

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

Wednesday, April 26, 2023

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

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## 1. CALL TO ORDER AND ROLL CALL

## 2. ADJOURN TO CLOSED SESSION (5:30p.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)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

## 3. RECESS

## 4. RETURN TO PUBLIC SESSION

## 5. PLEDGE OF ALLEGIANCE

## 6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - NCHS Bradley Ross Jackson

B Good News - Cedar Ridge

C Good News - EJHS Black History Essay Contest Awardees

D Good News - EJHS Chess

E Good News - Grove Elementary: P. Pommier, C. Williams, V. Zaidi

F Good News - NCWHS Mock Trail

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## 7. SUPERINTENDENT COMMENTS

## 8. PUBLIC COMMENTS

## 9. REPORTS

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

1 FOIA List 04.26.23

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## 10. CONSENT AGENDA (OLD BUSINESS)

### A Approval of Minutes

Minutes are not released for public viewing until approved by the Board of Education

1 04.11.23 Special Session Closed

2 04.11.23 Regular Session

3 03.15.23 Regular Session

B Approve Semi-Annual Review of Closed Session Minutes of Meetings Lawfully Closed  
According to the Exceptions Provided in the Open Meetings Act

C Approve of Destruction of Audio Recordings of Closed Minute Sessions from April 1, 2019  
through September 30, 2019.

D Personnel Matters

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E Approve Finance Department Reports

1 Financial Statements - Feb 2023

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2 Financial Statements - Mar 2023

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F Approve Board Policies, Administrative Procedures, and Exhibits

1 Section 2: Board of Education

a. Policy 2.20 Powers and Duties of the Board; Indemnification

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b. Policy 2.30 School District Elections

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c. Policy 2.50 Board Member Term of Office	34
d. Policy 2.100 Board Member Conflict of Interest	35
e. Policy 2.105 Ethics and Gift Ban	36
f. Policy 2.250 Access to District Public Records	41
g. Administrative Procedure 2.250-AP1 Access To and Copying of District Public Records	44
<b>2 Section 3 - General School Administration</b>	
a. Policy 3.10 Goals and Objectives	54
b. Policy 3.60 Administrative Responsibility of the Building Principal	55
c. Exhibit 3.30-E1 Organizational Chart for Administration	56
<b>3 Section 5 - Personnel</b>	
a. Policy 5.10 Equal Employment Opportunity	57
b. Policy 5.190 Teacher Qualifications	60
c. Policy 5.200 Terms and Conditions of Employment and Dismissal	61
<b>4 Section 6: Instruction</b>	
a. Policy 6.65 Student Social and Emotional Development	64
b. Policy 6.255 Assemblies and Ceremonies	66
c. Policy 6.270 Guidance and Counseling Program	67
<b>5 Section 7: Students</b>	
a. Policy 7.285 Anaphylaxis Prevention, Response, and Management Program	68
<b>G Approve Requests for Authorization to Use Fire Prevention and Safety Funds</b>	
<b>1 Ten Year Surveys - Sugar Creek, CJHS, and KJHS</b>	<b>70</b>
<b>H Renew Illinois Elementary School Association Membership for Chiddix, Evans, Kingsley, Parkside Junior High Schools for 2023-2024</b>	<b>88</b>
<b>I Approve Website Contract</b>	<b>89</b>
<b>J Approve Donation Requests</b>	<b>94</b>
<b>K Approve Overnight Trip Requests</b>	<b>96</b>
<b>L Student Activity Fund Establishments</b>	<b>98</b>
<b>11. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS</b>	
<b>12. REPORT 2023 CONSOLIDATED ELECTION RESULTS</b>	<b>101</b>
<b>13. APPOINTMENT OF TEMPORARY CHAIR</b>	
<b>14. ADJOURN SINE DIE</b>	
<b>15. ORGANIZATION OF THE BOARD</b>	
<b>A Administer Board Member Oath</b>	
<b>B Roll Call</b>	
<b>C Administer Board Member Code of Conduct</b>	
<b>D Election of Officers</b>	
1 Election for Office of Board President	
2 Election for Office of Vice President	
3 Election for Office of Secretary	
<b>16. REPORTS</b>	
<b>A Solar Presentation</b>	
<b>17. CONSENT AGENDA (NEW BUSINESS)</b>	
<b>A Proclamation for Staff Appreciation Week, May 8-12, 2023</b>	<b>102</b>
<b>B Approve 2022-2023 Last Day of School</b>	<b>103</b>
<b>C Approve 2023-2024 Selection of Day, Hour, and Place for Board Meetings</b>	
<b>D Approve 2023-2024 Board of Education Regular Meeting Schedule</b>	<b>104</b>
<b>18. BOARD COMMENTS AND WELCOME</b>	
<b>19. ADJOURNMENT</b>	



Heather Rogers  
Principal  
rogersh@unit5.org

Rocio Fisher  
Assistant Principal  
fisherr@unit5.org

April 11, 2023

Dr. Weikle and Board Of Education,

It is my pleasure to share good news from Cedar Ridge Elementary. At Cedar Ridge Elementary our mission is to make sure all students feel safe, seen, heard, included and loved. To help each student have a sense of belonging and feel included we started having clubs not only after school but during the school day. All of these clubs are sponsored by staff and they volunteer their time. Over the course of the school year we have enjoyed Dance Club, Lego Leagues, Garden Club, Crazy 8s Math Club, Rockets Communication Team, Girls on the Run, WOW Girls and Diversity Club.

For this good news report, I would like to spotlight Diversity Club. The club is open to 3rd through 5th grade students. It takes place on Mondays and the sponsors are Latavia Jordan, 4th grade teacher and Leslie Kokotek, LBS1. At the weekly meetings, discuss and plan activities for our school that helps to educate, elevate and celebrate the many differences that make up the faces of Cedar Ridge Elementary.

For the month of April, Diversity Club has focused on Autism Acceptance. The club participants have made signs for the school and also developed a Spirit Week for the whole school to participate in from April 17th - April 21st. In addition, students have enjoyed autism stories such as All My Stripes by Shaina Rudolph and Danielle Royer.

We are so blessed to have adults and students in our building that are creating opportunities for us to celebrate the uniqueness of others.

Thank you for allowing me to share this accomplishment with you.

Sincerely,

Heather Rogers

Cedar Ridge Elementary School Principal

**KINDNESS**  
Counts



MRS. Kimberly Martin-Boyd  
PRINCIPAL

MR. Brett Papoccia  
ASSOCIATE PRINCIPAL | ATHLETIC DIRECTOR

MRS. Sarah Crowder  
Assistant PRINCIPAL

2901 MORRISSEY DR  
BLOOMINGTON, IL 61704

PHONE 309 557 4406  
FAX 309 557 4507  
WEB [UNITS.ORG/EVANS](http://UNITS.ORG/EVANS)

Dr. Weikle and Board Of Education,

It is my pleasure to share good news from Evans Jr. High School. Recently I received notification that two of our Evans' students won the City of Bloomington and the Bloomington Human Relations Commission *Black History Essay Contest*. These students received a trophy, a Visa Gift Card and read their essay on air on WGLT.

The two Evans' students were Aubree Gibson(8th), receiving 2nd place and Amariona 'Mari' Reed (7th), receiving 3rd place. Aubree and Mari have represented EJHS well by showing our community how to "Be the Good."

I could not be more proud of these students going above and beyond, entering this competition, winning and sharing their passions with our community.

Thank you for allowing me to share this accomplishment with you.

Sincerely,

Kimberly Martin-Boyd

Evans Jr. High School Principal



MRS. Kimberly Martin-Boyd  
PRINCIPAL

MR. Brett Papoccia  
ASSOCIATE PRINCIPAL | ATHLETIC DIRECTOR

MRS. Sarah Crowder  
Assistant PRINCIPAL

2901 MORRISSEY DR  
BLOOMINGTON, IL 61704

PHONE 309 557 4406  
FAX 309 557 4507  
WEB UNIT5.ORG/EVANS

Dr. Weikle and Board Of Education,

It is my pleasure to share good news from Evans Jr. High School. Our school's chess team has enjoyed tremendous success. Under the direction of a new coach, Mr. Barry Bridgette, our team won many tournaments throughout the season culminating in two state championships.

Last weekend our 6th grade team and 7th grade team became IESA State Tournament Chess Champions! Evans had several individual champions: Vamsi Munaganuri (7th grade gold medalist), Pragyana Misra, Srikar Jayam, and Mahendara Siddhart Lavanur (individual 6th and 7th grade silver medalists) and Shourya Jain, Rishi Senthil Kumar, and Shrijit Senthil Kumar (6th and 8th grade bronze medalists).

We are so proud of how these students have represented Eagle Nation in the state competition, truly showing others how to "Be the Good."

Thank you for allowing me to share this accomplishment with you.

Sincerely,

Kimberly Martin-Boyd

Evans Jr. High School Principal

# Grove Elementary School

Sarah Edwards, Principal  
1101 North Airport Road  
Normal, Illinois 61761  
309-557-4417

4/16/23

Dear Dr. Weikle and the Unit 5 Board of Education,

I would like to share the Good News about several members of the Grove Elementary School staff. It has become clear that one person cannot meet all the needs of every child by themselves. To educate the whole child, it takes a team. Today, I would like to share a little about the impact of a few of these team members.

Mr. Patrick Pommier is a physical education teacher at Grove Elementary. Patrick regularly goes above and beyond in his teaching position. He brings many aspects of social emotional learning into his lessons in physical education. Patrick also serves on the Behavioral Leadership Team at Grove Elementary. This year Patrick stepped up in a big way to design two separate behavioral incentive programs for the students at Grove. Patrick designed a Winter Holiday Incentive program where he spotlighted all the various winter holidays celebrated by our families at Grove. He developed weekly videos and incentives for our students to enjoy during the period between Thanksgiving Break and Winter Break. In March, he again developed a unique behavioral incentive program for our students and staff to enjoy. I am incredibly appreciative to Patrick for his leadership.

Mrs. Cameo Williams is a third grade teacher at Grove Elementary. Cami often shares her leadership by hosting student teachers. This year she came up with an amazing idea to support all the student teachers in the district. She planned and organized a Clothing Caring Closet for our student teachers to visit and obtain professional clothing that they might need as they start their career. Staff in many buildings were asked to donate gently used professional clothing, and a local family with an online boutique also participated by donating brand new items. The Caring Closet was a huge success, as over 50 student teachers in the district shopped. The feedback was amazing. The students shared that this was a definite area of need, and they were grateful to Mrs. Williams for organizing this event.

Mrs. Viola Zaidi is a noon hour supervisor at Grove. Viola has been a supervisor for three years. She began her time volunteering while her own children attended Grove. She has stayed on even as they have moved on to CJHS and beyond. Viola regularly goes above and beyond in her position. She serves in a leadership role for other supervisors. She also steps in and takes the lead when I am pulled away to handle other concerns during the noon hour. Viola is wonderful with the students. In addition to her work during the noon hour, Viola volunteers to help out in many ways in the building. She assists in the library and fills needed spots on elementary party days. All of her many contributions are greatly appreciated.

It takes a team, and I am so happy to have these three important staff members on the Grove Team!

Sincerely,

Sarah Edwards

To: Dr. Weikle & The Board of Education  
From: Dave Johnson & Angie Codron  
Re: Mock Trial  
Date: April 26, 2023

Mock Trial is an extracurricular activity sponsored by the Illinois State Bar Association that both Normal Community and Normal West have been active in since the late 1990s. Each year, nearly 50 teams from across the state get a case that has been written by the I.S.B.A to which they prepare for competition until the state tournament in March. During this preparation, teams come up with a theme, theory, and write all of the parts including their direct and cross examinations, witness presentations, and opening and closing statements.

During this year's state competition on March 18 & 19 Normal West High School made it to the state finals, a feat that only two other downstate teams have ever done. Normal West ended up competing in the championship and went on to win 2nd place overall in the state of Illinois. This is a significant achievement in representing Central IL Mock Trial, Unit 5 Mock Trial programs, and the Normal West program. Coach John Bierbaum has been coaching the team for 18 years and actually participated in the program as a high schooler. The team is also supported by Bob White, a retired attorney.

**I.S.B.A. Outstanding Attorneys were:** Jill Reschke and Lorelei Kuchefski  
**I.S.B.A. Outstanding Witness:** Amanda Egge



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**"It's a GREAT Day to be a Wildcat!"**

7

Dave Johnson, *Principal* | Angie Codron, *Associate Principal*

Becky Frangella, *Asst. Principal* | Terry Glege, *Asst. Principal* | Robyn Taylor, *Asst. Principal* | Wes Temples, *Athletic Director*

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

1. Jered Piepenbrink - IDES, responded 03.23.23
2. SmartProcure, responded 04.03.23
3. Corey Beirne, responded 04.10.23
4. Diane Benjamin, responded 04.10.23
5. Local Labs, responded 04.17.23

Revisions appear in bold

## Personnel Matters

**Resignations/Retirements/Releases/Terminations**

Last Name	First Name	Homebase	Assignment	Action	Effective
<b>Certified</b>					
Black	Chrison	Brigham	Early Childhood	Resignation	05/25/2023
Greenberg	Sarah	Brigham	SLP	Resignation	05/25/2023
Arns	Susan	Cedar Ridge	Music	Resignation	05/25/2023
<b>Weinbrecht</b>	<b>Jessica</b>	<b>Cedar Ridge</b>	<b>Kindergarten</b>	<b>Resignation</b>	<b>05/25/2023</b>
Poskonka	Bryann	Fairview	1st Grade	Resignation	05/25/2023
Schaber	Michelle	Fairview	Kindergarten	Retirement	May 2026
Strupek	Ashley	Fox Creek	4th Grade	Resignation	05/05/2023
Workman	Kimberly	Grove	LBS1	Resignation	05/25/2023
Bunting	Alicia	Hoose	IMC Specialist	Resignation	05/25/2023
Cleveland	Marla	Hoose	Adaptive PE	Resignation	05/25/2023
Yokley	Amy	Hoose	Kindergarten	Retirement	May 2025
Black	Christine	Northpoint	SLP	Retirement	May 2026
<b>Orr</b>	<b>Carla</b>	<b>Oakdale</b>	<b>SLP</b>	<b>Retirement</b>	<b>May 2026</b>
Beal	Laura	Parkside	LBS1	Resignation	05/25/2023
Escher	Mackenzie	Parkside	LBS1	Resignation	05/25/2023
Hilsgen	Diana	Parkside	Social Worker	Resignation	05/25/2023
<b>Barbour</b>	<b>Keri</b>	<b>Pepper Ridge</b>	<b>3rd Grade</b>	<b>Resignation</b>	<b>05/25/2023</b>
Surma	Alexis	Pepper Ridge	LBS1	Resignation	05/25/2023
Keeler	Bradford	EJHS	7th Grade Science	Resignation	05/25/2023
Mans	Caroline	KJHS	LBS1	Resignation	05/25/2023
Jensen	Karrah	PJHS	Principal - 12 Months	Resignation	06/30/2023
Hawkins	Karrin	NCHS	College/Career Counseling	Retirement	May 2026

Madden	Genevieve		NCHS	Math				Resignation	05/25/2023
McKinney	Marleah		NCHS	Spanish				Resignation	05/25/2023
Morgan	Ryan		NCHS	English				Resignation	05/25/2023
O'Donnell	Katherine		NCHS	Spanish				Resignation	05/25/2023
<b>Birsa</b>	<b>Paula</b>		<b>NCWHS</b>	<b>Nurse</b>				<b>Retirement</b>	<b>May 2026</b>
Bruck	Steven		NCWHS	LBS1				Resignation	05/25/2023
<b><u>Educational Support Personnel</u></b>									
Mahrt	Robin		Brigham	Para-Spec Ed				Retirement	05/25/2023
Hartke	Payton		Fairview	Para-Spec Ed				Resignation	05/26/2023
Bello	Juan		Field	Driver				Resignation	04/21/2023
Schwarzentruber	Debra		Cedar Ridge	Noon Hour Supervisor				Termination	04/19/2023
Glass	Sophia		Oakdale	Noon Hour Supervisor				Resignation	04/07/2023
Clemons	JulieAnn		Parkside	Para-Spec Ed				Resignation	04/03/2023
Kurella	Padmaja		Pepper Ridge	Para-Spec Ed				Resignation	05/25/2023
Cavallaro	Carole		CJHS	Para-Spec Ed				Retirement	05/23/2023
Egan	Paula		CJHS	EOP-11 month - Lane B				Retirement	06/30/2023
Lund	Kami		EJHS	Para-Spec Ed				Resignation	05/25/2023
Stanek	Randa		EJHS	Para-Spec Ed				Resignation	05/25/2023
Ambrose	Valerie		KJHS	EOP-10 Month - Lane B				Retirement	07/15/2023
Kearns	Mackenzie		PJHS	Para-Spec Ed				Resignation	05/12/2023
Farnsworth	Theresa		NCHS	Para-Spec Ed				Retirement	5/25/2023
Fields	Julianna		Unit Office	Paralegal Intern				Resignation	4/28/2023
<b>Employment</b>		<b>(R = Replacement; A = Additional; LR = Leave Replacement; RE=Reemployment)</b>							
	<b>Last Name</b>	<b>First Name</b>	<b>Homebase</b>	<b>Assignment</b>	<b>Step</b>	<b>Lane</b>	<b>FTE</b>	<b>Effective</b>	
<b><u>Certified</u></b>									
(R)	Herrera	Megan	Brigham	Bilingual ECE	Step 1	B+0	1.0		8/14/2023

(R)	Vazquez	Sara	Cedar Ridge		1st Grade - Bilingual	Step 1	B+0	1.0	8/14/2023
(R)	Waughtel	Allyson	Cedar Ridge		3rd Grade	Step 1	B+0	1.0	8/14/2023
(R)	Ward	Julia	Fairview		5th Grade	Step 5	B+0	1.0	08/14/2023
(R)	Williams	BetsyAnne	Fairview		1st Grade	Step 7	M+0	1.0	08/14/2023
(R)	Hopkins	Sierra	Fox Creek		1st Grade	Step 1	B+0	1.0	08/14/2023
(R)	Shelvin	Malika	Oakdale		5th Grade	Step 2	B+0	1.0	08/14/2023
(R)	Chizmark	Rebecca	Parkside		LBS1	Step 11	M+0	1.0	8/14/2023
(R)	DiNardi	Kristeen	Parkside		5th Grade	Step 9	B+0	1.0	8/14/2023
(R)	Royal	Ashlynn	Parkside		5th Grade	Step 1	B+0	1.0	8/14/2023
(RE)	Bokesch-Parsons	Charlene	KJHS		Orientation to Business			1.0	8/14/2023
(RE) (LR)	Cruz	Aldahir	KJHS		8th Grade Math			1.0	8/14/2023
(R)	Fleri	Laura	PJHS		8th Grade Science	Step 3	M+0	1.0	8/14/2023
(R)	Gardner	Stacie	PJHS		Guidance Counselor	Step 21	M+48	1.0	8/14/2023
(R)	Heffelfinger	Kassidy	PJHS		PE	Step 1	B+0	1.0	8/14/2023
(R)	Boenzi	Jonathan	NCHS		Math	Step 4	B+0	1.0	8/14/2023
(LR) (RE)	Lamkin	Sarah	NCHS		Social Science			1.0	8/14/2023
(R)	Mace	Michael	NCHS		LBS1	Step 1	B+0	1.0	8/14/2023
(R)	Miller	Rachel	NCHS		Math	Step 5	B+9	1.0	8/14/2023
(R)	Pummill	Melissa	NCHS		LBS1	Step 8	B+0	1.0	8/14/2023
(R)	Barth	Emma	NCWHS		LBS1	Step 1	B+0	1.0	8/14/2023
(R)	Gillman	August	NCWHS		LBS1	Step 1	B+0	1.0	8/14/2023
(LR)	Rogers	Greg	NCWHS		PE	Step 6	M+0	1.0	8/14/2023
(R)	Nottke	Nicole	TBD		Social Worker	Step 2	M+16	1.0	8/14/2023
<b><u>Educational Support Personnel</u></b>									
(R)	Crawford	Davonte	KJHS		Custodian - Night	Step 0		1.0	03/16/2023
(R)	Jackson	Tamala	KJHS		Noon Hour Supervisor			1.0	04/11/2023
(R)	Randle	Barbara	KJHS		Noon Hour Supervisor			1.0	03/06/2023
(R)	Brennan	Beth	NCHS		EOP-10 Month- Lane B Guidance Office	Step 6		1.0	07/31/2023
(R)	Hicks	Sierra	Warehouse		Groundskeeper	Step 0		1.0	06/05/2023
(R)	<b>Morton</b>	<b>Bryce</b>	<b>Warehouse</b>		<b>Groundskeeper</b>			<b>1.0</b>	<b>06/05/2023</b>
(R)	Wilcox	Heather	Warehouse		Special Maintenance- Groundskeeper-Horticulturist	Step 20		1.0	06/30/2023



To: Special Maintenance Warehouse Working  
Assistant Supervisor

**Leave Requests**

		<b>Homebase/Position</b>	<b>Leave Requested</b>	<b>Effective</b>
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**Certified**

Enemoto	Rachel	Cedar Ridge/ 5th Grade Bilingual	Parental Leave	04/04-05/25/2023
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**Educational Support Personnel**

Armbrust	Sarah	Brigham/ Para-Spec Ed	Extended Parental Leave to 05/25/2023	
Gibson	Erika	Grove/ Para-Spec Ed	Planned Extended Leave	04/17/23-05/25/2023
Rich	Samantha	Unit Office/ EOP-12 Months-HR	Planned Extended Leave	04/24/2023-06/30/2024
Segobiano	Nichole	Unit Office/ EOP-12 Months-Lane B	Planned Extended Leave	04/03/2023-03/31/2024

**Information Only**

Beemer	Lori	Hudson/ 4th Grade	Change Retirement to June 2024	
Blanchard	Pamela	Hoose/ 5th Grade	From: 5th Grade To 1st Grade	2023-2024
Borne	Tiffany	KJHS/ 6th Grade LA	From: KJHS-6th Grade LA	2023-2024
			To: CJHS- 8th Grade Lit Comp/LA	
Boyd	Lora	Brigham/ Instructional Coach	From: Brigham To: Sugar Creek	2023-2024
Carlson	Denise	Parkside/ 5th Grade	From: 5th Grade To 4th grade	2023-2024
Cramer	Megan	Hudson/ 1st Grade	From: Hudson-1st Grade To: Hudson- 5th Grade	2023-2024
Cresci	Olivia	Pepper Ridge/ LBS1	From: Pepper Ridge To: Hoose	2023-2024
Dillow	Nicole	Grove/ Kindergarten	From: Kindergarten To: 1st Grade	2023-2024
Dixon	Kristen	Parkside/ Para-Spec Ed	From Parkside Elem To: Benjamin	04/03/2023
Durdan-Levy	Ashley	KJHS/ 7th Grade LA	From: KJHS-7th Grade LA To PJHS-MTSS	2023-2024
Fields	Jason	NCWHS/ LBS1	From: NCWHS To: NCHS	2023-2024
Gaddy	Elizabeth	CJHS/ 7th Grade Science/ LA	From: 7th Grade Science/LA To: 8th Grade Science/LA	2023-2024
Gillespie	Lindsey	Grove/ 2nd Grade	From 2nd Grade To: Kindergarten	2023-2024
Halperin	Kaytiin	Fairview/ Kindergarten	From: Fairview-Kindergarten To: Oakdale 2nd Grade	2023-2024
Havens	Jennifer	Parkside/ 1st Grade	From: 1st Grade To 2nd Grade	2023-2024
Koenesky	Nicole	Parkside/ 4th Grade	From: 4th Grade To: 3rd Grade	2023-2024
Kovack	Taylor	PJHS/ Orientation To FACS	From:PJHS To: NCHS	2023-2024
Krut	Elizabeth	Sugar Creek/ LBS1	From Sugar Creek .5/ Hudson .5	2023-2024
			To: Prairieland- Prairieland .5/ Hudson .5	
Law	Bridget	Glenn/ 5th Grade	From: 5th Grade To: 4th Grade	2023-2024
Leman	Rebecca	Towanda/ Kindergarten	From: Kindergarten To: 1st Grade	2023-2024
Miller	Ashley	Prairieland/ 5th Grade	From: Prairieland .5/Hudson .5	2023-2024
			To: Prairieland 1.0	
Mosby	Sarah	Towanda/ 1st Grade	From: 1st Grade To 2nd Grade	2023-2024

Paulson	Patricia	Pepper Ridge/ 1st Grade		From: Pepper Ridge-1st Grade To: Grove-4th Grade	2023-2024
Piercy	Nikki	Sugar Creek/ 5th Grade		From: Sugar Creek-5th To: Grove-4th	2023-2024
Poulos	Alyssa	EJHS/ 6th Grade		From: 6th Grade LA To: 8th Grade LA	2023-2024
Schneider	Kandi	Unit Office/ EOP-12 Months-Lane B- ECE		From :Unit Office To: Sugar Creek	07/01/2023
Scornavacco	Robert	EJHS/ Industrial Tech		From: EJHS To: NCHS	2023-2024
Stahmer	Jeremy	PJHS/ LBS1		From: PJHS To: NCWHS	2023-2024
Steinbach	Susan	Towanda/ 3rd Grade		From: 3rd Grade To: 5th Grade	2023-2024
Verner	Carrie	Northpoint/ 3rd Grade		From: 3rd Grade To: 5th Grade	2023-2024
Weinbrecht	Jessica	Cedar Ridge/ Kindergarten		From: Cedar Ridge-Kindergarten	2023-2024
				To: Oakdale-Kindergarten	

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

**Unit 5 Treasurer's Report As of 02/28/2023**

Fiscal Year: 2022-2023

**ASSETS**

Educational Fund		
Cash (+)		\$1,505,123.03
Other Assets (+)		\$19,064.00
Sub-total : Educational Fund		<u>\$1,524,187.03</u>
Operations & Maintenance Fund		
Cash (+)		\$47,603.23
Other Assets (+)		\$6,070.00
Sub-total : Operations & Maintenance Fund		<u>\$53,673.23</u>
Debt Service Fund		
Cash (+)		\$222,339.83
Sub-total : Debt Service Fund		<u>\$222,339.83</u>
Transportation Fund		
Cash (+)		\$3,339,275.56
Sub-total : Transportation Fund		<u>\$3,339,275.56</u>
Social Security Fund		
Cash (+)		\$743,244.28
Sub-total : Social Security Fund		<u>\$743,244.28</u>
Municiple Retirement Fund		
Cash (+)		\$807,517.94
Sub-total : Municiple Retirement Fund		<u>\$807,517.94</u>
Working Cash Fund		
Cash (+)		\$18,033,335.65
Investments (+)		\$51,117,554.65
Interfund Receivables (+)		\$1,600,000.00
Sub-total : Working Cash Fund		<u>\$70,750,890.30</u>
Tort Immunity Fund		
Cash (+)		\$31,020.54
Sub-total : Tort Immunity Fund		<u>\$31,020.54</u>
Life Safety Fund		
Cash (+)		\$548,007.28
Sub-total : Life Safety Fund		<u>\$548,007.28</u>
<b>Total : ASSETS</b>		<b>\$78,020,155.99</b>

**LIABILITIES**

Educational Fund		
Payroll Withholdings (+)		(\$2,692.80)
Other Liabilities (+)		\$19,974.68
Sub-total : Educational Fund		<u>\$17,281.88</u>

Balance Sheet

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

**Unit 5 Treasurer's Report As of 02/28/2023**

Fiscal Year: 2022-2023

Operations & Maintenance Fund	
Interfund Payables (+)	\$1,300,000.00
Sub-total : Operations & Maintenance Fund	<u>\$1,300,000.00</u>
Social Security Fund	
Payroll Withholdings (+)	(\$114.18)
Sub-total : Social Security Fund	<u>(\$114.18)</u>
Municiple Retirement Fund	
Payroll Withholdings (+)	\$33.89
Sub-total : Municiple Retirement Fund	<u>\$33.89</u>
Tort Immunity Fund	
Interfund Payables (+)	\$300,000.00
Sub-total : Tort Immunity Fund	<u>\$300,000.00</u>
<b>Total : LIABILITIES</b>	<u>\$1,617,201.59</u>
<b>FUND BALANCE</b>	
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

Balance Sheet

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

**Unit 5 Treasurer's Report As of 02/28/2023**

Fiscal Year: 2022-2023

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Sub-total : Tort Immunity Fund	\$711,577.74	
Life Safety Fund		
Fund Balance (+)	\$392,683.82	
Sub-total : Life Safety Fund	\$392,683.82	
NET CHANGE IN FUND BALANCE		
NET CHANGE IN FUND BALANCE (+)	(\$38,542,045.97)	
Sub-total : NET CHANGE IN FUND BALANCE	(\$38,542,045.97)	
<b>Total : FUND BALANCE</b>	<b>\$76,402,954.40</b>	
<b>Total LIABILITIES + FUND BALANCE</b>		<b>\$78,020,155.99</b>

End of Report

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

**Unit 5 Treasurer's Report For the Period 02/01/2023 through 02/28/2023**

Fiscal Year: 2022-2023

	<u>02/01/2023 - 02/28/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE COLLECTED</b>					
Educational Fund					
Local Sources (+)	\$372,150.28	\$37,743,292.83	\$75,969,900.89	\$38,226,608.06	49.7%
State Sources (+)	\$2,197,041.36	\$16,979,870.93	\$25,696,632.60	\$8,716,761.67	66.1%
Federal Sources (+)	\$498,211.37	\$10,459,421.47	\$14,555,672.35	\$4,096,250.88	71.9%
Sub-total : Educational Fund	\$3,067,403.01	\$65,182,585.23	\$116,222,205.84	\$51,039,620.61	56.1%
Operations & Maintenance Fund					
Local Sources (+)	\$62,527.88	\$6,013,251.56	\$12,536,884.00	\$6,523,632.44	48.0%
State Sources (+)	\$0.00	\$50,000.00	\$37,000.00	(\$13,000.00)	135.1%
Sub-total : Operations & Maintenance Fund	\$62,527.88	\$6,063,251.56	\$12,573,884.00	\$6,510,632.44	48.2%
Debt Service Fund					
Local Sources (+)	\$193.93	\$17,028,028.64	\$35,974,385.00	\$18,946,356.36	47.3%
Sub-total : Debt Service Fund	\$193.93	\$17,028,028.64	\$35,974,385.00	\$18,946,356.36	47.3%
Social Security Fund					
Local Sources (+)	\$746.74	\$1,400,974.08	\$2,699,524.00	\$1,298,549.92	51.9%
Sub-total : Social Security Fund	\$746.74	\$1,400,974.08	\$2,699,524.00	\$1,298,549.92	51.9%
Municiple Retirement Fund					
Local Sources (+)	\$758.52	\$1,058,209.03	\$2,223,724.00	\$1,165,514.97	47.6%
Sub-total : Municiple Retirement Fund	\$758.52	\$1,058,209.03	\$2,223,724.00	\$1,165,514.97	47.6%
Working Cash Fund					
Local Sources (+)	\$30,844.91	\$915,516.18	\$1,189,332.00	\$273,815.82	77.0%
Sub-total : Working Cash Fund	\$30,844.91	\$915,516.18	\$1,189,332.00	\$273,815.82	77.0%
Tort Immunity Fund					
Local Sources (+)	\$761.59	\$2,777,049.76	\$6,033,829.00	\$3,256,779.24	46.0%
Sub-total : Tort Immunity Fund	\$761.59	\$2,777,049.76	\$6,033,829.00	\$3,256,779.24	46.0%
Life Safety Fund					
Local Sources (+)	\$479.70	\$546,264.26	\$1,189,332.00	\$643,067.74	45.9%
Sub-total : Life Safety Fund	\$479.70	\$546,264.26	\$1,189,332.00	\$643,067.74	45.9%
Transportation Fund					
Local Sources (+)	\$3,009.97	\$2,224,925.10	\$4,757,327.00	\$2,532,401.90	46.8%
State Sources (+)	\$0.00	\$4,490,760.54	\$6,102,500.00	\$1,611,739.46	73.6%
Federal Sources (+)	\$0.00	\$0.00	\$413,635.00	\$413,635.00	0.0%
Sub-total : Transportation Fund	\$3,009.97	\$6,715,685.64	\$11,273,462.00	\$4,557,776.36	59.6%
<b>Total : REVENUE COLLECTED</b>	<b>\$3,166,726.25</b>	<b>\$101,687,564.38</b>	<b>\$189,379,677.84</b>	<b>\$87,692,113.46</b>	<b>53.7%</b>
<b>EXPENDITURES PAID</b>					
Educational Fund					
Salaries (-)	\$7,595,979.77	\$59,801,907.32	\$92,295,122.75	\$32,493,215.43	64.8%
Employee Benefits (-)	\$1,358,461.79	\$11,201,945.72	\$17,017,247.03	\$5,815,301.31	65.8%
Purchased Services (-)	\$142,744.72	\$1,291,344.72	\$4,047,911.76	\$2,756,567.04	31.9%
Supplies and Materials (-)	\$416,647.30	\$4,496,186.95	\$8,465,244.80	\$3,969,057.85	53.1%
Capital Outlay (-)	\$19,744.40	\$961,653.56	\$192,579.74	(\$769,073.82)	499.4%

Operating Statement with Budget

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

**Unit 5 Treasurer's Report For the Period 02/01/2023 through 02/28/2023**

Fiscal Year: 2022-2023

	<u>02/01/2023 - 02/28/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$243,242.86	\$2,530,172.24	\$5,959,166.00	\$3,428,993.76	42.5%
Non-Capitalized Equipment (-)	\$0.00	\$63,851.29	\$229,114.00	\$165,262.71	27.9%
Sub-total : Educational Fund	(\$9,776,820.84)	(\$80,347,061.80)	(\$128,206,386.08)	(\$47,859,324.28)	62.7%
<b>Operations &amp; Maintenance Fund</b>					
Salaries (-)	\$532,593.37	\$4,221,825.89	\$6,571,910.14	\$2,350,084.25	64.2%
Employee Benefits (-)	\$84,365.29	\$687,875.77	\$1,047,340.00	\$359,464.23	65.7%
Purchased Services (-)	\$79,275.70	\$905,478.52	\$1,245,786.00	\$340,307.48	72.7%
Supplies and Materials (-)	\$139,695.05	\$2,170,055.95	\$3,449,148.00	\$1,279,092.05	62.9%
Capital Outlay (-)	\$9,520.00	\$743,010.81	\$593,974.12	(\$149,036.69)	125.1%
Other Objects (-)	\$0.00	\$600.00	\$2,454.00	\$1,854.00	24.4%
Non-Capitalized Equipment (-)	\$0.00	\$1,723.69	\$15,790.00	\$14,066.31	10.9%
Sub-total : Operations & Maintenance Fund	(\$845,449.41)	(\$8,730,570.63)	(\$12,926,402.26)	(\$4,195,831.63)	67.5%
<b>Debt Service Fund</b>					
Other Objects (-)	\$8,760.60	\$37,256,140.60	\$38,107,091.11	\$850,950.51	97.8%
Sub-total : Debt Service Fund	(\$8,760.60)	(\$37,256,140.60)	(\$38,107,091.11)	(\$850,950.51)	97.8%
<b>Transportation Fund</b>					
Salaries (-)	\$18,507.29	\$152,473.79	\$225,067.66	\$72,593.87	67.7%
Employee Benefits (-)	\$3,699.80	\$34,884.00	\$48,361.94	\$13,477.94	72.1%
Purchased Services (-)	\$26,210.54	\$4,892,756.40	\$10,351,041.00	\$5,458,284.60	47.3%
Supplies and Materials (-)	\$209,655.27	\$1,040,201.13	\$1,599,850.00	\$559,648.87	65.0%
Capital Outlay (-)	\$0.00	\$729,386.53	\$693,764.00	(\$35,622.53)	105.1%
Other Objects (-)	\$0.00	\$52.25	\$2,036.00	\$1,983.75	2.6%
Non-Capitalized Equipment (-)	\$0.00	\$11,017.70	\$18,039.00	\$7,021.30	61.1%
Sub-total : Transportation Fund	(\$258,072.90)	(\$6,860,771.80)	(\$12,938,159.60)	(\$6,077,387.80)	53.0%
<b>Social Security Fund</b>					
Employee Benefits (-)	\$234,230.75	\$1,832,493.20	\$2,800,763.78	\$968,270.58	65.4%
Sub-total : Social Security Fund	(\$234,230.75)	(\$1,832,493.20)	(\$2,800,763.78)	(\$968,270.58)	65.4%
<b>Municipal Retirement Fund</b>					
Employee Benefits (-)	\$133,013.51	\$1,259,785.68	\$2,201,198.68	\$941,413.00	57.2%
Sub-total : Municipal Retirement Fund	(\$133,013.51)	(\$1,259,785.68)	(\$2,201,198.68)	(\$941,413.00)	57.2%
<b>Tort Immunity Fund</b>					
Salaries (-)	\$216,021.84	\$1,711,371.91	\$2,545,699.75	\$834,327.84	67.2%
Employee Benefits (-)	\$25,768.31	\$391,601.75	\$1,040,707.61	\$649,105.86	37.6%
Purchased Services (-)	\$54,761.65	\$1,535,270.04	\$2,283,111.00	\$747,840.96	67.2%
Supplies and Materials (-)	\$2,225.65	\$19,678.97	\$90,364.00	\$70,685.03	21.8%
Capital Outlay (-)	\$0.00	\$81,867.31	\$41,596.00	(\$40,271.31)	196.8%
Other Objects (-)	\$0.00	\$295.00	\$101,371.00	\$101,076.00	0.3%
Non-Capitalized Equipment (-)	\$1,281.55	\$17,521.98	\$2,959.00	(\$14,562.98)	592.2%
Sub-total : Tort Immunity Fund	(\$300,059.00)	(\$3,757,606.96)	(\$6,105,808.36)	(\$2,348,201.40)	61.5%
<b>Life Safety Fund</b>					
Purchased Services (-)	\$9,478.75	\$121,559.36	\$232,000.00	\$110,440.64	52.4%
Capital Outlay (-)	\$0.00	\$269,381.44	\$928,000.00	\$658,618.56	29.0%

Operating Statement with Budget

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

**Unit 5 Treasurer's Report For the Period 02/01/2023 through 02/28/2023**

Fiscal Year: 2022-2023

	<u>02/01/2023 - 02/28/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Life Safety Fund	(\$9,478.75)	(\$390,940.80)	(\$1,160,000.00)	(\$769,059.20)	33.7%
<b>Total : EXPENDITURES PAID</b>	<b>(\$11,565,885.76)</b>	<b>(\$140,435,371.47)</b>	<b>(\$204,445,809.87)</b>	<b>(\$64,010,438.40)</b>	<b>68.7%</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Educational Fund					
Transfers In (+)	\$0.00	\$0.00	\$11,700,000.00	\$11,700,000.00	0.0%
Transfers Out (-)	\$6,510.60	\$762,407.60	\$789,776.00	\$27,368.40	96.5%
Sub-total : Educational Fund	(\$6,510.60)	(\$762,407.60)	\$10,910,224.00	\$11,672,631.60	7.0%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$2,610.00	\$0.00	(\$2,610.00)	0.0%
Capital Lease Proceeds (+)	\$0.00	\$203,151.12	\$203,151.12	\$0.00	100.0%
Transfers In (+)	\$0.00	\$0.00	\$280,000.00	\$280,000.00	0.0%
Transfers Out (-)	\$0.00	\$0.00	\$75,122.86	\$75,122.86	0.0%
Sub-total : Operations & Maintenance Fund	\$0.00	\$205,761.12	\$408,028.26	\$202,267.14	50.4%
Debt Service Fund					
Transfers In (+)	\$6,510.60	\$762,407.60	\$864,898.86	\$102,491.26	88.1%
Sub-total : Debt Service Fund	\$6,510.60	\$762,407.60	\$864,898.86	\$102,491.26	88.1%
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%
<b>Total : OTHER FINANCING SOURCES (USES)</b>	<b>\$0.00</b>	<b>\$205,761.12</b>	<b>\$483,151.12</b>	<b>\$277,390.00</b>	<b>42.6%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$8,399,159.51)</b>	<b>(\$38,542,045.97)</b>	<b>(\$14,582,980.91)</b>	<b>\$23,959,065.06</b>	<b>264.3%</b>

End of Report

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

**Unit 5 Self-Funded Insurance As of 02/28/2023**

Fiscal Year: 2022-2023

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**ASSETS**

Current Assets

Cash In Bank (+) \$3,370,307.22

Accounts Receivable (+) \$10,075.70

Sub-total : Current Assets \$3,380,382.92

**Total : ASSETS**

\$3,380,382.92

**LIABILITIES**

Current Liabilities

Other Current Liabilities (+) \$2,097.54

Sub-total : Current Liabilities \$2,097.54

**Total : LIABILITIES**

\$2,097.54

**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 \$227,337.06

(+)

Sub-total : NET CHANGE IN FUND \$227,337.06

BALANCE

**Total : FUND BALANCE**

\$3,378,285.38

**Total LIABILITIES + FUND BALANCE**

\$3,380,382.92

End of Report

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

**Unit 5 Self-Funded Insurance For the Period 02/01/2023 through 02/28/2023**

Fiscal Year: 2022-2023

	02/01/2023 - 02/28/2023	Year To Date
<b>REVENUE COLLECTED</b>		
Revenue From Payroll		
Board Contributions (+)	\$1,128,046.00	\$8,859,123.00
Employee Contributions (+)	\$239,112.20	\$2,062,351.69
Sub-total : Revenue From Payroll	<u>\$1,367,158.20</u>	<u>\$10,921,474.69</u>
Revenue From Other Sources		
Retiree Contributions (+)	\$1,553.80	\$339,492.04
Cobra Contributions (+)	\$1,959.00	\$22,866.03
Interest & Dividends (+)	\$5,882.64	\$35,217.05
Sub-total : Revenue From Other Sources	<u>\$9,395.44</u>	<u>\$397,575.12</u>
<b>Total : REVENUE COLLECTED</b>	<u>\$1,376,553.64</u>	<u>\$11,319,049.81</u>
<b>EXPENDITURES PAID</b>		
Operating Expenditures		
Heath Ins Claims (-)	\$1,056,325.52	\$10,267,341.02
HSA Contributions (-)	\$4,591.72	\$55,623.04
Health Ins Admin Fees (-)	\$93,486.20	\$761,948.59
Other Fees & Expense (-)	\$0.00	\$6,800.10
Sub-total : Operating Expenditures	<u>(\$1,154,403.44)</u>	<u>(\$11,091,712.75)</u>
<b>Total : EXPENDITURES PAID</b>	<u>(\$1,154,403.44)</u>	<u>(\$11,091,712.75)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$222,150.20</u>	<u>\$227,337.06</u>

End of Report

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

**Unit 5 Treasurer's Report As of 03/31/2023**

Fiscal Year: 2022-2023

**ASSETS**

Educational Fund		
Cash (+)		\$305,961.85
Other Assets (+)		\$19,402.01
Sub-total : Educational Fund		<u>\$325,363.86</u>
Operations & Maintenance Fund		
Cash (+)		\$14,102.36
Other Assets (+)		\$8,594.35
Sub-total : Operations & Maintenance Fund		<u>\$22,696.71</u>
Debt Service Fund		
Cash (+)		\$220,439.12
Sub-total : Debt Service Fund		<u>\$220,439.12</u>
Transportation Fund		
Cash (+)		\$1,189,839.45
Sub-total : Transportation Fund		<u>\$1,189,839.45</u>
Social Security Fund		
Cash (+)		\$554,370.97
Sub-total : Social Security Fund		<u>\$554,370.97</u>
Municiple Retirement Fund		
Cash (+)		\$676,345.31
Sub-total : Municiple Retirement Fund		<u>\$676,345.31</u>
Working Cash Fund		
Cash (+)		\$15,008,837.41
Investments (+)		\$47,556,927.70
Interfund Receivables (+)		\$8,600,000.00
Sub-total : Working Cash Fund		<u>\$71,165,765.11</u>
Tort Immunity Fund		
Cash (+)		\$93,433.23
Sub-total : Tort Immunity Fund		<u>\$93,433.23</u>
Life Safety Fund		
Cash (+)		\$427,897.10
Sub-total : Life Safety Fund		<u>\$427,897.10</u>
<b>Total : ASSETS</b>		<b>\$74,676,150.86</b>

**LIABILITIES**

Educational Fund		
Interfund Payables (+)		\$5,000,000.00
Payroll Withholdings (+)		(\$2,663.55)
Other Liabilities (+)		\$37,607.09

Balance Sheet

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

**Unit 5 Treasurer's Report As of 03/31/2023**

Fiscal Year: 2022-2023

Sub-total : Educational Fund	\$5,034,943.54
Operations & Maintenance Fund	
Interfund Payables (+)	\$2,400,000.00
Sub-total : Operations & Maintenance Fund	\$2,400,000.00
Municiple Retirement Fund	
Payroll Withholdings (+)	\$33.89
Sub-total : Municiple Retirement Fund	\$33.89
Tort Immunity Fund	
Interfund Payables (+)	\$1,200,000.00
Sub-total : Tort Immunity Fund	\$1,200,000.00
<b>Total : LIABILITIES</b>	<b>\$8,634,977.43</b>
<b>FUND BALANCE</b>	
Educational Fund	
Fund Balance (+)	\$17,433,789.32
Sub-total : Educational Fund	\$17,433,789.32
Operations & Maintenance Fund	
Fund Balance (+)	\$1,215,231.18
Sub-total : Operations & Maintenance Fund	\$1,215,231.18
Debt Service Fund	
Fund Balance (+)	\$19,688,044.19
Sub-total : Debt Service Fund	\$19,688,044.19
Transportation Fund	
Fund Balance (+)	\$3,484,361.72
Sub-total : Transportation Fund	\$3,484,361.72
Social Security Fund	
Fund Balance (+)	\$1,174,877.58
Sub-total : Social Security Fund	\$1,174,877.58
Municiple Retirement Fund	
Fund Balance (+)	\$1,009,060.70
Sub-total : Municiple Retirement Fund	\$1,009,060.70
Working Cash Fund	
Fund Balance (+)	\$69,835,374.12
Sub-total : Working Cash Fund	\$69,835,374.12
Tort Immunity Fund	
Fund Balance (+)	\$711,577.74
Sub-total : Tort Immunity Fund	\$711,577.74
Life Safety Fund	

Balance Sheet

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

**Unit 5 Treasurer's Report As of 03/31/2023**

Fiscal Year: 2022-2023

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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 (+)	(\$48,903,826.94)
Sub-total : NET CHANGE IN FUND BALANCE	<u>(\$48,903,826.94)</u>
<b>Total : FUND BALANCE</b>	<u>\$66,041,173.43</u>
<b>Total LIABILITIES + FUND BALANCE</b>	\$74,676,150.86

**End of Report**

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

**Unit 5 Treasurer's Report For the Period 03/01/2023 through 03/31/2023**

Fiscal Year: 2022-2023

	<u>03/01/2023 - 03/31/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>REVENUE COLLECTED</b>					
Educational Fund					
Local Sources (+)	\$817,368.43	\$38,560,661.26	\$75,969,900.89	\$37,409,239.63	50.8%
State Sources (+)	\$2,340,220.10	\$19,320,091.03	\$25,699,961.60	\$6,379,870.57	75.2%
Federal Sources (+)	\$656,466.92	\$11,115,888.39	\$14,569,640.35	\$3,453,751.96	76.3%
Sub-total : Educational Fund	\$3,814,055.45	\$68,996,640.68	\$116,239,502.84	\$47,242,862.16	59.4%
Operations & Maintenance Fund					
Local Sources (+)	\$30,474.26	\$6,043,725.82	\$12,536,884.00	\$6,493,158.18	48.2%
State Sources (+)	\$0.00	\$50,000.00	\$37,000.00	(\$13,000.00)	135.1%
Sub-total : Operations & Maintenance Fund	\$30,474.26	\$6,093,725.82	\$12,573,884.00	\$6,480,158.18	48.5%
Debt Service Fund					
Local Sources (+)	\$99.29	\$17,028,127.93	\$35,974,385.00	\$18,946,257.07	47.3%
Sub-total : Debt Service Fund	\$99.29	\$17,028,127.93	\$35,974,385.00	\$18,946,257.07	47.3%
Social Security Fund					
Local Sources (+)	\$42,865.04	\$1,443,839.12	\$2,699,524.00	\$1,255,684.88	53.5%
Sub-total : Social Security Fund	\$42,865.04	\$1,443,839.12	\$2,699,524.00	\$1,255,684.88	53.5%
Municiple Retirement Fund					
Local Sources (+)	\$332.73	\$1,058,541.76	\$2,223,724.00	\$1,165,182.24	47.6%
Sub-total : Municiple Retirement Fund	\$332.73	\$1,058,541.76	\$2,223,724.00	\$1,165,182.24	47.6%
Working Cash Fund					
Local Sources (+)	\$414,874.81	\$1,330,390.99	\$1,189,332.00	(\$141,058.99)	111.9%
Sub-total : Working Cash Fund	\$414,874.81	\$1,330,390.99	\$1,189,332.00	(\$141,058.99)	111.9%
Tort Immunity Fund					
Local Sources (+)	\$442.58	\$2,777,492.34	\$6,033,829.00	\$3,256,336.66	46.0%
Sub-total : Tort Immunity Fund	\$442.58	\$2,777,492.34	\$6,033,829.00	\$3,256,336.66	46.0%
Life Safety Fund					
Local Sources (+)	\$218.82	\$546,483.08	\$1,189,332.00	\$642,848.92	45.9%
Sub-total : Life Safety Fund	\$218.82	\$546,483.08	\$1,189,332.00	\$642,848.92	45.9%
Transportation Fund					
Local Sources (+)	\$1,015.59	\$2,225,940.69	\$4,757,327.00	\$2,531,386.31	46.8%
State Sources (+)	\$0.00	\$4,490,760.54	\$6,102,500.00	\$1,611,739.46	73.6%
Federal Sources (+)	\$0.00	\$0.00	\$413,635.00	\$413,635.00	0.0%
Sub-total : Transportation Fund	\$1,015.59	\$6,716,701.23	\$11,273,462.00	\$4,556,760.77	59.6%
<b>Total : REVENUE COLLECTED</b>	<b>\$4,304,378.57</b>	<b>\$105,991,942.95</b>	<b>\$189,396,974.84</b>	<b>\$83,405,031.89</b>	<b>56.0%</b>
<b>EXPENDITURES PAID</b>					
Educational Fund					
Salaries (-)	\$7,549,413.94	\$67,351,321.26	\$92,295,122.75	\$24,943,801.49	73.0%
Employee Benefits (-)	\$1,444,293.73	\$12,646,239.45	\$17,017,247.03	\$4,371,007.58	74.3%
Purchased Services (-)	\$149,401.02	\$1,440,745.74	\$4,055,557.10	\$2,614,811.36	35.5%
Supplies and Materials (-)	\$470,918.38	\$4,967,105.33	\$8,482,896.46	\$3,515,791.13	58.6%
Capital Outlay (-)	\$24,957.34	\$986,610.90	\$192,579.74	(\$794,031.16)	512.3%

Operating Statement with Budget

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

**Unit 5 Treasurer's Report For the Period 03/01/2023 through 03/31/2023**

Fiscal Year: 2022-2023

	<u>03/01/2023 - 03/31/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$408,046.01	\$2,938,218.25	\$5,959,166.00	\$3,020,947.75	49.3%
Non-Capitalized Equipment (-)	\$0.00	\$63,851.29	\$229,114.00	\$165,262.71	27.9%
Sub-total : Educational Fund	(\$10,047,030.42)	(\$90,394,092.22)	(\$128,231,683.08)	(\$37,837,590.86)	70.5%
<b>Operations &amp; Maintenance Fund</b>					
Salaries (-)	\$527,074.16	\$4,748,900.05	\$6,571,910.14	\$1,823,010.09	72.3%
Employee Benefits (-)	\$88,809.82	\$776,685.59	\$1,047,340.00	\$270,654.41	74.2%
Purchased Services (-)	\$125,257.35	\$1,030,735.87	\$1,245,786.00	\$215,050.13	82.7%
Supplies and Materials (-)	\$381,326.59	\$2,551,382.54	\$3,449,148.00	\$897,765.46	74.0%
Capital Outlay (-)	\$0.00	\$743,010.81	\$593,974.12	(\$149,036.69)	125.1%
Other Objects (-)	\$260.00	\$860.00	\$2,454.00	\$1,594.00	35.0%
Non-Capitalized Equipment (-)	\$0.00	\$1,723.69	\$15,790.00	\$14,066.31	10.9%
Sub-total : Operations & Maintenance Fund	(\$1,122,727.92)	(\$9,853,298.55)	(\$12,926,402.26)	(\$3,073,103.71)	76.2%
<b>Debt Service Fund</b>					
Other Objects (-)	\$63,633.46	\$37,319,774.06	\$38,107,091.11	\$787,317.05	97.9%
Sub-total : Debt Service Fund	(\$63,633.46)	(\$37,319,774.06)	(\$38,107,091.11)	(\$787,317.05)	97.9%
<b>Transportation Fund</b>					
Salaries (-)	\$16,842.80	\$169,316.59	\$225,067.66	\$55,751.07	75.2%
Employee Benefits (-)	\$4,044.80	\$38,928.80	\$48,361.94	\$9,433.14	80.5%
Purchased Services (-)	\$2,021,184.94	\$6,913,941.34	\$10,351,041.00	\$3,437,099.66	66.8%
Supplies and Materials (-)	\$105,322.16	\$1,145,523.29	\$1,599,850.00	\$454,326.71	71.6%
Capital Outlay (-)	\$0.00	\$729,386.53	\$693,764.00	(\$35,622.53)	105.1%
Other Objects (-)	\$0.00	\$52.25	\$2,036.00	\$1,983.75	2.6%
Non-Capitalized Equipment (-)	\$3,057.00	\$14,074.70	\$18,039.00	\$3,964.30	78.0%
Sub-total : Transportation Fund	(\$2,150,451.70)	(\$9,011,223.50)	(\$12,938,159.60)	(\$3,926,936.10)	69.6%
<b>Social Security Fund</b>					
Employee Benefits (-)	\$231,852.53	\$2,064,345.73	\$2,800,763.78	\$736,418.05	73.7%
Sub-total : Social Security Fund	(\$231,852.53)	(\$2,064,345.73)	(\$2,800,763.78)	(\$736,418.05)	73.7%
<b>Municipal Retirement Fund</b>					
Employee Benefits (-)	\$131,505.36	\$1,391,291.04	\$2,201,198.68	\$809,907.64	63.2%
Sub-total : Municipal Retirement Fund	(\$131,505.36)	(\$1,391,291.04)	(\$2,201,198.68)	(\$809,907.64)	63.2%
<b>Tort Immunity Fund</b>					
Salaries (-)	\$216,061.95	\$1,927,433.86	\$2,545,699.75	\$618,265.89	75.7%
Employee Benefits (-)	\$65,134.50	\$456,736.25	\$1,040,707.61	\$583,971.36	43.9%
Purchased Services (-)	\$548,573.73	\$2,083,843.77	\$2,283,111.00	\$199,267.23	91.3%
Supplies and Materials (-)	\$8,259.71	\$27,938.68	\$90,364.00	\$62,425.32	30.9%
Capital Outlay (-)	\$0.00	\$81,867.31	\$41,596.00	(\$40,271.31)	196.8%
Other Objects (-)	\$0.00	\$295.00	\$101,371.00	\$101,076.00	0.3%
Non-Capitalized Equipment (-)	\$0.00	\$17,521.98	\$2,959.00	(\$14,562.98)	592.2%
Sub-total : Tort Immunity Fund	(\$838,029.89)	(\$4,595,636.85)	(\$6,105,808.36)	(\$1,510,171.51)	75.3%
<b>Life Safety Fund</b>					
Purchased Services (-)	\$0.00	\$121,559.36	\$232,000.00	\$110,440.64	52.4%
Capital Outlay (-)	\$120,329.00	\$389,710.44	\$928,000.00	\$538,289.56	42.0%

Operating Statement with Budget

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

**Unit 5 Treasurer's Report For the Period 03/01/2023 through 03/31/2023**

Fiscal Year: 2022-2023

	<u>03/01/2023 - 03/31/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Life Safety Fund	(\$120,329.00)	(\$511,269.80)	(\$1,160,000.00)	(\$648,730.20)	44.1%
<b>Total : EXPENDITURES PAID</b>	<b>(\$14,705,560.28)</b>	<b>(\$155,140,931.75)</b>	<b>(\$204,471,106.87)</b>	<b>(\$49,330,175.12)</b>	<b>75.9%</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Educational Fund					
Capital Lease Proceeds (+)	\$23,000.74	\$23,000.74	\$23,000.74	\$0.00	100.0%
Transfers In (+)	\$0.00	\$0.00	\$11,700,000.00	\$11,700,000.00	0.0%
Transfers Out (-)	\$6,510.60	\$768,918.20	\$789,776.00	\$20,857.80	97.4%
Sub-total : Educational Fund	\$16,490.14	(\$745,917.46)	\$10,933,224.74	\$11,679,142.20	6.8%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$16,400.00	\$19,010.00	\$0.00	(\$19,010.00)	0.0%
Capital Lease Proceeds (+)	\$0.00	\$203,151.12	\$203,151.12	\$0.00	100.0%
Transfers In (+)	\$0.00	\$0.00	\$280,000.00	\$280,000.00	0.0%
Transfers Out (-)	\$55,122.86	\$55,122.86	\$75,122.86	\$20,000.00	73.4%
Sub-total : Operations & Maintenance Fund	(\$38,722.86)	\$167,038.26	\$408,028.26	\$240,990.00	40.9%
Debt Service Fund					
Transfers In (+)	\$61,633.46	\$824,041.06	\$864,898.86	\$40,857.80	95.3%
Sub-total : Debt Service Fund	\$61,633.46	\$824,041.06	\$864,898.86	\$40,857.80	95.3%
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%
<b>Total : OTHER FINANCING SOURCES (USES)</b>	<b>\$39,400.74</b>	<b>\$245,161.86</b>	<b>\$506,151.86</b>	<b>\$260,990.00</b>	<b>48.4%</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(\$10,361,780.97)</b>	<b>(\$48,903,826.94)</b>	<b>(\$14,567,980.17)</b>	<b>\$34,335,846.77</b>	<b>335.7%</b>

End of Report

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

**Unit 5 Self-Funded Insurance As of 03/31/2023**

Fiscal Year: 2022-2023

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**ASSETS**

Current Assets

Cash In Bank (+) \$3,371,418.23

Accounts Receivable (+) \$98,454.17

Sub-total : Current Assets \$3,469,872.40

**Total : ASSETS**

\$3,469,872.40

**LIABILITIES**

Current Liabilities

Other Current Liabilities (+) \$2,097.54

Sub-total : Current Liabilities \$2,097.54

**Total : LIABILITIES**

\$2,097.54

**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 (+) \$316,826.54

Sub-total : NET CHANGE IN FUND BALANCE \$316,826.54

**Total : FUND BALANCE**

\$3,467,774.86

**Total LIABILITIES + FUND BALANCE**

\$3,469,872.40

End of Report

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

**Unit 5 Self-Funded Insurance For the Period 03/01/2023 through 03/31/2023**

Fiscal Year: 2022-2023

	03/01/2023 - 03/31/2023	Year To Date
<b>REVENUE COLLECTED</b>		
Revenue From Payroll		
Board Contributions (+)	\$1,124,941.00	\$9,984,064.00
Employee Contributions (+)	\$239,013.43	\$2,301,365.12
Sub-total : Revenue From Payroll	<u>\$1,363,954.43</u>	<u>\$12,285,429.12</u>
Revenue From Other Sources		
Retiree Contributions (+)	\$121,443.47	\$460,935.51
Cobra Contributions (+)	\$645.02	\$23,511.05
Interest & Dividends (+)	\$6,797.77	\$42,014.82
Sub-total : Revenue From Other Sources	<u>\$128,886.26</u>	<u>\$526,461.38</u>
<b>Total : REVENUE COLLECTED</b>	<u>\$1,492,840.69</u>	<u>\$12,811,890.50</u>
<b>EXPENDITURES PAID</b>		
Operating Expenditures		
Heath Ins Claims (-)	\$1,294,328.19	\$11,561,669.21
HSA Contributions (-)	\$13,895.16	\$69,518.20
Health Ins Admin Fees (-)	\$95,127.86	\$857,076.45
Other Fees & Expense (-)	\$0.00	\$6,800.10
Sub-total : Operating Expenditures	<u>(\$1,403,351.21)</u>	<u>(\$12,495,063.96)</u>
<b>Total : EXPENDITURES PAID</b>	<u>(\$1,403,351.21)</u>	<u>(\$12,495,063.96)</u>
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$89,489.48</u>	<u>\$316,826.54</u>

End of Report

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

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

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

15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards and/or governing bodies to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

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

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

CROSS REF.: 1.10 (District Legal Status), 1.20 (District Organization, Operations, and Cooperative Agreements), 2.10 (District Governance), 2.80 (Board Member Oath and Conduct), 2.140 (Communications To and From the Board), 2.210 (Organizational Board Meetings), 2.240 (Board Policy Development), 4.60 (Purchase and Contracts), 4.70 (Resource Conservation), 4.100 (Insurance Management), 4.110 (Transportation), 4.150 (Facility Management and Building Programs), 5.10 (Equal Employment Opportunity), 5.90 (Abused and Neglected Child Reporting), 6.10 (Educational Philosophy), 6.15 (School Accountability), 6.20 (School Year Calendar and Day), 7.10 (Equal Education Opportunities), 7.30 (Student Assignment; Intra-District Transfer; Eligibility), 7.190 (Student Behavior), 7.200 (Suspension Procedures), 7.210 (Expulsion Procedures), 8.10 (Connection with the Community), 8.30 (Visitors to and Conduct on School Property)

### **School District Elections**

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions.

Board members are elected at the consolidated election held on the first Tuesday in April in 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. The canvass of votes is conducted by the election authority within 21 days after the election.

The Board, by proper resolution, may cause to be placed on the ballot:

- (a) public policy referendum according to Article 28 of the *Election Code*, or
- (b) advisory questions of public policy according to Section 9-1.5 of the *School Code*

The Board Secretary serves as the local election official. The Board Secretary receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.  
105 ILCS 5/9.

CROSS REF.: 2.40 (Board Member Qualifications), 2.50 (Board Member Term of Office), 2.210 (Organizational Board Meetings)

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Adopted: August 9, 1995  
Reviewed: March 2023  
Amended: April 26, 2023

**Board Member Term of Office**

The term of office for a Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held in April in odd-numbered years.
2. The successful candidate(s) take the oath of office as provided in Board policy 2.80, *Board Member Oath and Conduct*.

The term ends 4 years later when the successor assumes office.

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.  
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2.30 (School District Elections), 2.80 (Board Member Oath and Conduct), 2.210 (Organizational Board Meetings)

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Adopted: August 9, 1995  
Reviewed: March 2023  
Amended: April 26, 2023

**Board Member Conflict of Interest**

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District.

Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2.105, *Ethics and Gift Ban*.

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

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if the Board member has a real or apparent conflict of interest. A conflict of interest arises when a Board member 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 a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

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

CROSS REF.: 2.105 (Ethics and Gift Ban), 4.60 (Purchases and Contracts), 5.120 (Employee Ethics; Code of Conduct; and Conflicts of Interest)

### **Ethics and Gift Ban**

#### Prohibited Political Activity

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

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

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

#### Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or the Board member’s or employee’s spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.

6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or the recipient's spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "*Intra-governmental gift*" means any gift given to a Board member or employee from another Board member or employee, and "*inter-governmental gift*" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

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

A Board member or employee, the Board member's or employee's spouse, or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2.260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

"*Political activity*" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

“*Prohibited source*” means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) the Board member, or (b) with an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) by an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

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

CROSS REF.: 2.100 (Board Member Conflict of Interest), 2.110 (Qualifications, Term, and Duties of Board Officers), 2.260 (Uniform Grievance Procedure), 4.60 (Purchases and Contracts), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

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Reviewed: March 2023  
Amended: April 26, 2023

### **Access to District Public Records**

Full access to the District's *public records* is available to any person as provided In the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

#### Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

#### Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

#### Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Superintendent or designee shall instruct District employees to immediately forward any request for inspection and copying of a public record to the District's Freedom of Information Officer or designee.

#### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the

extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

### Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material request and the cost of copying it.

### Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, the requester may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy.

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if:

- (1) they are evidence of the District's organization, function, policies, procedures, or activities;

- (2) they contain informational data appropriate for preservation;
- (3) their retention is required by State or federal law; or
- (4) they are subject to a retention request by the Attorney for the District (e.g. a litigation hold), District auditor, or other individual authorized by the Board or State or federal law to make such a request.

Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/1, Illinois Freedom of Information Act.  
105 ILCS 5/10-16, and 5/24A-7.1.  
820 ILCS 40/11.  
820 ILCS 130/5.

CROSS REF.: 2.140 (Communications To and From the Board), 5.150 (Personnel Records),  
7.340 (Student Records)

ADMIN. PROC.: 2.140-E1 (Guidance for Board Member Communications, Including Email Use),  
2.220-E8 (School Board Records Maintenance Requirements and FAQs ),  
2.250-AP1 (Access To and Copying of District Public Records), 2.250-AP2  
(Protocols for Record Preservation and Development of Retention Schedules),  
2.250-E1 (Written Request for District public Records), 2.250-E2 (Immediately  
Available District Public Records and Web-Posted Reports and Records),  
2.250-E3 (Recurrent Requester Notification), 5.150-AP1 (Personnel Records),  
7.340-AP1 (School Student Records)

**Administrative Procedure - Access To and Copying of District Public Records**

- A. Legal Citations and Definitions
- B. FOIA Compliance
- C. Availability and Posting Requirements
- D. Fee Schedule
- E. Response to FOIA Requests
- F. Extensions of Time to Respond
- G. Unduly Burdensome Requests
- H. Requests for Commercial Purposes
- I. Managing Requests from a Recurrent Requester
- J. Managing Voluminous Requests
- K. Denials
- L. Consultation with the Attorney for the District

**A. Legal Citations and Definitions**

The legal requirements contained in this procedure are followed by a citation to the controlling 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 Freedom of Information Act (FOIA, 5 ILCS 140/2). For easy reference, some definitions are re-printed in this procedure. The IASB reports on Ill. Public Access Counselor (PAC) opinions concerning FOIA are on its **Recent Court and Agency Decisions** website, located at: [www.iasb.com/law/courtdecisions.cfm](http://www.iasb.com/law/courtdecisions.cfm).

**B. FOIA Compliance**

The District's Freedom of Information Officer (FOIA Officer) implements Board policy (2.250, *Access to District Public Records*) and has the duties, without limitation, listed below:

1. Manages the District's compliance with FOIA including without limitation, performing the following duties specified in FOIA, 5 ILCS 140/3.5:
  - a. Receives FOIA requests, ensures that the District responds to requests in a timely fashion, and issues responses to FOIA requests.
  - b. Develops a list of documents or categories of records that will be immediately disclosed upon request. See Exhibit 2.250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.
  - c. Upon receiving a request for a public record, (a) notes the date the District received the written request; (b) computes the day on which the period for response will expire and makes a notation of that date on the written request; (c) maintains an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and (d) creates a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.

2. Identifies other staff members to assist with FOIA compliance and delegates specific responsibilities to them. These individuals may include the information technology specialist and department heads.
3. Informs and/or trains staff members concerning their respective responsibilities regarding FOIA. This includes explaining the requirement that all FOIA requests must be immediately forwarded to the FOIA Officer, including those that are received via email.
4. Successfully completes the annual training program developed by the Public Access Counselor in the Attorney General's office. Each newly appointed FOIA Officer must successfully complete the training program within 30 days after assuming the position.

### **C. Availability and Posting Requirements**

Full access to the District's *public records* is available to any person as provided in FOIA. The FOIA Officer approves all requests for *public records* unless: (1) the requested material does not exist, (2) the requested material is exempt from inspection and copying by FOIA, or (3) complying with the request will be unduly burdensome after extending an opportunity to the requester to reduce the request to manageable proportions.

The FOIA Officer shall:

1. Prominently display at each administrative office and school, and post on the District website, if any, the following:
  - a. A brief description of the District, and
  - b. The methods for requesting information and District public records, directory information listing the FOIA Officer and where requests for public records should be directed, and any fees. 5 ILCS 140/4. This information must be copied and mailed if requested.
2. Maintain and make available for inspection and copying a reasonably current list of all types or categories of records under the District's control. 5 ILCS 140/5. The list below contains the categories of records kept by the District; some of the records within these categories are exempt and, therefore, will not be disclosed in response to a FOIA request.
  - a. Board governance, including without limitation, Board meeting calendar and notices, Board meeting agendas and minutes, Board policy
  - b. Fiscal and business management, including without limitation, levy resolution and certificate of tax levy, audit, line-item budget, grant documents, account statements, accounts payable list, contracts, legal notices, bidding specifications, requests for proposals
  - c. Personnel, including without limitation, employee contact information, salary schedules, staff handbook, collective bargaining agreements, personnel file material
  - d. Students and instruction, including without limitation, accountability documents, calendars, student handbooks, learning outcomes, student school records

**D. Fee Schedule**

The FOIA Officer establishes a fee schedule (from time-to-time as appropriate) that complies with 5 ILCS 140/6, including each of the following:

1. The fees, except when otherwise fixed by statute, must: (a) be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records, and (b) not exceed that maximum fee amount set by FOIA.
2. Statutory fees applicable to copies of public records when furnished in a paper format are not applicable to those records when furnished in an electronic format.
3. No fee is charged for the first 50 pages of black and white, letter or legal sized copies furnished to a requester.
4. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page.
5. If the District provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.
6. A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. In setting the reduction's amount, the FOIA Officer considers the amount of materials requested and the cost of copying them.
7. In accordance with 5 ILCS 140/6(a-5), if a voluminous request is for electronic records and the responsive records are:
  - a. Not in a portable document format (PDF), the District charges up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data.
  - b. In a PDF, the District charges up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data.
  - c. In both a PDF and not in a PDF, the District separates the fees and charges the requester under both fee scales.
8. Unless the request is for a commercial purpose or a voluminous request, the costs of any search for and review of the records or other personnel costs associated with reproducing the records are not included in the fee calculation. 5 ILCS 140/6(a).

\* Section 6(a) states: "If a request is *not* a request for a *commercial purpose* or a *voluminous request*, a public body *may not* charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." (Emphasis added) This implies that a search and review fee may be charged when responding to a request for a *commercial purpose* or a *voluminous request*. However, Sec. 6(b) states that the search and review fee described in Sec. 6(f) may be charged *only to* someone making a *commercial request*.

Sec. 6(f) contains the maximum amounts that may be charged for search and review but does not explain when they may be charged. The FOIA Officer will need to consult the Attorney for the District.

When responding to a request for commercial purposes, as defined in 5 ILCS 140/2(c-10), the District charges:

- a. Up to \$10.00 for each hour spent by personnel in searching for or retrieving a requested record or examining the record for necessary reductions. No fee is charged for the first eight hours spent by personnel in searching for or retrieving a requested record. 5 ILCS 140/6(f).
- b. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the District. 5 ILCS 140/6(f).

Someone making a voluminous request may be charged the fees as described above upon the FOIA Officer's consult with the Attorney for the District.

The FOIA Officer provides the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records under 7 and 8 above. 5 ILCS 140/6(a-5) and (f).

#### **E. Response to FOIA Requests**

The FOIA Officer must:

1. Comply with or deny a request for inspection or copying within five business days of receiving a records request, unless the time for response is extended. 5 ILCS 140/3. The FOIA Officer may use forms prepared by the Ill. Public Access Counselor available at: <http://foiapac.ilag.gov/>. Click on the menu *PAC Resources*, then on the submenu *Forms and Sample Letters*.
2. Redact any and all exempt portion(s) of requested records containing both exempt and non-exempt material and release the remaining material. 5 ILCS 140/7.
3. Comply with the Personnel Record Review Act (PRRA), 820 ILCS 40/, amended by P.A. 101-531.
  - a. The response to a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age of the responsive record.
  - b.
    - 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, severe physical abuse, or *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c), the request must be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q), amended by P.A. 101-620; 820 ILCS 40/8 amended by P.A.s 101-531 and 102-702.
    - 2) If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, severe physical abuse, or *sexual misconduct* as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A.s 101-531 and 102-702.

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Reviewed: March 2023

Amended: April 26, 2023

- 3) If the responsive record is four years old or less, it must be disclosed (regardless of its nature) and the employee must be notified in writing (first class mail) or by email, 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), amended by P.A. 101-620; 820 ILCS 40/7, amended by P.A. 102-526. A notice to the employee is not required if:
- The employee 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.

c. A request for a performance evaluation(s) must be denied. 820 ILCS 40/11.

#### **F. Extensions of Time to Respond**

The District FOIA Officer may extend the time for a response for any of the reasons stated in 5 ILCS 140/3(e)(i-vii), **quoted below**:

- (i) The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- (ii) The request requires the collection of a substantial number of specified records;
- (iii) The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- (iv) The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- (v) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of FOIA or should be revealed only with appropriate deletions;
- (vi) The request for records cannot be complied with by the public body within the time limits prescribed by paragraph (d) of Section 3 of FOIA without unduly burdening or interfering with the operations of the public body; or
- (vii) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

If an extension of time for a response is needed, the FOIA Officer must perform one of the following actions within five business days after receipt of the request:

1. Notify the requester that the District is extending its time for response for no longer than 5 business days from the original due date, and identify the reason for the delay and the date on which a response will be made. 5 ILCS 140/3(e) and (f); or

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2. Confer with the requester in an attempt to reach an agreement on an extended compliance date. The agreement must be in writing. 5 ILCS 140/3(e).

### **G. Unduly Burdensome Requests**

Before invoking the *unduly burdensome* exemption, the FOIA Officer must confer with the requester in an attempt to reduce the request to manageable proportions. 5 ILCS 140/3(e) and (g). A request may be unduly burdensome due, for example, to the request's breadth. The FOIA Officer must explain to the requester in writing when a request continues to be unduly burdensome, specifying the reason why the request is unduly burdensome.

### **H. Requests for Commercial Purposes**

A request is for *commercial purposes*, according to 5 ILCS 140/2(c-10), if:

[T]he use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a *commercial purpose* when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

The FOIA Officer responds to a request that appears to be for commercial purposes pursuant to 5 ILCS 140/3.1 by:

1. Asking the requester to identify if the record is for a commercial purpose. See *Exhibit 2:250-E1*. It is unlawful for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District. 5 ILCS 140/3.1(c).
2. Responding to a request for records to be used for a commercial purpose within 21 working days after receipt. The response must be one of the following: (a) provide an estimate of the time required by the District to provide the records and an estimate of the fees, which the requester may be required to pay in full before copying the requested documents; (b) deny the request pursuant to one or more of the exemptions; (c) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or (d) provide the records requested.
3. Complying with a request, unless the records are exempt from disclosure, within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.
4. Collecting a fee as described in subsection **D.** above.

### **I. Managing Requests from a Recurrent Requester**

A request is from a *recurrent requester*, according to 5 ILCS 140/2(g), if:

[A] person that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests

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for records within a 30-day period, or (iii) a minimum of seven requests for records within a seven-day period. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time period in this definition when the principal purpose of the requests is (i) to access and disseminate information concerning new and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

For purposes of this definition, one *request* may identify multiple records to be inspected or copied.

The District complies with a request from a recurrent requester within a reasonable period considering the size and complexity of the record, unless the records are exempt from disclosure. 5 ILCS 140/3.2(c).

The FOIA Officer responds to a request from a recurrent requester by:

1. Notifying the requester within five business days after receiving a request from a recurrent requester (5 ILCS 140/3.2(b) that:
2.
  - a. The request is being treated as coming from a recurrent requester under 105 ILCS 140/2(g);
  - b. The reasons the request is being treated as coming from a recurrent requester;
  - c. The District will send an initial response within 21 business days after receipt of the request; and
  - d. The proposed FOIA responses that may be asserted pursuant to 5 ILCS 140/3.2(a). These are the same responses that the District can provide within 21 business days after receipt of a request.
3. Responding within 21 business days after receipt of a recurrent request with one of the following (5 ILCS 140/3.2(a):
  - a. An estimate of the time required by the District to provide the records and an estimate of the fees, which the requester is required to pay in full before the District copies the requested documents;
  - b. A denial pursuant to one or more of the exemptions;
  - c. Notification that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions; or
  - d. The records as requested.

#### **J. Managing Voluminous Requests**

A *voluminous request*, according to 5 ILCS 140/2(h), means:

[A] request that:

- i. Includes more than 5 individual requests for more than 5 different categories of records or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or
- ii. Requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages. *Single requested record* may include, but is not limited to, one report, form, email, letter, memorandum, book, map, microfilm, tape, or recording.

According to 5 ILCS 140/2(g), a *voluminous request* “does not include a request made by news media and non-profit, scientific, or academic organizations if the principal purpose of the request is: (1) to access and disseminate information concerning news and current or passing events; (2) for articles of opinion or features of interest to the public; or (3) for the purpose of academic, scientific, or public research or education.”

The FOIA Officer responds to a voluminous request by:

1. Notifying the requester within five business days after receiving a voluminous request that:
  - a. The District is treating the request as a voluminous request under Section 3.6.
  - b. The District is treating the request as voluminous for one of the following reasons:
    - 1) Includes more than five individual requests for more than five different categories of records or a combination of individual requests that total requests for more than five different categories of records in a period of 20 business days; or
    - 2) Requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.
  - c. The requester must respond to the District within ten business days after this response is sent. The requester must specify whether the requester would like to amend the request in such a way that the District will no longer treat the request as a voluminous request.
  - d. If the requester does not respond within ten business days or if the request continues to be a voluminous request following the requester response, the District will respond to the request and assess any fees the District charges pursuant to 5 ILCS 140/6.
  - e. The District has five business days after receipt of the requester’s response or five business days from the last day for the requester to amend the request, whichever is sooner, to respond to the request.
  - f. The District may request an additional ten business days to comply with the request.
  - g. The requester has the right to review the District’s determination by the public access counselor whose address and phone number follows:

Public Access Counselor  
Office of the Attorney General  
500 S. 2nd Street  
Springfield, Illinois 62706  
Phone: 1-877-299-3642

- h. If the requester fails to accept or collect the responsive records, the District will still charge the requester for its response pursuant to Section 6 of FOIA and the requester's failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.
2. Providing the requester ten business days from the date the District responded to amend the request in such a way that the District will no longer treat it as a voluminous request.
3. If a request continues to be a voluminous request following the requester's reply or the requester fails to reply, responding within the earlier of five business days after the District receives the requester's reply or five business days after the final day for the requester to reply to the District's notification. The District's response must:
  - a. Provide an estimate of the fees to be charged, indicating whether the District requires the person to pay in full before the District copies the requested documents;
  - b. Deny the request pursuant to one or more of the exemptions sent out in FOIA;
  - c. Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or
  - d. Provide the records as requested.

The District may extend the time for responding by not more than ten business days from the final date for the requester to reply to the District's notification for any of the reasons provided in subsection Section 3(e) of FOIA.

The requester and District may agree in writing to extend the time for compliance for a period to be determined by the parties.

## **K Denials**

The FOIA Officer will deny a FOIA request for any of the exemptions in 5 ILCS 140/7 or 7.5, amended by P.A.s 101-221, 101-620 and 101-649. He or she will comply with 5 ILCS 140/9 by:

1. Providing the requester with a written response containing: (a) the reasons for the denial, including a detailed factual basis for the application of any exemption claimed; (b) the names and titles or positions of each person responsible for the denial; and (c) information about his or her right to review by the Public Access Counselor (include the address and phone number for the Public Access Counselor), and to judicial review under 5 ILCS 140/11.
2. Specifying the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority when the denial is based on the grounds that the records are exempt under 5 ILCS 140/7.
3. Retaining copies of all denial notices in a single central office file that is open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records requested. 5 ILCS 140/9(b).

**L. Consultation with the Attorney for the District**

The FOIA Officer may consult with the Attorney for the District, as needed, for legal advice concerning compliance with FOIA, including without limitation:

1. Responding to specific requests,
2. Communicating with the Office of the Ill. Attorney General or Public Access Counselor, or
3. During any judicial proceeding.

LEGAL REF.: 5 ILCS 140/1, Freedom of Information Act.

### **Goals and Objectives**

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with the School Board policy 1.30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards.
3. Meet or exceed student performance and academic improvement goals established by the Board.
4. Develop and maintain channels for communication between the school system and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy.
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, 5/10-21.4a, and 5/21.4a.

CROSS REF.: 1.30 (District Philosophy and Mission Statement), 2.20 (Powers and Duties of the Board; Indemnification), 2.130 (Board-Superintendent Relationship), 3.40 (Superintendent), 3.50 (Administrative Personnel Other than the Superintendent), 3.60 (Administrative Responsibilities of the Building Principals), 6.10 (Educational Philosophy)

### **Administrative Responsibilities of the Building Principals**

#### Duties and Authority

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools and may employ Associate Principals and Assistant Principals.

The primary responsibility of a Building Principal is the improvement of instruction.

Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in the Building Principal's employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

The Board and each Building Principal, Associate Principal, or Assistant Principal shall enter into an employment agreement that conforms to State law and Board policy. The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal, Associate Principal, and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or Associate Principal or Assistant Principal.

#### Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals, Associate Principals, and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal, Associate Principal, and Assistant Principal.

The Superintendent or designee may conduct additional evaluations.

#### Qualifications and Other Terms and Conditions of Employment

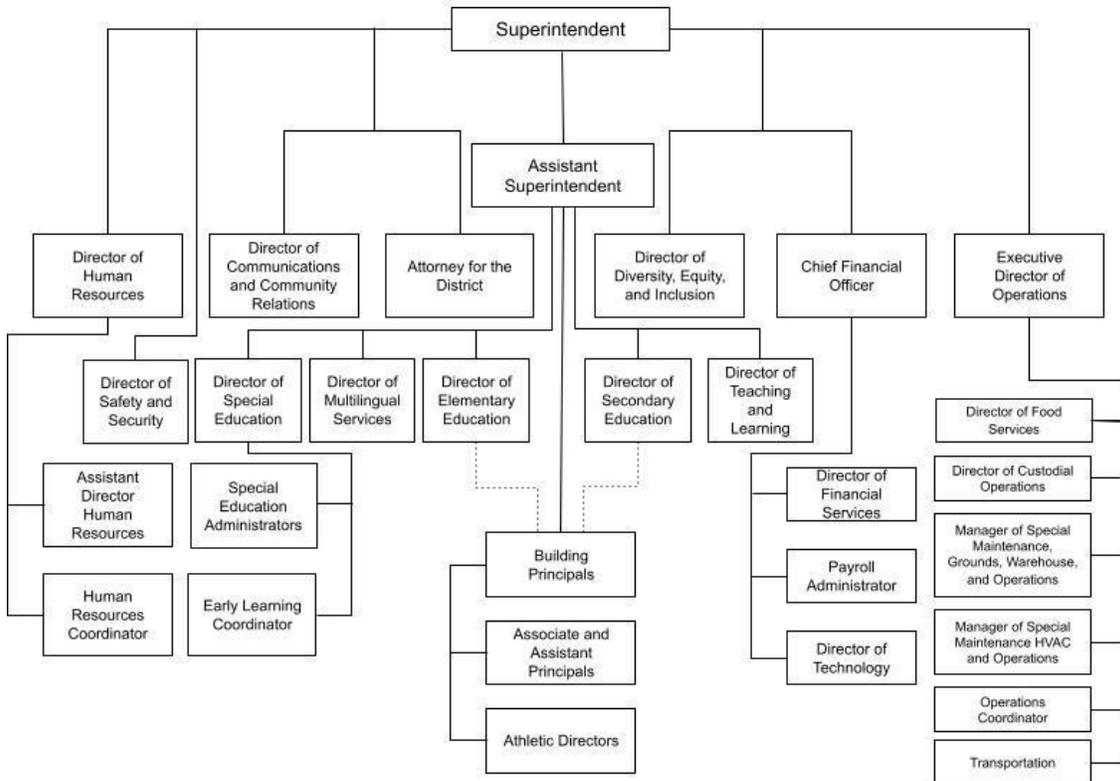
Qualifications and other terms and conditions of employment are found in Board policy 3.50, Administrative Personnel Other Than the Superintendent.

LEGAL REF.: 105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.  
10 ILCS 5/4-6.2, Election Code.  
105 ILCS 127/, School Reporting of Drug Violations Act.  
23 Ill. Admin. Code Parts 35 and 50, Subpart D.

CROSS REF.: 3.50 (Administrative Personnel Other Than the Superintendent), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Conduct; and Conflicts of Interest), 5.150 (Personnel records), 5.210 (Resignations), 5.250 (Vacation, Holidays, and Leaves of Absence), 5.290 (Employment Termination and Suspensions)

**Exhibit - Organizational Chart for Administration**

The Administration is organized and operates as follows:



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**General Personnel – Equal Employment Opportunity**

The District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status, use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories.

No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated against because he or she:

- (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or
- (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. 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.

<b>Nondiscrimination Coordinator:</b>	Name: M. Curt Richardson Address: 1809 West Hovey Ave, Normal, IL 61761 Email: <a href="mailto:richardmc@unit5.org">richardmc@unit5.org</a> Telephone: (309) 557-4082
<b>Complaint Manager:</b>	Name: Roger Baldwin Address: 1809 West Hovey Ave; Normal, IL 61761 Email: <a href="mailto:baldwinr@unit5.org">baldwinr@unit5.org</a> Telephone: (309) 557-4026

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

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.  
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.  
29 U.S.C. §206(d), Equal Pay Act.  
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).  
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.  
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.  
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.  
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.  
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.  
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.  
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.  
410 ILCS 513/25, Genetic Information Protection Act.  
740 ILCS 174/, Ill. Whistleblower Act.  
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D), and 5/6-101, Ill. Human Rights Act.  
775 ILCS 35/, Religious Freedom Restoration Act.  
820 ILCS 55/10, Right to Privacy in the Workplace Act.  
820 ILCS 70/, Employee Credit Privacy Act.  
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.  
820 ILCS 112/, Ill. Equal Pay Act of 2003.  
820 ILCS 180/30, Victims' Economic Security and Safety Act.  
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Sexual Harassment Grievance Procedure), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring

Process and Criteria), 5.40 (Communicable and Chronic Infectious Disease), 5.50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis), 5.70 (Religious Holidays), 5.180 (Temporary Illness or Temporary Incapacity), 5.200 (Terms and Conditions of Employment and Dismissal), 5.250 (Vacation, Holidays, and Leaves of Absence), 5.270 (Employment At-Will, Compensation, and Assignment), 5.300 (Schedules and Employment Year), 5.330 (Vacation, Holidays, and Leaves), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8.70 (Accommodating Individuals with Disabilities)

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**Professional Personnel - Teacher Qualifications**

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

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

The Superintendent or designee shall:

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

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

CROSS REF.: 6.170 (Title I Programs)

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Adopted: April 23, 1997  
Reviewed: March 2023  
Amended: April 26, 2023

### **Professional Personnel – Terms and Conditions of Employment and Dismissal**

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

#### School Year and Day

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher workdays, including teacher institute days. Additionally, five emergency days shall be included for a minimum calendar of 185 days.

Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on such days; i.e. the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

#### School Day

All teachers new to the District shall report two days prior to the opening of school for an orientation workshop.

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

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

#### Experience Credit

New certified employees shall be given full credit for the first ten years of teaching experience. No credit shall be given on the salary schedule beyond ten years provided, however, the Superintendent or designee shall have the discretion to give credit beyond ten years for hard to fill positions.

For purposes of this policy, "teaching experience" shall be interpreted as full-time teaching in a pre-K-12 position in a public school. Part-time, partial year and private school experience shall not be recognized as teaching experience for the purposes of determining credit on the salary schedule.

#### Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than the minimum salary provided by The School Code. Teachers shall be paid on the basis of 24 equal payments (September-August), by direct check deposit to approved financial institutions.

Adopted: April 19, 1976

Reviewed: March 2023

Amended: April 26, 2023

If a regular pay date during the school term falls on a day when school is not in session, teachers shall receive their checks on the last working day prior thereto. Paydays shall be the 15<sup>th</sup> and 30<sup>th</sup> of the month.

Teachers resigning at the end of the school year may receive total payment of salary due the 30<sup>th</sup> of June by requesting the advance payment in writing prior to June 1.

#### Payroll Deductions

Payroll deductions shall be made for Federal and State Income Tax, Teachers' Retirement System, Illinois Municipal Retirement Fund, Medicare, Social Security (FICA) and Teachers' Health Insurance Security. Upon the written request of an employee, payroll deductions shall be made for group health insurance, flex plan, savings bonds, United Way Fund, Beyond the Books Educational Foundation, tax-sheltered annuities, TRS 2.2, TRS Optional Service, membership dues in professional associations and unions, and other purposes as may be approved by the Board.

The dues deduction for membership in professional organizations shall be from each regular payroll period for nine months and shall be of an amount equal to the pro rata share of the annual membership dues.

The Board shall remit such deductions to the specified groups.

#### Assignments and Transfers

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

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

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

#### Dismissal

The District will follow State law when dismissing a teacher.

#### Evaluation

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

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5.5/24A-1 through 24A-20.  
820 ILCS 260/, Nursing Mothers in the Workplace Act  
23 Ill. Admin. Code Parts 50 and 51.  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).

Adopted: April 19, 1976  
Reviewed: March 2023  
Amended: April 26, 2023

CROSS REF.: 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest),  
5.290 (Employment Termination and Suspensions), 6.20 (School Year Calendar  
and Day)

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

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

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

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

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

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

effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.

7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

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

CROSS REF.: 1.30 (District Philosophy and Mission Statement), 6.10 (Educational Philosophy), 6.40 (Curriculum Development), 6.60 (Curriculum Content), 6.270 (Guidance and Counseling Program), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.250 (Student Support Services), 7.290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 7.290-AP1 (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program), CARES Procedural Manual

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Adopted: August 25, 2004  
Reviewed: March 2023  
Amended: April 26, 2023

### **Assemblies and Ceremonies**

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

While the District respects an individual's brief, quiet, personal religious observance(s), it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.: Lee v. Weisman, 505 U.S. 577 (1992).  
Santa Fe Independent Sch. Dist. v. Doe, 530 U.S. 290 (2000).  
Kennedy v. Bremerton Sch. Dist., 142 S. Ct. 2407 (2022)  
Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert granted, judgment vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5<sup>th</sup> Cir. 1992) and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6.70 (Teaching About Religions), 6.80 (Teaching About Sensitive and Controversial Issues)

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Adopted: May 28, 1997  
Reviewed: March 2023  
Amended: April 26, 2023

### **Guidance and Counseling Program**

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under the staff member's supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning difficulties, and the development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist middle school and high school students to identify career options consistent with their abilities, interests and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives.

High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill. Admin. Code §1.420(q).

CROSS REF.: 6.50 (School Wellness), 6.65 (Student Social and Emotional Development), 6.110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6.120 (Education of Children with Disabilities), 6.130 (Program for the Gifted), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7.250 (Student Support Services), 7.290 (Suicide and Depression Awareness and Prevention)

ADMIN. PROC.: 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 Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

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**Anaphylaxis Prevention, Response, and Management Program**

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen. While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program that:

1. Fully implements the Ill. State Board of Education (ISBE)'s model policy required by the School Code that:
  - (a) relates to the care and response to a person having an anaphylaxis reaction;
  - (b) addresses the use of epinephrine in a school setting;
  - (c) provides a full food allergy and prevention of allergen exposure; and
  - (d) aligns with 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
2. Ensures staff members receive appropriate training, including:
  - (a) An in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management; and
  - (b) Training required by law for those staff members as *trained personnel*, as provided in 105 ILCS 5/22-30 and 23 Ill. Admin. Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of the District, in accordance with Board policy 7:270, *Administering Medicines to Students*.
4. Follows and references the applicable best practices specific to the District's needs in the Centers for Disease Control and Prevention's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* and the *National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists*.
5. Provides annual notice to parents/guardians of all students to make them aware of this policy.
6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3.190, 5/10-22.39(e), and 5/22-30.  
23 Ill. Admin. Code §1.540.

*Anaphylaxis Response Policy for Illinois Schools*, published by ISBE.

CROSS REF.: 4.110, 4.120, 4.170, 5.100, 6.50, 6.120, 6.240, 7:180, 7.250, 7.270, 8.100

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Adopted: January 26, 2011  
Reviewed: March 2023  
Amended: April 26, 2023

## CERTIFICATE OF APPROVAL FOR A TEN YEAR SURVEY REPORT

(Section 2-3.12 of the School Code)

KINGSLEY JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	

I, State Superintendent of Education, acknowledge receipt of this ten-year safety survey report, approved for the year 0. Hence, the next safety survey report will be due in the year 0. The District architect has provided assurances that the building named above has been surveyed in accordance with 105 ILCS 5/2-3.12. This Certificate of Approval for a Ten Year survey Report does not necessarily imply that Fire Prevention and Safety Funds can be used for the work items listed in this survey report.

Date	Signature of State Superintendent of Education

**COMMENTS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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**OTHER COMMENTS:**

ITEM ID	DESCRIPTION	REASON
4	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	
5	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	
6	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	
13	Lens in light fixture broken.	

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



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

(Section 17-2.11 of the School Code)

KINGSLEY JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 43	

Total Previously Approved	
Approved to raise with this Amendment	\$178,140.00
Total Approved to Date	\$178,140.00
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 \$178,140.00 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 KINGSLEY JR HIGH SCHOOL school, located at 303 Kingsley Ave Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, Normal County, was surveyed by me on 1/17/2023.

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 \$ 178,140.00.

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).

## VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean		2. DISTRICT CODE/NAME 0050, McLean County USD 5			3. FACILITY CODE/NAME KINGSLEY 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	Rooms 1002, 1005, 1011, 3 Gym, 3 Gym, 3 Gym, 3 Gym, 6C FACS, 10 Art, 12 Art, 907 Band, 905 Storage	b.	185.370.11) A)	Fire Rated doors do not operate properly. These doors are 56-70 years old. Many have peeling and broken wood lamination problems, and in all cases, the hinge jamb has been worn beyond repair due to 56-70 years of adjusting and tightening of hinges.	Replace doors and hardware.	
2	906, 145, 24IMC, 24, Corridor (Rm 50), 600A, 604, 24IMC, 24IMC, Corridor (Rm 21), 510	b.	185.370.11) A)	Fire Rated doors do not operate properly. These doors are 56-70 years old. Many have peeling and broken wood lamination problems, and in all cases, the hinge jamb has been worn beyond repair due to 56-70 years of adjusting and tightening of hinges.	Replace doors and hardware.	
3	Corridor (Rm 50), 604, 604, 602, 600A, 302D, Corridor 4	b.	185.370.11) A)	Fire Rated doors do not operate properly. These doors are 56-70 years old. Many have peeling and broken wood lamination problems, and in all cases, the hinge jamb has been worn beyond repair due to 56-70 years of adjusting and tightening of hinges.	Replace doors and hardware.	
4	3 Gym, 3 Gym, 2 reset clm, 134 FACS, 12, Art 2D, 10 Art 3D, 901, 907 Band, 9 Stage, 144 Cafeteria	b.	185.370.11) A)	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	Fix various problems related to door operation for fire/smoke performance, which were put aside the last few years.	
5	16 Office, 17 Custodian, 24IMC, 25, 21, 601, 603, 508, 510, 600 Gym, 301, 503, 182, 100, 102, 104	b.	185.370.11) A)	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	Fix various problems related to door operation for fire/smoke performance, which were put aside the last few years.	
6	106, 108, 200, 202, 204, 206, 208, 201, 203, 205, 205A, 207, 300, 302, 303, 306, 307	b.	185.370.11) A)	During the routine operation of the school, there are teachers and students who wanted occupied rooms opened. When school buildings were reopened after the COVID-19 pandemic emergency, many school administrators, teachers, and students believed that if doors were kept open, there would be less chance of virus passing to people if the door levers did not need to be touched. Also, it was believed air movement would be improved.	Fix various problems related to door operation for fire/smoke performance, which were put aside the last few years.	
7	Room 1006, 4 (concessions), 7 (mechanical)	b.	185.370.11) A)	Fire rated doors that do not have required closers.	Install closers on all fire rated doors.	
8	Room 2B (Storage), 901 IT, 904 (instrument storage), 16F (break room)	b.	185.395 c) E) or 175.410 c)	Heat/smoke detection required in all storage rooms.	Install heat/smoke detector in required rooms.	
9	Room 24 IMC exit to corridor	b.	175.840 a)	Exit sign required over all exits used by 100 persons or more.	Install exit sign.	
10	Room 3 Gym	b.	175.60 a)	Handrail at northwest exit is not securely fastened and completely loose at lower end.	Provide anchors to wall.	
11	Rm 5 (lobby), 9A Lobby, 149 cafeteria, 19A vestibule, Entrance V E-W Corridor, 600 Newman Gym	b.	2018 Illinois Accessibility Code 302.1 and 303.2	Several areas of finished floor presents tripping hazard.	Replace warped mats and replace damaged floor.	
12	Room 402	b.	175.60 a)	Glazing in B labeled corridor door broken.	Replae glazing.	
13	602 Girls Locker Room	b.	175.60 a)	Lens in light fixture broken.	Replace lens.	
14	604 Boys locker room, 602 Girls locker room	b.	175.410 i)	Existing door to locker room has lever door latch.	Replace lever.	

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

1. COUNTY CODE 064, McLean			2. DISTRICT CODE/NAME 0050, McLean County USD 5			3. FACILITY CODE/NAME KINGSLEY 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.	Provide and install metal doors with 8"w x 24" h vision glass, lever or panic bar latch, continuous hinge, and closer without hold open.	each	12	2	\$54,000.00			10/15/2026	F
2	f	b.	Provide and install metal doors with 8"w x 24" h vision glass, lever or panic bar latch, continuous hinge, and closer without hold open.	each	11	2	\$49,500.00			10/15/2026	F
3	f	b.	Provide and install metal doors with 8"w x 24" h vision glass, lever or panic bar latch, continuous hinge, and closer without hold open.	each	7	2	\$31,500.00			10/15/2026	F
4	c	b.	Remove hold open provision on door closers, and remove manual kickdown door stops/hold opens attached to the bottom of doors.	each	12	1	\$0.00			10/15/2026	O
5	c	b.	Remove hold open provision on door closers, and remove manual kickdown door stops/hold opens attached to the bottom of doors.	each	16	1	\$0.00			10/15/2026	O
6	c	b.	Remove hold open provision on door closers, and remove manual kickdown door stops/hold opens attached to the bottom of doors.	each	17	1	\$0.00			10/15/2026	O
7	f	b.	Install closers which have hold open feature or closer that can be adjusted in the field for no-hold open.	each	3	2	\$1,500.00			10/15/2026	F
8	f	b.	Heat and smoke detection to comply with NFPA 72, and be connected to central fire alarm panel.	each	4	2	\$1,800.00			10/15/2026	F
9	f	b.	Install exit sign - general requirements in NFPA 101.	each	1	2	\$900.00			10/15/2025	F
10	f	b.	Provide new anchoring system to firmly support railing in CMU back wall. Use existing railing.	each	1	2	\$400.00			10/15/2024	F
11	f	b.	Remove existing walk off mats and install new in Corridor V Vestibule, Vestibule 19, and Lobby 5. Replace damaged floor in Gym 600, SE door, Cafeteria 149 east door.	each	6	2	\$1,700.00			10/15/2025	F
12	f	b.	Install proper thickness laminated glazing in door.	each	1	2	\$150.00			10/15/2025	F
13	f	b.	Install new 2x4 lens in light fixture.	each	1	1	\$0.00			10/15/2024	O
14	f	b.	Remove lever latch and install panic hardware. A new metal door will probably be required.	each	1	2	\$7,000.00			10/15/2026	F

	Original Subtotal	\$148,450.00	Adjusted Subtotal	\$148,450.00
	Original 10.00% Contingency	\$14,845.00	Adjusted 10.00% Contingency	\$14,845.00
	Original 10.00% A/E Fees	\$14,845.00	Adjusted 10.00% A/E Fees	\$14,845.00
	Original Grand Total	\$178,140.00	Adjusted Grand Total	\$178,140.00

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 A TEN YEAR SURVEY REPORT

(Section 2-3.12 of the School Code)

CHIDDIX JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	

I, State Superintendent of Education, acknowledge receipt of this ten-year safety survey report, approved for the year 0. Hence, the next safety survey report will be due in the year 0. The District architect has provided assurances that the building named above has been surveyed in accordance with 105 ILCS 5/2-3.12. This Certificate of Approval for a Ten Year survey Report does not necessarily imply that Fire Prevention and Safety Funds can be used for the work items listed in this survey report.

Date	Signature of State Superintendent of Education

**COMMENTS:**

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON
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**OTHER COMMENTS:**

ITEM ID	DESCRIPTION	REASON
1	Note 1: Fire rated door to corridor has manual kickdown hardware attached to door.	
4	Fire rated door to corridor has a closer with manual hold open feature. See note A3 on drawings.	
5	Fire rated door to corridor has a closer with manual hold open feature. See note A3 on drawings.	
7	Door does not have closer or any hardware except hinges. See note A10 on drawings.	

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

## APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

(23 IL. Adm. Code Part 180, Sections. 180.310, 180.320, 180.330, 180.340)

<b>NAME OF SCHOOL BUILDING</b> CHIDDIX JR HIGH SCHOOL	<b>SURVEY YEAR</b> 2023
<b>NAME AND NUMBER OF SCHOOL DISTRICT</b> McLean County USD 5, 0050	<b>COUNTY</b> Normal
<b>ARCHITECT NAME</b> Randall Middleton	<b>FIRM</b> MIDDLETON ASSOCIATES INC.
<b>FIRM ADDRESS</b> 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	<b>TELEPHONE NUMBER</b> (309) 452-1271

I certify that the survey referred to herein was prepared by me and to the best of my knowledge is a true and accurate.

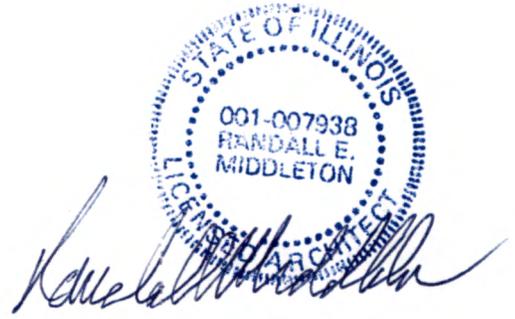
- Building in Full Compliance.  
 Building Not in Compliance

1/16/2023      Randall Middleton  
 Date              Printed Name Architect/Engineer

\_\_\_\_\_  
 Date              President of Board of Education

\_\_\_\_\_  
 Date              Secretary of Board of Education

11/30/2024      001-007938  
 Expiration Date      License Number



[Seal and Signature]

Failure to submit accurate and complete safety survey reports as required shall subject a school district to the recognition provisions of 23 Illinois Administrative Code 180.

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

(Section 17-2.11 of the School Code)

CHIDDIX JR HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 39	

Total Previously Approved	
Approved to raise with this Amendment	\$66,780.00
Total Approved to Date	\$66,780.00
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 \$66,780.00 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

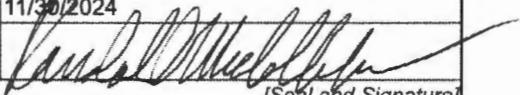
## PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The 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, Normal County, was surveyed by me on 1/16/2023.

- 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 \$ 66,780.00.

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@middletonassociates.net	 [Seal and Signature]



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

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

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. 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).

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

1. COUNTY CODE 064, McLean			2. DISTRICT CODE/NAME 0050, McLean County USD 5				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	c	b.	Remove kickdown hardware so the door will be closed as required for fire rated door.	each	1	1	\$0.00			10/15/2024	O
2	f	b.	Install door closer as required to complete fire separation.	each	15	2	\$10,810.00			10/15/2025	F
3	f	b.	Install door closer as required to complete fire separation.	each	14	2	\$10,090.00			10/15/2025	F
4	c	b.	Remove adjustment nut on closer arm. This will eliminate hold open capability.	each	15	1	\$0.00			10/15/2024	O
5	c	b.	Remove adjustment nut on closer arm. This will eliminate hold open capability.	each	12	1	\$0.00			10/15/2024	O
6	f	b.	Install LED exit light above center of door. Provide electrical power if not presently available.	each	3	2	\$2,250.00			10/15/2025	F
7	b	b.	There is a new metal door and frame with correct hardware 7' from base of bottom stair tread. This door provides proper fire separation of corridor.	each	1	1	\$0.00			10/15/2024	O
8	c	b.	Adjust door components so that door closes completely. Some repair parts may be needed.	each	1	2	\$1,500.00			10/15/2025	F
9	f	b.	Remove existing double aluminum door assembly. Repair wall where jamb is removed. Install new aluminum jambs and frame. Move floor mounted hold opens. New door frame will be about where present holds are located. Repair floor after relocating magnetic hold open.	each	1	2	\$15,000.00			8/12/2026	F
10	f	b.	Remove aluminum double door frame and doors. Install new aluminum frame and aluminum doors 36" south of present frame. To install the new frame, the inactive 30" x 48" grill will need to be removed and steel studs and impact resistant gypsum board will need to be installed with double metal stud located where the new door frame will be anchored. Relocate floor magnetic hold opens.	each	1	2	\$16,000.00			8/12/2026	F

	Original Subtotal	\$55,650.00	Adjusted Subtotal	\$55,650.00
	Original 10.00% Contingency	\$5,565.00	Adjusted 10.00% Contingency	\$5,565.00
	Original 10.00% A/E Fees	\$5,565.00	Adjusted 10.00% A/E Fees	\$5,565.00
	Original Grand Total	\$66,780.00	Adjusted Grand Total	\$66,780.00

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)

## VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean		2. DISTRICT CODE/NAME 0050, McLean County USD 5			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	Room 118	b.	185.370.11) A)	Note 1: Fire rated door to corridor has manual kickdown hardware attached to door.	Eliminate kickdown hardware.	
2	Rooms 125, 124, 123, 115, 114, 108, 104, 11, 11 office, 106 office, 107, 111, 117 office, 72, 118A	b.	185.370.11) A)	Door closer missing on B labeled fire door. See note A2 on drawings.	Install door closer	
3	Rooms 119, 120, 122, 41, 31, 30, 28, 46, 24, 23, 22, 20, 14, 202	b.	185.370.11) A)	Door closer missing on B labeled fire door. See note A2 on drawings.	Install door closer.	
4	Rooms 116, 109, 105, 10 office, 112 band, 113, chorus, 126, 127, 53 gym, 29, 25, 34, 307, 309, 311	b.	185.370.11) A)	Fire rated door to corridor has a closer with manual hold open feature. See note A3 on drawings.	Adjust closer to eliminate hold open position.	
5	Rooms 310, 308, 304, 204, 205, 206, 208, 210, 211, 209, 207, 200A	b.	185.370.11) A)	Fire rated door to corridor has a closer with manual hold open feature. See note A3 on drawings.	Adjust closer to eliminate hold open position.	
6	Rooms 24, 25, 18	b.	185.560 a)	Light Exit sign missing. See note A8 on drawings.	Install new exit light.	
7	Stair Room 40	b.	185.50 a)	Door does not have closer or any hardware except hinges. See note A10 on drawings.	Remove door.	
8	Corridor 100H	b.	185.50 a)	Double aluminum egress door does not close completely.	Adjust door, hardware, and frame.	
9	Stair S2 next to elevator and corridor 100E	b.	185.370 m) 5)	Double doors to Stair S2 do not open in direction of emergency exit.	Replace double doors to swing out toward corridor E.	
10	Stair S2 corridor 100B lower level	b.	185.370 m) 5)	Double doors from corridor 100B to Stair 100G and S2 do not open in direction of emergency exit.	Replace double doors to swing out toward exit stair S2.	

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

## CERTIFICATE OF APPROVAL FOR A TEN YEAR SURVEY REPORT

(Section 2-3.12 of the School Code)

SUGAR CREEK ELEM SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	

I, \_\_\_\_\_, State Superintendent of Education, acknowledge receipt of this ten-year safety survey report, approved for the year 0. Hence, the next safety survey report will be due in the year 0. The District architect has provided assurances that the building named above has been surveyed in accordance with 105 ILCS 5/2-3.12. This Certificate of Approval for a Ten Year survey Report does not necessarily imply that Fire Prevention and Safety Funds can be used for the work items listed in this survey report.

Date	Signature of State Superintendent of Education

**COMMENTS:**

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

**OTHER COMMENTS:**

ITEM ID	DESCRIPTION	REASON
3	Water leak evidence on ceiling tile.	
6	Storm water is draining out of lambs tongue drain on north wall causing erosion at base of wall.	
7	Fire rating label on door is painted over.	

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



Welcome randu5

[Home](#) [Find a Document](#) [Instructions](#)

[Home](#) > [Ten Year Survey / Amendment](#) > Application For Approval

## APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

(23 IL. Adm. Code Part 180, Sections. 180.310, 180.320, 180.330, 180.340)

<b>NAME OF SCHOOL BUILDING</b> SUGAR CREEK ELEM SCHOOL	<b>SURVEY YEAR</b> 2023
<b>NAME AND NUMBER OF SCHOOL DISTRICT</b> McLean County USD 5, 0050	<b>COUNTY</b> McLean
<b>ARCHITECT NAME</b> Randall Middleton	<b>FIRM</b> MIDDLETON ASSOCIATES INC.
<b>FIRM ADDRESS</b> 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	<b>TELEPHONE NUMBER</b> (309) 452-1271

I certify that the survey referred to herein was prepared by me and to the best of my knowledge is a true and accurate.

- Building in Full Compliance.
- Building Not in Compliance ([see Schedule of Violations](#))

03/15/2023	Randall Middleton
Date	Printed Name Architect/Engineer
Date	President of Board of Education
Date	Secretary of Board of Education
11/30/2024	001-007938
Expiration Date	License Number



*Randall Middleton*  
[Seal and Signature]

Failure to submit accurate and complete safety survey reports as required shall subject a school district to the recognition provisions of 23 Illinois Administrative Code 180.

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

(Section 17-2.11 of the School Code)

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

Total Previously Approved	
Approved to raise with this Amendment	\$17,280.00
Total Approved to Date	\$17,280.00
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 \$17,280.00 has been examined and determined to be reasonable and is hereby approved.

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

**EXPLANATORY NOTES:**

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

**COMMENTS:**

**ADJUSTED ITEMS:**

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

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

# REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number \_\_\_\_\_

## PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The SUGAR CREEK ELEM SCHOOL, school, located at 200 N Towanda Ave Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, Normal County, was surveyed by me on \_\_\_.

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 \$ **17,280.00**.

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 .

# VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 064, McLean		2. DISTRICT CODE/NAME 0050, McLean County USD 5		3. FACILITY CODE/NAME SUGAR CREEK ELEM 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	Rooms 104, 112 Restroom, 124 Multi-purpose	b.	185.370.11) A)	Doors do not operate correctly.	Repair or replace.
2	Girls Restroom 117	b.	185.50 a)	Wall mounted toilets leak at wall.	Replace
3	Boys restroom 119, Vestibule 9 & 10, 129, 203, 204, 208, 209, 210, 34, and 35	c.	185.50 a)	Water leak evidence on ceiling tile.	Find leak source and repair or replace ceiling tile.
4	Gymnasium 130 (2), Stair 143, 132A, Vestibule 145	b.	185.50 a)	Doors have operation impeded by hardware abuse.	Adjust and rest.
5	Commons 136	c.	185.370.11	Magnetic hold open does not function.	Realign or repair magnetic hold open.
6	North wall interior new addition	c.	185.50 a)	Storm water is draining out of lambs tongue drain on north wall causing erosion at base of wall.	Determine if northwest roof drain is clogged.
7	Rooms 205A, 126, 127A, 205C	c.	185.50 a)	Fire rating label on door is painted over.	Make label visible.
8	Storage 126, 126A, Mechanical Room 27	b.	185.370.11) A)	Closer missing or inoperable on fire rated door.	Achieve operation of door closer.

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

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

1. COUNTY CODE  
**064, McLean**      2. DISTRICT CODE/NAME  
**0050, McLean County USD 5**      3. FACILITY CODE/NAME  
**SUGAR CREEK ELEM 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	e	b.	Adjust door closer and hinges, some new parts may be needed.	each	3	2	\$1,700.00			10/15/2025	F
2	e	b.	Repair leak/replace toilet fixture.	each	2	2	\$3,200.00			10/15/2024	F
3	e	c.	Leak may be in roof flashing. Possibly in brick wall.	each	11	1	\$0.00			10/15/2025	O
4	c	b.	Adjust or repair latch, hinges, closer, and/or threshold.	each	5	2	\$5,400.00			10/15/2024	F
5	f	c.	Check power to magnetic hold open. Repair as needed.	each	1	2	\$500.00			10/15/2025	F
6	f	c.	Clear roof drain to restore proper storm water drainage.	each	1	2	\$1,000.00			10/15/2026	O
7	b	c.	Remove paint on door fire rating label.	each	4	1	\$0.00			10/15/2025	O
8	f	b.	Install closer.	each	3	2	\$3,600.00			10/15/2026	F

	Original Subtotal	\$14,400.00	Adjusted Subtotal	\$14,400.00
	Original 10.00% Contingency	\$1,440.00	Adjusted 10.00% Contingency	\$1,440.00
	Original 10.00% A/E Fees	\$1,440.00	Adjusted 10.00% A/E Fees	\$1,440.00
	Original Grand Total	\$17,280.00	Adjusted Grand Total	\$17,280.00

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**



To: Board of Education & Dr. Kristen Weikle, Superintendent  
From: Dan Lamboley, Director of Secondary Education  
Re: 2023-2024 I.E.S.A. Participation

April 26, 2023

Dr. Weikle and Board of Education:

Please consider this a formal request to allow Evans, Chiddix, Kingsley, and Parkside Junior High Schools to renew their memberships in the I.E.S.A. for the 2023-2024 school year. This membership allows the junior high schools to participate and compete with other member I.E.S.A. schools during the regular season of all sports offered at the junior high school level, and allows the schools to enter into tournaments sponsored by the I.E.S.A. during the postseason.

It is understood that by approving this membership in the I.E.S.A., the Board of Education is also adopting the Constitution and By Laws of the I.E.S.A. as the code governing our interscholastic activities.

The cost of membership for each junior high school for the 2023-2024 school year is \$300.

Thank you for your consideration with this.

Dan Lamboley  
Director of Secondary Education  
McLean County Unit District No. 5



## FINALSITE ORDER

This Finalsite Order (the “**Order**”) is entered into by and between Active Internet Technologies, dba Finalsite (“**Finalsite**”) and Mclean County Unit School District 5 (“**Customer**”) and sets forth the terms of Customer’s use of the products and services set forth below (“**Pricing Summary**”). This Order, together with the Master Terms and Conditions for Services (the “**Master Terms**”) located at <http://www.finalsite.com/masterterms/useducationagencies> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The “**Effective Date**” of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### ***A. Pricing Summary***

#### **Creative and Deployment Services Package**

##### **Blackboard WCM Composer Upgrade**

The Statement of Work (‘SOW’) for this Creative Services Package can be reviewed here <https://www.finalsite.com/sow-wcm-conv>

#### **Composer CMS Platform**

##### **Core Communications Platform - Blackboard WCM Conversion**

View a detailed description of what’s included in your software package here <https://www.finalsite.com/wcm-conv-pkg>

#### **Products Included in Communications Core Platform - Blackboard WCM Conversion**

Finalsite Composer Content Management System	Granular Permissions
Admin Users. Editors (78)	HTTPS Implementation
Admins with ticketing rights (26)	Knowledge Base and Product Training Resources
Basic Integrated Site Search	Mobile Friendly, Responsive Designs
Calendar Manager	News / Blogs via Posts (104 boards pooled)
Website cloud storage / 200 GB	Page Based Notifications (Unlimited)
Comprehensive Training Program	Published Pages (Unlimited)
Content Migration for Tiers 1, 2, 3	Resources (Media, Galleries, Document Library)
District Site and 25 Additional Sites	Secure Hosting & CDN
Drag - and - Drop Page Elements	Single Sign-On
Faculty / Staff Directory (public facing)	Social Media Feeds for Districts - Standard (26)
Faculty / Staff Portal	Standard Support Plan
Forms Manager (104 forms pooled)	

#### **Composer CMS Platform**

##### **Virtual Webmaster**

View a detailed description of what’s included in your software package here <http://www.finalsite.com/virtual-webmaster-sow>



Customer: Mclean County Unit School District 5  
 Created By: Chad Arnold  
 New Contract  
 4/19/2023  
 Proposal Valid for 30 days

**Additional Products or Services:**

Modules	
Advanced Search	AudioEye Managed
AudioEye Subscription Setup for Composer	Weglot Pro (5 languages, 200K words)

Training & Support	
Support Plan - Premium	

**Community Engagement Products:**

*[x] indicates product removed \* Indicates products added*

Community Engagement	
ALLY For Web Community Manager	

Web Community Manager	
WCM Essential	



Customer: Mclean County Unit School District 5  
 Created By: Chad Arnold  
 New Contract  
 4/19/2023  
 Proposal Valid for 30 days

**Special Provisions:**

- This agreement entitles Client to 20 hours of Finals site's Virtual Webmaster service.
- This service will be made available for a maximum of 5 hours per week.
- Unused hours expire on 12/31/23
- Finals site's Virtual Webmaster team will make every effort to deliver prompt turnaround on requested tasks. However, due to the shared-resource nature of the Virtual Webmaster service, turnaround times are subject to Virtual Webmaster availability.

**Services: Initial Term and Fees:**

The initial term of this Order is for the (5) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

<b>Total Setup Cost (USD)</b>
\$ 0

Schedule	Amount
Period 1 - Jul 01 2023	\$ 33,785
Period 2 - Jul 01 2024	\$ 33,785
Period 3 - Jul 01 2025	\$ 40,226
Period 4 - Jul 01 2026	\$ 41,773
Period 5 - Jul 01 2027	\$ 43,320



Customer: Mclean County Unit School District 5  
 Created By: Chad Arnold  
 New Contract  
 4/19/2023  
 Proposal Valid for 30 days

**B. Payment Terms**

1. All fees for the initial year of this Order shall be due as follows: (i) Set Up fees shall be invoiced on the Effective Date of this Order and shall be due and payable upon receipt of invoice; (ii) fees for Year 1 (described in the fee table above) shall be invoiced on the Effective Date of this Order or the first day of Year 1, whichever is later, and shall be due and payable upon receipt of invoice; (iii) fees for each subsequent Year of the Initial Term, and for each Renewal Term, shall be invoiced on the commencement of such Year or Renewal Term (as applicable) and shall be due and payable upon receipt of invoice. Fees for any other Services, and for reimbursable expenses, shall be invoiced in accordance with the Master Terms or this Order and shall be due and payable upon receipt of invoice.
2. Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (5) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Client provides AIT, or AIT provides Client, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. Unless otherwise specified, all dollars (\$) are United States currency.
4. Sales/VAT Tax: If applicable, a copy of Customer's Sales/VAT Tax Direct Pay Certificate or its Sales/VAT Tax Exemption Certificate must be returned with this Order Form. Otherwise, Finalsight will invoice Customer for applicable sales, use and other transactional taxes due in connection with the Services or the fees due therefor.
5. Except as otherwise specified in this Order, fees are subject to increase in accordance with the applicable provisions of the Master Terms.

By signing below, Finalsight and Customer each agree to the terms and conditions of this Order and the Master Terms.

Client: Mclean County Unit School District 5
Signature
Name (printed) Martin Hickman
Title (printed) CFO
Date

Active Internet Technologies ("AIT")
Signature
Name (printed)
Title (printed)
Date

As the Customer Contact, by initialing in this box, I agree on behalf of Customer that I have read the Statement of Work ('SOW') and understand the expected deliverables for Finalsight as well as for Customer's project team. I understand that the project timeline is a good faith estimate which is dependent on, among other factors, Customer's ability to meet respective Customer tasks and deadlines.



Customer: Mclean County Unit School District 5  
Created By: Chad Arnold  
New Contract  
4/19/2023  
Proposal Valid for 30 days

**C. Client Contact Information**

Please fill out the following information, which will be used by our deployment & accounting teams.

<b>Billing Contact</b>
<b>Title</b>
<b>Address</b> 1809 W Hovey Ave
<b>City, State Zip</b> Normal, IL 61761-4315
<b>Phone</b>
<b>Email</b>

<b>Project Contact</b>
<b>Title</b>
<b>Phone</b>
<b>Email</b>

<b>*Executive Sponsor (Superintendent, Head of School, CFO, etc.)</b>
<b>Title</b>
<b>Email</b>

\*The Executive Sponsor should be separate from the Project Contact and is typically the Superintendent, Head of School, Business Manager, CFO, etc.

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

**Name of Donation/  
Organization:**

Storage Container To Baseball/Softball Programs

**Address of Donor/  
Organization:**

NCHS Diamond Club

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

The Diamond Club would like to donate an 8' x 20' storage container. This container will be painted Ironmen Orange and stored between the varsity baseball and varsity softball fields. This container will be used to store training screens and equipment in an dry weather proof area.

**Total Value:**

\$3000.00

**Current/Future  
Costs To the  
School District: 0**

\$0

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

**Building Principal:** \_\_\_\_\_

**Athletic Director:** \_\_\_\_\_

**Supervisor of Maintenance:** \_\_\_\_\_

**City Official:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Nicolas J. Kearfott*  
*Jim Adell*

**Thank you for your donation!**

*In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.*

**Your support of Unit 5 Schools is greatly appreciated.**

McLean County Unit District No. 5  
REQUEST FOR DONATION APPROVAL

Name of Donation/  
Organization:

Jonathan Yunkies of troop 19

Address of Donor/  
Organization:

2916 Steppe Lane

Description of  
Donation:  
(Include drawings  
if applicable)

My eagle project will be an outdoor  
classroom for Pepper ridge elementary students.  
it will have a whiteboard with storage and  
locking doors. White board will be close  
to sidewalk for accessibility. The first row  
will be 6 to 8 feet from whiteboard. The  
benches will be in  
rows of 2



Total Value:

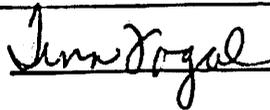
None

Current/Future  
Costs To the  
School District: 0

no future costs

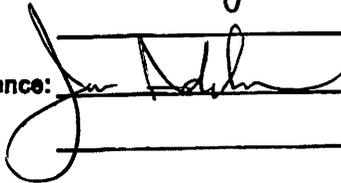
Approval  
Signatures:  
(As Applicable)

Building Principal:



Athletic Director:

Supervisor of Maintenance:



City Official:

Superintendent:

Date:

Thank you for your donation!

In an effort to provide adequate information to the Board of Education, it is necessary to provide a complete description of any project donation. This must include all current and potential costs to the school district for project completion and/or maintenance.

Your support of Unit 5 Schools is greatly appreciated.

**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): NCHS

Student(s)/Grade(s)/Group(s) Participating Choir and Orchestra Students

Dates of Trip (inclusive): June 3-10, 2024 No. of School Days Missed: 0

Destination(s): Europe (Germany / Austria): Munich, Salzburg, & Vienna

Reason for Trip: Performance and cultural experiences trip.

Educational  Club  Athletic  Contests  Special Education  Team  Other

Name(s) of Supervisor(s): Ben Luginbuhl & Melissa Siebenthal

Mode of Transportation: Charter Buses & Flights Provided by: Coordinated through Music Travel Consultants (travel company)

Participant Costs: Approx. \$3500-4000 Paid by: Students

District Cost: \$0

Other Pertinent Information: European hotels are smaller, so we have a maximum of 2 students per room on this trip, which will match the number of beds. We are working with Music Travel Consultants for all reservations and other tour needs. We will have 25-30 adult chaperones on this trip, and we have strongly encouraged each traveler purchase trip insurance that is provided through our tour company.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Education Approval  Yes  No

Date: \_\_\_\_\_

Adopted: April 24, 2013

Reviewed:

Amended:

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 West High School  
Student(s)/Grade(s)/Group(s) Participating: speech team  
Dates of Trip (inclusive): 6/10 - 6/16 No. of School Days Missed: 0  
Destination(s): Phoenix, AZ  
Reason for Trip: speech nationals  
 Educational  Club  Athletic  Contests  Special Education  Team  Other  
Name(s) of Supervisor(s): Rachel Evans + Tyler Ross

Mode of Transportation: plane Provided by: \_\_\_\_\_  
Participant Costs: \$700 Paid by: families/fundraising  
District Cost: \$0

Other Pertinent Information: traveling with BHS + Olympia, transportation to/from airport + car rental in AZ paid for by BHS

Signature of Principal: *APM Associate Principal*  
Date: 04/18/23

Board of Education Approval  Yes  No  
Date: \_\_\_\_\_

Exhibit - Request for Establishment of Student Activity Fund

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name Colene Hooser Elementary School  
Student Activity Fund Name Heart and Sole

**To be completed by Accounting Department:**

Account Number - Revenue \_\_\_\_\_

Account Number - Expenditure \_\_\_\_\_

1. The purpose of the proposed Student Activity Fund is 4<sup>th</sup> & 5<sup>th</sup> Grade Girls After School Club.

2. Income in support of this Student Activity Fund will be obtained from the following sources:  
Each individual student

3. Expenditures from this Student Activity Fund will be for these purposes: Student T-shirts & Snacks & girl supplies

4. **Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

\_\_\_\_\_  
Student Representative

Melton  
Faculty Advisor

5. Other Comments: \_\_\_\_\_

\_\_\_\_\_  
Jina Smith  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name NCHS

Student Activity Fund Name Bit by Bit

**To be completed by Accounting Department:**

Account Number - Revenue \_\_\_\_\_

Account Number - Expenditure \_\_\_\_\_

1. The purpose of the proposed Student Activity Fund is Computer Science Club  
for beginners to learn basics of programming.

2. Income in support of this Student Activity Fund will be obtained from the following sources:  
SF grants, fundraisers

3. Expenditures from this Student Activity Fund will be for these purposes: Competition  
event fees, food, awards, and prizes

**4. Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

\_\_\_\_\_  
Student Representative

Max Ward  
Faculty Advisor

5. Other Comments: \_\_\_\_\_

[Signature]  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

**Exhibit - Request for Establishment of Student Activity Fund**

To be submitted to the Business Manager

Permission is hereby requested to establish a Student Activity Fund for the purposes below:

School Name NCHS

Student Activity Fund Name AAPI (Asian American and Pacific Islanders)

**To be completed by Accounting Department:**

Account Number - Revenue \_\_\_\_\_

Account Number - Expenditure \_\_\_\_\_

1. The purpose of the proposed Student Activity Fund is Host cultural school and community events around cultural touchstones for AAPI population

2. Income in support of this Student Activity Fund will be obtained from the following sources:

fundraisers, donations, bake sales

3. Expenditures from this Student Activity Fund will be for these purposes: Hosting

Cultural school and community events, holiday celebrations, game nights - supplies, prizes, food etc

**4. Authorized Signatures:**

The following individuals are authorized to initiate expenditures from this fund:

\_\_\_\_\_  
Student Representative

~~Blank~~ Stefen Robinson  
Faculty Advisor

5. Other Comments: \_\_\_\_\_

[Signature]  
Principal

This request was approved by the Board of Education on \_\_\_\_\_

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date



## Proclamation

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

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

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

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

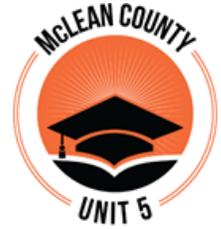
WHEREAS, educators should be accorded high public esteem, reflecting the value the community places on education; and

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

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

NOW, therefore be it resolved that the Board of Education proclaims May 8-12, 2023 as Educator Appreciation Week for McLean County Unit District No. 5 Schools and we urge all citizens to pay tribute to our educators, personally expressing appreciation for dedication and devotion to their work, even though we cannot physically be together at this time.

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



April 26, 2023

Board of Education Members,

It is my recommendation that the last day of the 2022-23 school year be May 25th for K-12 students. Students will be in attendance for 3 hours and breakfast will be the only meal provided. Our PreK students' last day will be May 24th and it will be a regular school day for them.

Sincerely,

*Dr. Kristen Weikle*

Dr. Kristen Weikle  
Superintendent, Unit District No. 5

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**McLean County Unit District No. 5**  
**BOARD OF EDUCATION**  
**2023-2024 Regular Meeting Schedule**

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**July 19, 2023 @ 6:30p.m.**

**August 16, 2023 @ 6:30p.m.**

**September 20, 2023 @ 6:30p.m.**

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

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

**December 20, 2023 @ 6:30p.m.**

**January 17, 2024 @ 6:30p.m.**

**February 21, 2024 @ 6:30p.m.**

**March 20, 2024 @ 6:30p.m.**

**April 17, 2024 @ 6:30p.m.**

**May 15, 2024 @ 6:30p.m.**

**June 12, 2023 @ 6:30p.m.**

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

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