F22 aReading; examine students in Tier 2 reading/writing interventions	Academic Subcommittee	10/19/22	students identified
Determine supports for students in the yellow/orange range	Academic Subcommittee & 6th Grade L&C teachers	11/16/22	
Outline activities for the One Book, One Grade Level unit	6th Grade Teachers	12/16/22	Initial Planning Meeting
Meet with 5th grade Oakdale teachers to determine collaborative activities	6th Grade Teachers		
Review Winter aReading scores and adjust targeted students as needed.	Academic Subcommittee	12/16/22	
Develop student literacy survey for students to take before and after One Book, One Grade unit.	Academic Subcommittee & 6th Grade L&C teachers		
Compare the overall spring aReading results to the student survey results at the overall level and the targeted student level.	Academic Subcommittee	5/1/22	

Student Outcome (Growth & Achievement) Goal

<u>Baseline Data</u>	<u>Results</u>
On the Fall 22 aReading assessment, 90.7% of 6th graders met or exceeded expectations.	

Equity Goal

Instructional Leadership Team Members

Dennis Larson	Lindsey O'Brien	Jessie Lynch	Kim Johnson	Erin Dobson	Jenny Miller
Sara Riley					

Meeting Dates:

SMART Goal

Student Outcome (Growth & Achievement) Goal:

An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#), please see the linked document.

The Fall 2022 Fastbridge testing results revealed a large disparity in the percentage of black students meeting or exceeding expectations in math (36.4%) and their white peers (87%). There was also a large disparity in the reading results with 60.6% of black students meeting or exceeding expectations as opposed to 87.7% of white students meeting or exceeding expectations. The goal is to reduce the disparity between white students and black students in aReading and aMath scores at the 7th grade level by increasing the percentage of black students meeting or exceeding expectations in math to 40% or higher and increasing the percentage of black students meeting or exceeding expectations in reading to 65% or higher.

Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

We will be focusing on implementing targeted supports to those students in the "approaching" category in aReading and aMath.

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
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Review data, including disaggregated data (race, IEP, etc.)	Equity subcommittee	Week of 10/24/22	SIP Equity Action Plan
Identify students to target with "Gap Attack" grant programming	Equity subcommittee	10/28/22	See Equity Action Plan Tab #2
Hire "Gap Attack" grant program coordinator	Administration	10/26/22	Gap Attack grant coordinator hired 10/27/22
Structure Gap Attack program, including meeting dates/times, program structure, etc.	Administration & Gap Attack Grant Coordinator		11/11/22 Staff KJ Connection
Recruit mentors for GA students			
Match GA students with tutors & mentors			
Create plan/strategy to assist students with setting aMath/aReading goals	SIP Team	11/9/22	Fastbridge Testing Bookmark template 11/9/22 Staff Meeting Presentation
Examine targeted tutorial support for students in need of additional math and reading support			
Student Outcome (Growth & Achievement) Goal			
<u>Baseline Data</u>		<u>Results</u>	