

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

Wednesday, January 17, 2024

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

Normal West High School

501 N Parkside Rd

Normal, IL 61761

1. CALL TO ORDER AND ROLL CALL

2. ADJOURN TO CLOSED SESSION(5:30p.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.

3. RECESS

4. RETURN TO PUBLIC SESSION

5. PLEDGE OF ALLEGIANCE

6. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - Kingsley Girls Basketball and Track Teams

B Good News - Oakdale and Cedar Stem

C Good News - Energy Star Ratings

- Benjamin - Hudson

- Cedar Ridge - Northpoint

- Eugene Field - Oakdale

- Fairview - Sugar Creek

- Fox Creek - PJHS

- Glenn - NCWHS

- Hoose

3

7. SUPERINTENDENT COMMENTS

8. PUBLIC COMMENTS

9. REPORTS

A 1st Reading of School Calendar for 24-25 School Year

B DELT Teaching and Learning and Student Voice, Climate, and Culture Strands

C 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 01.17.24

4

6

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10. CONSENT AGENDA

A Approval of Minutes

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

1 12.20.23 Closed Minutes

2 12.20.23 Regular Minutes

B Personnel Matters

C Payment of Bills and Payrolls

1 Bills & Payroll Reports

D Approve Board Policies, Administrative Procedures, and Exhibits

1 Section 2 - Board of Education

a. Policy 2.20 Powers and Duties of the Board Indemnification

b. Policy 2.120 Board Member Development

c. Policy 2.200 Types of Board Meetings

d. Policy 2.220 Board Meeting Procedure

21

24

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65

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2 Section 4: Operational Services	
a. Policy 4.10 Fiscal and Business Management	76
b. Policy 4.60 Purchases and Contracts	79
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d. Policy 4.160 Environmental Quality of Buildings and Grounds	84
3 Section 5: Personnel	
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b. Policy 5.50 Drug and Alcohol Free Workplace Tobacco Prohibition	88
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e. Policy 5.220 Substitute Teachers	94
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4 Section 6: Instruction	
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c. Policy 6.60 Curriculum Content	116
5 Section 7 - Students	
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c. Policy 7.160 Student Appearance	127
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f. Policy 7.290 Suicide and Depression Awareness and Prevention	141
6 Section 8 - School/Community Relations	
a. Policy 8.30 Visitors to and Conduct on School Property	144
11. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
12. ADJOURNMENT	



McLean County Unit District No. 5

1809 W. Hovey Avenue
Normal, IL 61761

Office of the Superintendent

Phone: 309-557-4400

Fax: 309-557-4501

Date: January 17, 2024

RE: Leading Illinois in Energy Conservation

Dear Board of Education,

It is with much excitement that we write to you today to express our many thanks for your support in energy management. We have now reached a new level of leadership in Illinois for superior energy efficient building operation, and we wanted to highlight this important milestone.

27 K-12 school buildings were Energy Star Certified in 2023 and 15 were from our school district, that means we represented over half the Energy Star Certifications last year. To be Certified as Energy Star, a building must meet strict energy performance standards set by EPA. Half of these certifications were a result of recent energy projects, which have avoided close to \$4,300,000 in energy waste and earned the district almost \$1,000,000 in utility incentives. This cost avoidance is continuously being reinvested in other facility projects, improving the educational environment for our students.

In September 2023 we set an ambitious goal of Energy Star certifying 80% of our schools by June 2024. ENERGY STAR certified buildings save energy and money. An ENERGY STAR score of 75 signifies that a building is more energy efficient than 75 percent of similar buildings nationwide. On average, ENERGY STAR certified buildings generate 35 percent fewer greenhouse gas emissions than typical buildings. As of today, close to 70% of our schools have already been certified.

Half of these were recertifications under the 2019 Energy Star standard. This requirement dropped the average K-12 score by 14 points on average. In other words, a school after 2019 needs to perform 20% better than before to achieve the same Energy Star Certification.

Again, many thanks to the Board of Education partnering with the Operations Team for their unyielding support of these capital campaigns.

With our sincerest thanks,

Operations Team

Cc: Joseph Adelman-Executive Director of Operations, Tom Rockwell-Operations Manager Buildings & HVAC, Craig Montgomery-Director of Custodial Operations, Ann Fair-Operations Coordinator, Alice Schilkoski, Administrative Assistant



2024-2025 SCHOOL CALENDAR

Dates within unshadowed boxes are days when school is closed.
 Dates within grey shadowed boxes are non-attendance days for students but are work days for Unit 5 staff.
 Dates within red shadowed boxes are the first full day of school PK-12.
 Dates within blue shadowed boxes are for Progress Conferences (no student attendance).
 Dates within pink shadowed boxes are half-day K-12 student attendance days (Early Learning not in attendance).
 Date within green shadowed box is the last day of school for Early Learning (Pre-K).

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2024-2025 UNIT 5 SCHOOL CALENDAR

JULY 2024

4 Holiday ~ District Office Closed/No Summer School

AUGUST 2024

12,13,14 Institute Days - No School

15 First Full Day of School (PK-12)

SEPTEMBER 2024

2 Labor Day - No School

10 K-12 Half-day student attendance/half day SIP

10 Pre-K No School

27 NCWHS Homecoming

27 Institute Day (No School)

OCTOBER 2024

14 Indigenous People's Day-No School

23 K-12 Half-day student attendance/half day SIP

23 Pre-K No School

25 NCHS Homecoming

NOVEMBER 2024

4 Progress Conferences (No School)

5 Election Day-No School

27-29 Thanksgiving Vacation - No School

DECEMBER 2024

4 K-12 Half-day student attendance/half day SIP

4 Pre-K Institute (No School for Pre-K)

20 Last Day Before Winter Break

23-27 Winter Break

30-31 Winter Break

JANUARY 2025

1-3 Winter Break

6 Institute Day (No School)

7 School Resumes From Winter Break

20 Dr. Martin Luther King's Birthday - No School

FEBRUARY 2025

6 K-12 Half-day student attendance day/half day SIP

6 Pre-K No School

17 President's Day - No School

18 Institute Day (No School)

MARCH 2025

4 Half-day student attendance/half day SIP

4 Pre-K Institute (No School for Pre-K)

21 Last Day Before Spring Break

24-28 Spring Break

31 School Resumes from Spring Break

APRIL 2025

17 Half-day student attendance/half day SIP

17 Pre-K Institute (No School for Pre-K)

18 Institute Day (No School)

MAY 2025

2 K-12 Half-day student attendance/half day SIP

2 Pre-K No School

20 Pre-K last day if no emergency days are used*

21 K-12 Half-day student attendance/half day SIP-Final

Day if not emergency days are used*

21 Pre-K Institute (No School for Pre-K)

24 Graduation NCHS 2:00 p.m. - NCWHS 6:00 p.m.

26 Memorial Day - No School

JUNE 2025

19 Holiday ~ District Office Closed/No Summer School

*The closing date may be later if emergency days are used.

SCHOOLS

Benjamin Elementary	557-4410
Brigham Early Learning Center.....	557-4411
Carlock Elementary	557-4412
Cedar Ridge Elementary	557-4413
Eugene Field Vocational Training.....	557-4440
Fairview Elementary	557-4415
Fox Creek Elementary	557-4416
Glenn Elementary	557-4418
Grove Elementary	557-4417
Hoose Elementary	557-4414
Hudson Elementary	557-4419
Northpoint Elementary	557-4420
Oakdale Elementary	557-4421
Parkside Elementary	557-4422
Pepper Ridge Elementary	557-4423
Prairieland Elementary	557-4424
Sugar Creek Elementary	557-4425
Towanda Elementary	557-4426
Chiddix Jr. High	557-4454
Evans Jr. High	557-4406
Kingsley Jr. High	557-4407
Parkside Jr. High	557-4408
Normal Community High	557-4401
Normal Community West High	557-4402

UNIT 5 SUPERINTENDENT

DR. KRISTEN WEIKLE

UNIT 5 DISTRICT OFFICE

1809 West Hovey Avenue, Normal, IL
61761
(309) 557-4000
www.unit5.org
district@unit5.org

BOARD OF EDUCATION

Mark Adams
adamsm@unit5.org—(309) 540-9868
Kentrica Coleman
colemank@unit5.org—(309) 557-4000
Jeremy DeHaai
dehaaij@unit5.org—(309) 306-2629
Stan Gozur
gozurs@unit5.org—(309) 557-4000
Kelly Pyle
pylek@unit5.org—(309) 251-9655
Amy Roser
rosera@unit5.org—(309) 660-1024
Alex Williams
williamsa@unit5.org—(309) 287-3434

OTHER NUMBERS

Food Service
Ph.: (309) 557-4437

Transportation, Management by First Student Inc.
Ph.: (309) 557-4287

McLean Equity Action Plan

Q2 2024 Update

District Equity Leadership Team
January 17, 2024



Moe	Backe		Michelle	Lamboley
Corey	Beirne		Courtney	McClure
Dayna	Brown		Jenny (Mary)	Miller
Emily	Castrejon		Terri	Peoples
Carrie	Chapman		Jason	Salrin
Jennifer	Chlebowski		Dave	Schumer
Angie	Codron		Dr. Kristal	Shelvin
Leslie	Davenport		Jen	Sikes
Sylvester	Davis		Gina	Tenuta
Christina	Ellis		Bryan	Thomas
Kelly	Fitzgerald		Liz	Tomera
Laura	Fleri		Latysha	Watson
Julie	Hagler		Leslie	Webb
Monique	Hall		Dr. Kristen	Weikle
Ryan	Kerr		Monica	Wilks
Courtney	Knowles		Cameo	Williams
Maggie	Lakebrink		Kelly	Winter
Dan	Lamboley			

23-24 District Equity Leadership Team (DELT)

Systems

Teaching & Learning

Professional Development

Student Voice, Climate & Culture

Families & Community as Agency

January Equity Training Feedback

Restorative Practices in Unit 5

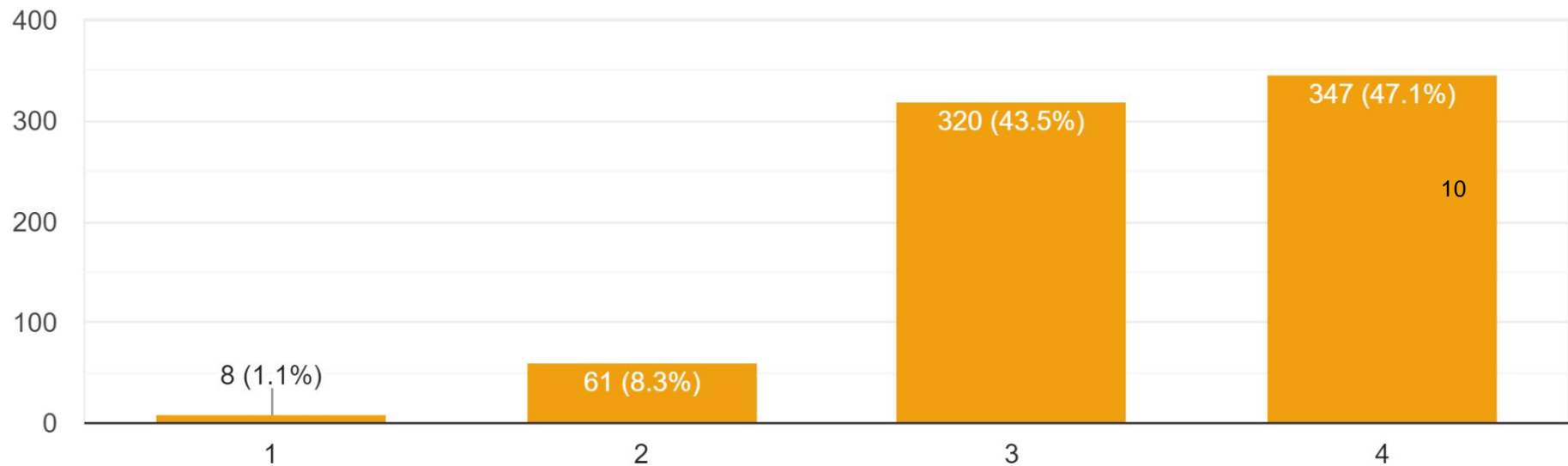
Objectives:

1. Reflect on District Commitments to Equity
2. Clarify the Name/Gender Identity Change Request Board Policy ⁹
3. Apply knowledge of staff and student behaviors in each frame of the social discipline window



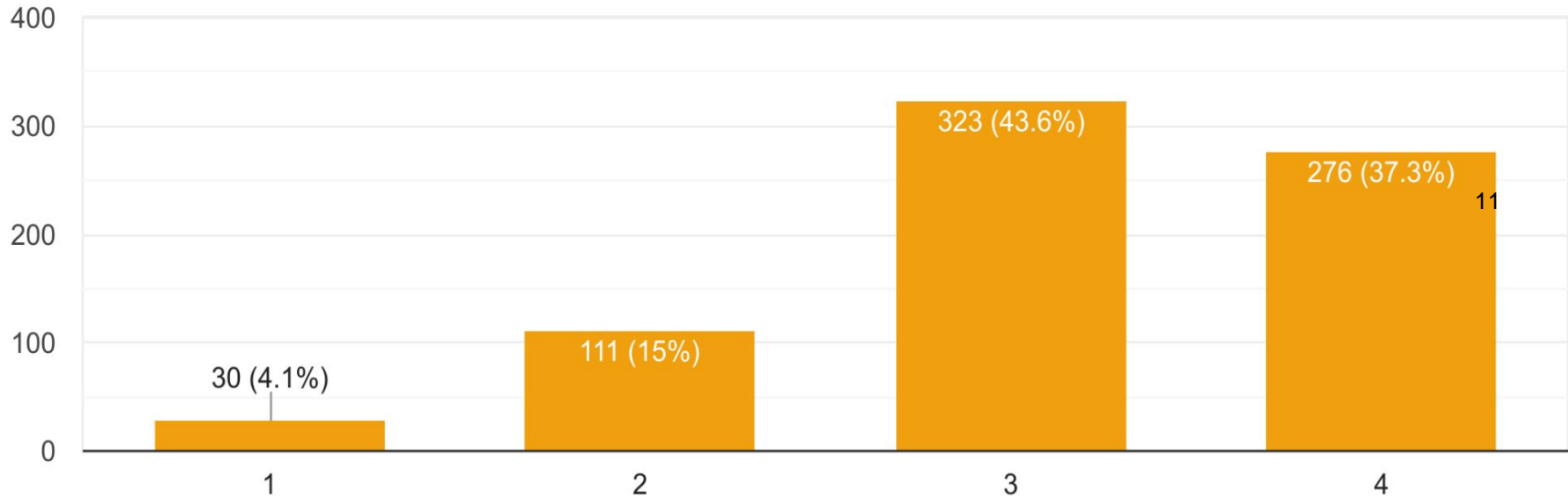
I feel connected to our school improvement plan (SIP).

736 responses



I learned something new about Restorative Practices during the training.

740 responses





Teaching & Learning

To intentionally embed equity-driven pedagogy in curriculum, resources, instructional approaches, use and consideration of assessments, and academic programming for the purpose of advancing equity among all students.

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Strand Members: Maggie Lakebrink, Dan Lamboley, Moe Backe, Julie Hagler, Corey Beirne, Carrie Chapman, & Jenny Miller



Unit 5 Equity Action Plan

TEACHING AND LEARNING

To intentionally embed equity-driven pedagogy in curriculum, resources, instructional approaches, use and consideration of assessments, and academic programming for the purpose of advancing equity among all students.

Objective

Measure

Timeline

2.2

Implement training plan for all educators to incorporate culturally responsive pedagogy and practices.

Delivery of trainings and feedback from staff

August 23 - April¹³ 2024



Unit 5 Equity Action Plan

TEACHING AND LEARNING

To intentionally embed equity-driven pedagogy in curriculum, resources, instructional approaches, use and consideration of assessments, and academic programming for the purpose of advancing equity among all students.

Objective

Measure

Timeline

2.3

Develop a framework for educators to analyze academic, behavioral, and social emotional data across multiple contexts with an equity lens.

District PD
Schedule Equity
Goals/Plans

Ongoing/Yearly
with School ¹⁴
Improvement
Plans

2.4

Develop a list of potential curriculum work to be done in addressing equity issues.

Survey Results
List of Work

Survey in Feb '24
List by May '24



There's a power in allowing yourself to be known and heard, in owning your unique story, in using your authentic voice. And there's a grace in being willing to know and hear others. This, for me, is how we become.

- Michelle Obama

“quoteagency”



Student Voice Climate & Culture

To consistently seek students' feedback and experiences on organizational culture and climate.

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Strand Members: Terri Peoples, Sylvester Davis, Darrin Cooper, Chris Ellis, Kelly Fitzgerald, Courtney Knowles, Liz Tomera



Unit 5 Equity Action Plan

Student Voice Climate & Culture *To consistently seek students' feedback and experiences on organizational culture and climate.*

Objective

Measure

Timeline

3.1a: (DELT) Continue to assist in identifying diverse voices from the middle and high school. This groups of students would serve on the SEAAT team.

17

3.1b: SEAT:Review of Mission Statement for SEAT and establish norms.

3.1c: Review goals and objective for SEAT.

3.1d: Logistics of SEAT meeting schedule

3.1e Discuss the creation of a reporting document at the elementary level.

Fall &
Winter
23/24

3.1 Expand the district level Student Equity Advisory & Action Team (SEAAT) to address diversity, equity and inclusion in our district.



Unit 5 Equity Action Plan

Student Voice Climate & Culture *To consistently seek students' feedback and experiences on organizational culture and climate.*

Objective

Measure

Timeline

3.2

The district will decrease its racial and student group discipline disproportionality and develop proactive practices to nurture a positive, meaningful relationship with each student.

3.2a: Reviews of racial and student group discipline among each school leadership team.

3.2b: Transparent communication with school staff about racial and student group discipline data

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Ongoing

Radically Inclusive Relationships

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

1. Megan Dowgiallo - Carlson Dettmann Consulting, responded 01.09.24

Personnel Matters - 1/17/24

New Hires

Certified

Homebase	First Name	Last Name	Position	Salary Placement: Lane / Step	FTE	Effective
Cedar Ridge	Cara	Fletcher	LBS1	B+0/New Teacher Step	1.0	1/8/2024
Cedar Ridge	Caleb	Killingsworth	2nd Grade Bilingual	M+0/New Teacher Step	1.0	1/10/2024
Cedar Ridge	Ryleigh	Patnode	4th Grade Bilingual	B+0/New Teacher Step	1.0	1/8/2024
EJHS	Erica	Shutt	Math & Lang Arts	M+16 / Step 13	1.0	1/8/2024
Fairview	Jaidyn	Sowa	LBS1	B+0/New Teacher Step	1.0	1/8/2024
Hoose	Aaron	Watkins	LBS1	B+0/New Teacher Step	1.0	TBD
KJHS	Jaclyn	Greci	Spanish	M+0, Step Teacher Step	1.0	1/8/2024
KJHS	Natalie	Greenfield	LBS1	B+0/New Teacher Step	1.0	1/8/2024
NCHS	Cassandra	Adelman	English	B+0/New Teacher Step	1.0	1/8/2024
NCHS	Gretchen	Kuckkan	Math	B+0/New Teacher Step	1.0	1/8/2024
NCWHS	Bailey	Hartung	LBS1	B+0/New Teacher Step	1.0	1/8/2024
NCWHS	Jaclyn	Greci	Spanish	M+0/New Teacher Step	1.0	1/8/2024
NCWHS	Jeffrey	Kroesch	English	B+24/Step 11	1.0	1/8/2024
NCWHS	Samantha	Kesler	LBS1	B+0/New Teacher Step	1.0	1/8/2024
Sugar Creek	Sierra	Hileman	4th Grade - Leave Replacement	B+0/New Teacher Step	1.0	1/8/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Salary Placement	FTE	Effective
Carlock	Lange	Payne	Para - Spec Ed	Step 5	1.00	1/8/2024
Grove	Kajal	Gupta	Noon Hour Supervisor	Base Hourly Rate	0.25	1/9/2024
NCWHS	Catherine	Payne	Guidance EOP	Step 5	1.0	1/8/2024

*All new hires are replacements for current positions unless otherwise noted above.

Resignations/Retirements/Releases/Terminations

Certified

Homebase	First Name	Last Name	Position	Action	Effective

Educational Support Personnel

Homebase	First Name	Last Name	Position	Action	Effective
CJHS	Meena	Kanagasabapaty	Full Time Sub	Resignation	1/9/2024
CJHS	Monica	Baker Smith	Para - Reg Ed	Resignation	1/8/2024
NCWHS	Adebayo	Adeleke	Food Service Worker	Resignation	12/20/2023
NCWHS	Tristan	Alvarez	Para - Special Education	Resignation	1/8/2024

NCWHS	Vasavi	Cheruku	Para - Special Education	Resignation		1/31/2024
PrairieLand	Paul	Toca	Custodian/Maintenance	Resignation		1/15/2024
Warehouse	Tylor	Sousa	School Nutrition Coordinator	Resignation		12/21/2023

Contract Revisions

Certified

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Educational Support Personnel

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Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Leave Requests

Certified

Homebase	First Name	Last Name	Position	Leave Requested	Revision	Effective

Educational Support Personnel

Homebase	First Name	Last Name	Position	Leave Requested	Revision	Effective
PJHS	Jodi	Leary	Para-Spec Ed	Leave for Personal Illness		1/18/2024

Schedule B

Homebase	First Name	Last Name	Revision	Revision	Effective
CJHS	Aaron	Ellison	Add Extra Assignment - Instructional - 1 Semester		1/8/2024
CJHS	Carly	Winn	Add Extra Assignment - Instructional - 1 Semester		1/8/2024
CJHS	Lindsey	Sherrill	Add Extra Assignment - Instructional - 1 Semester		1/8/2024
Hoose	Aaron	Watkins	Add Extra Assignment - Instructional - 1 Semester		1/8/2024
Hoose	Jennifer	Chedister	Add Elementary 300+ Enrollment - PBIS 2		8/14/2023
Hoose	Jennifer	Kiesewetter	Drop Extra Assignment - Instructional - 2 Semesters		12/21/2023
NCHS	Keith	Rice	Add Extra Assignment - Instructional - 1 Semester		1/9/2024
NCHS	Ricky	King	Add Assistant Coach - Basketball		1/9/2024

Information Only Changes

Homebase	First Name	Last Name	Position	Change	Revision	Effective
Hudson	Danielle	Witt	Para-Spec Ed	Certified Teacher - 1st Grade		1/8/2024

NCWHS	Andrea	Schumm	Para-Spec Ed	To Towanda/Para-Spec Ed		1/8/2024
CJHS	Dianna	Doblosky	Para-Spec Ed	To Brigham/Para-Spec Ed		1/8/2024

New Substitutes

Substitute Type	First Name	Last Name				
Substitute Custodian	Albert	Coleman				
Substitute Teacher	Brian	Weyrauch				
Substitute Teacher	Grace	Hunley				
Substitute Custodian	Jason	Penn				
Substitute Teacher	Katerine	Nalley				
Substitute Teacher	Lucas	Dahmm				
Vacancy Sub	Michael	Mace				
Substitute Teacher	Sarah	Keller				
Substitute Teacher	Umadevi	Appasamy				

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
December 21, 2023 through January 17, 2024

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	¹ Prepaid Bills	² Bills To Be Paid	³ Payrolls	Total
07 Flexible Benefit Plan Trust Fund	18,425.11	0.00	0.00	18,425.11
08 Unit 5 Self-Funded Insurance	1,194,128.74	0.00	0.00	1,194,128.74
10 Educational	132,616.91	815,701.57	9,676,377.84	10,624,696.32
20 Operations & Maintenance	867.75	203,135.30	527,773.09	731,776.14
30 Debt Service	0.00	115,894.35	0.00	115,894.35
40 Transportation	483,860.01	110,383.28	21,701.35	615,944.64
50 Social Security	0.00	0.00	245,016.34	245,016.34
51 IMRF	0.00	0.00	143,444.48	143,444.48
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	0.00	31,660.20	33,239.14	64,899.34
90 Life Safety	0.00	0.00	0.00	0.00
99 Student Activity Funds ⁴	96,604.66	0.00	0.00	96,604.66
Grand Total	\$1,926,503.18	\$1,276,774.70	\$10,647,552.24	\$13,850,830.12

¹ For funds 8 through 90, these bills were paid on and between 12/21/23 and 1/16/24. Please see the "Vendor Bill Listing - PREPAID" report for details.

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

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

⁴ These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 12/20/23 and 1/16/24. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

ATTEST:

I certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$13,850,830.12.

 Kelly Pyle, President, Board of Education

 Date

 Stan Gozur, Secretary, Board of Education

 Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2023-2024

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	120	12/16/2023	12/31/2023	12/29/2023
Certified - Semi	121	12/01/2023	12/15/2023	12/29/2023
Certified - Semi	122	12/01/2023	12/15/2023	12/29/2023
Certified - Semi	130	01/01/2024	01/15/2024	01/12/2024
Certified - Semi	131	12/16/2023	12/31/2023	01/12/2024
Certified - Semi	132	12/16/2023	12/31/2023	01/12/2024
Classified - Semi	113	12/21/2023	12/21/2023	12/21/2023
Classified - Semi	120	12/16/2023	12/31/2023	12/29/2023
Classified - Semi	130	01/01/2024	01/15/2024	01/12/2024
Classified - Semi	131	12/01/2023	12/15/2023	01/08/2024

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 120					
10	3,329,086.63	0.00	163,593.20	405,401.62	3,898,081.45
50	0.00	46,546.57	0.00	0.00	46,546.57
80	4,249.47	0.00	479.70	556.38	5,285.55
Period Total:	\$3,333,336.10	\$46,546.57	\$164,072.90	\$405,958.00	\$3,949,913.57

Certified - Semi - Period Number: 130					
10	3,188,410.89	0.00	157,182.11	369,198.62	3,714,791.62
50	0.00	44,374.15	0.00	0.00	44,374.15
80	4,249.47	0.00	479.70	556.38	5,285.55
Period Total:	\$3,192,660.36	\$44,374.15	\$157,661.81	\$369,755.00	\$3,764,451.32

Classified - Semi - Period Number: 120					
10	766,014.54	0.00	1,681.29	210,321.50	978,017.33
20	264,680.03	0.00	820.31	3,240.15	268,740.49
40	9,325.61	0.00	0.00	2,175.00	11,500.61
50	0.00	75,535.48	0.00	0.00	75,535.48
51	0.00	0.00	72,713.69	0.00	72,713.69
80	9,684.17	0.00	335.43	1,367.50	11,387.10
Period Total:	\$1,049,704.35	\$75,535.48	\$75,550.72	\$217,104.15	\$1,417,894.70

Classified - Semi - Period Number: 130					
10	762,630.11	0.00	2,078.79	179,509.00	944,217.90
20	254,440.22	0.00	797.88	2,594.50	257,832.60
40	8,025.74	0.00	0.00	2,175.00	10,200.74
50	0.00	75,122.70	0.00	0.00	75,122.70
51	0.00	0.00	70,730.79	0.00	70,730.79
80	9,460.21	0.00	351.23	1,469.50	11,280.94
Period Total:	\$1,034,556.28	\$75,122.70	\$73,958.69	\$185,748.00	\$1,369,385.67

Certified - Semi - Period Number: 121					
10	88,378.75	0.00	822.57	0.00	89,201.32
50	0.00	1,281.64	0.00	0.00	1,281.64
Period Total:	\$88,378.75	\$1,281.64	\$822.57	\$0.00	\$90,482.96

Certified - Semi - Period Number: 122					
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FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
10	13,168.00	0.00	0.00	0.00	13,168.00
50	0.00	1,007.38	0.00	0.00	1,007.38
Period Total:	\$13,168.00	\$1,007.38	\$0.00	\$0.00	\$14,175.38

Certified - Semi - Period Number: 131

10	29,622.50	0.00	356.72	362.50	30,341.72
50	0.00	429.63	0.00	0.00	429.63
Period Total:	\$29,622.50	\$429.63	\$356.72	\$362.50	\$30,771.35

Certified - Semi - Period Number: 132

10	6,096.00	0.00	0.00	0.00	6,096.00
50	0.00	466.34	0.00	0.00	466.34
Period Total:	\$6,096.00	\$466.34	\$0.00	\$0.00	\$6,562.34

Classified - Semi - Period Number: 113

20	1,200.00	0.00	0.00	0.00	1,200.00
50	0.00	91.80	0.00	0.00	91.80
Period Total:	\$1,200.00	\$91.80	\$0.00	\$0.00	\$1,291.80

Classified - Semi - Period Number: 131

10	2,100.00	0.00	0.00	362.50	2,462.50
50	0.00	160.65	0.00	0.00	160.65
Period Total:	\$2,100.00	\$160.65	\$0.00	\$362.50	\$2,623.15

Grand Totals:	\$8,750,822.34	\$245,016.34	\$472,423.41	\$1,179,290.15	\$10,647,552.24
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End of Report

Expenditure Summary Report

From Date: 12/20/2023
To Date: 12/20/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Amazon Capital Services	PO 302240010	(blank)	47514	12/20/2023	22.99
	PO 302240011	(blank)	47514	12/20/2023	49.47
	PO 302240012	(blank)	47514	12/20/2023	21.59
	PO 302240014	(blank)	47514	12/20/2023	168.70
Amazon Capital Services Total					262.75
Avanti'S Italian Restaurant -Bloomington	V20803725	(blank)	4128	12/20/2023	162.09
Avanti'S Italian Restaurant -Bloomington Total					162.09
B & B Awards & Recognition	20053045	(blank)	48023	12/20/2023	20.89
	20053115	(blank)	48023	12/20/2023	32.00
	20053133	(blank)	48023	12/20/2023	16.75
B & B Awards & Recognition Total					69.64
Baker, Melanie	V15165843	(blank)	4129	12/20/2023	36.96
Baker, Melanie Total					36.96
Busy Corner, Inc.	Pies for Christmas	(blank)	47515	12/20/2023	549.75
Busy Corner, Inc. Total					549.75
Collier, Elizabeth	V72437876	(blank)	22261	12/20/2023	95.27
Collier, Elizabeth Total					95.27
Conley, Rebecca Renae	Kitchen Items	(blank)	48024	12/20/2023	23.96
	Cookies for monitors	(blank)	48024	12/20/2023	42.92
	Pizza for Staff	(blank)	48024	12/20/2023	138.47
Conley, Rebecca Renae Total					205.35
Conrad, Karen	Soccer Banquet 2	(blank)	47516	12/20/2023	742.19
Conrad, Karen Total					742.19
Corpus, Tony	Accompany 2	(blank)	47517	12/20/2023	125.00
Corpus, Tony Total					125.00
Cosgrove Distributors	154534	(blank)	48025	12/20/2023	276.90
Cosgrove Distributors Total					276.90
Denny'S Doughnuts & Bakery	989069	(blank)	48026	12/20/2023	59.60
Denny'S Doughnuts & Bakery Total					59.60
Dobson, Erin	V28599947	(blank)	15299	12/20/2023	11.00
Dobson, Erin Total					11.00
Edwards, Sarah Lynn	V519664	(blank)	5150	12/20/2023	90.91
Edwards, Sarah Lynn Total					90.91
Eureka H.S.	V40106952	(blank)	22262	12/20/2023	175.00
Eureka H.S. Total					175.00
Everyone Reading Illinois	V36567166	(blank)	5161	12/20/2023	150.00
Everyone Reading Illinois Total					150.00
Fatten, Tom	Accompany 4	(blank)	47518	12/20/2023	125.00
Fatten, Tom Total					125.00
Five Star Water	11162023	(blank)	1428	12/20/2023	58.25
Five Star Water Total					58.25
Forget Me Not Flowers	1303	(blank)	5151	12/20/2023	24.95

Expenditure Summary Report

From Date: 12/20/2023
To Date: 12/20/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Forget Me Not Flowers Total					24.95
Gentsch, Kelly M	Wrestling Banners	(blank)	48027	12/20/2023	122.50
Gentsch, Kelly M Total					122.50
Gerrietts, Jennifer Lee	V32890745	(blank)	22263	12/20/2023	106.50
Gerrietts, Jennifer Lee Total					106.50
Harris, Robert A	V38531865	(blank)	6714	12/20/2023	312.00
Harris, Robert A Total					312.00
Harvey, Rebekah	113-6962125-0386653	(blank)	9496	12/20/2023	8.59
Harvey, Rebekah Total					8.59
Henry, Stacey A	V11549711	(blank)	20762	12/20/2023	55.00
Henry, Stacey A Total					55.00
Hinshaw, Rachel M	V14773742	(blank)	24988	12/20/2023	75.45
	V4386124	(blank)	24988	12/20/2023	948.50
	V67428532	(blank)	24988	12/20/2023	122.54
Hinshaw, Rachel M Total					1,146.49
Holland, Anita	V32859756	(blank)	15300	12/20/2023	20.00
	V82108274	(blank)	15300	12/20/2023	59.27
Holland, Anita Total					79.27
Icca 1	V83572831	(blank)	24984	12/20/2023	250.00
Icca 1 Total					250.00
IESA Illinois Elementary School Asn	V61030041	(blank)	22264	12/20/2023	4,491.00
IESA Illinois Elementary School Asn Total					4,491.00
J.W. Pepper & Son, Inc.	V41953154	(blank)	24983	12/20/2023	138.00
	V46397044	(blank)	24983	12/20/2023	26.49
J.W. Pepper & Son, Inc. Total					164.49
Kaufman, Trevor Allen	Reimb Hotels	(blank)	48028	12/20/2023	1,015.41
Kaufman, Trevor Allen Total					1,015.41
Klokkenga, Jason	FMP Winter	(blank)	47519	12/20/2023	217.61
Klokkenga, Jason Total					217.61
Kruse, Jeremy W	Reimb cables	(blank)	48029	12/20/2023	63.73
Kruse, Jeremy W Total					63.73
Kupferschmid, Hannah I	V28459686	(blank)	5510	12/20/2023	75.00
Kupferschmid, Hannah I Total					75.00
Lane, Bruce	Accompany 3	(blank)	47520	12/20/2023	125.00
Lane, Bruce Total					125.00
Lehr, Jacob	V27706879	(blank)	22265	12/20/2023	35.00
Lehr, Jacob Total					35.00
Luginbuhl, Benjamin	Candy	(blank)	48030	12/20/2023	77.50
	Madrigal Pies	(blank)	48030	12/20/2023	1,933.56
Luginbuhl, Benjamin Total					2,011.06
Luginbuhl, Kristina C	Madrigal Asst	(blank)	48031	12/20/2023	350.00

Expenditure Summary Report

From Date: 12/20/2023
To Date: 12/20/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Luginbuhl, Kristina C Total					350.00
M&M Turf Farm		18307 (blank)	48032	12/20/2023	187.20
M&M Turf Farm Total					187.20
Mcclure, Courtney	Christmas gifts	(blank)	48033	12/20/2023	595.12
Mcclure, Courtney Total					595.12
Mclean Co Unit Dist No 5	V848201	(blank)	0	12/20/2023	146.76
	100800 Nov 30 2023	(blank)	0	12/20/2023	3,785.46
Mclean Co Unit Dist No 5 Total					3,932.22
Mclean Co Unit Dist No 5 - Food Service	WA0205	(blank)	5152	12/20/2023	47.50
	V24522181	(blank)	22266	12/20/2023	44.50
Mclean Co Unit Dist No 5 - Food Service Total					92.00
Menards Lumber		24350 (blank)	48034	12/20/2023	905.02
Menards Lumber Total					905.02
Minerva Promotions	I01407	(blank)	47521	12/20/2023	4,129.00
Minerva Promotions Total					4,129.00
Morris, David	V70287268	(blank)	24985	12/20/2023	90.00
Morris, David Total					90.00
Normal Theatre	V46093501	(blank)	24982	12/20/2023	500.00
Normal Theatre Total					500.00
Ostling, Corey Matthew	AMP Party Food	(blank)	47522	12/20/2023	33.54
Ostling, Corey Matthew Total					33.54
Oswego High School	V71171558	(blank)	20761	12/20/2023	225.00
Oswego High School Total					225.00
Pabst, Rebecca J	V41712103	(blank)	22267	12/20/2023	47.33
Pabst, Rebecca J Total					47.33
Palmer, Elisa L	V50779435	(blank)	15301	12/20/2023	200.34
Palmer, Elisa L Total					200.34
Pepsi Cola General Bot, Inc		84369653 (blank)	15302	12/20/2023	240.24
Pepsi Cola General Bot, Inc Total					240.24
Puritan Springs	V983242	(blank)	5153	12/20/2023	69.60
Puritan Springs Total					69.60
Quakenbush, Maxine J	V11624780	(blank)	15303	12/20/2023	52.88
Quakenbush, Maxine J Total					52.88
Raleigh, William G	V39016631	(blank)	22268	12/20/2023	25.98
Raleigh, William G Total					25.98
Roop, Jennifer L	V65230857	(blank)	2843	12/20/2023	15.00
Roop, Jennifer L Total					15.00
Ryan, Julie	Accompany	(blank)	47523	12/20/2023	375.00
Ryan, Julie Total					375.00
Serone, Bonnie	V48497419	(blank)	24987	12/20/2023	77.39

Expenditure Summary Report

From Date: 12/20/2023
To Date: 12/20/2023

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Serone, Bonnie Total					77.39
Strubhar, Mike	V7309542	(blank)	24986	12/20/2023	90.00
Strubhar, Mike Total					90.00
THAZHACKAL, LEYONS	Flyers	(blank)	48035	12/20/2023	64.38
THAZHACKAL, LEYONS Total					64.38
The Lifeguard Store	1375098	(blank)	48036	12/20/2023	380.00
The Lifeguard Store Total					380.00
Walker, Jeanna L	V519510	(blank)	5154	12/20/2023	25.00
Walker, Jeanna L Total					25.00
Zimmerman, Claire Christine	Dec Incentives AB	(blank)	47524	12/20/2023	45.00
Zimmerman, Claire Christine Total					45.00
Grand Total					26,246.50

Expenditure Summary Report

From Date: 12/20/2023
To Date: 12/20/2023

Fund	Amount
99	26,246.50
Grand Total	26,246.50

Expenditure Summary Report

From Date: 12/21/2023
To Date: 1/16/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Altitude Trampoline Park	V41665712	(blank)	24989	12/21/2023	1,692.00
Altitude Trampoline Park Total					1,692.00
Amazon Capital Services	PO119240007	(blank)	6373	1/11/2024	300.62
	PO 302240015	(blank)	47564	1/12/2024	8.14
	PO 302240013	(blank)	47530	1/10/2024	68.99
Amazon Capital Services Total					377.75
American Red Cross	22650854	(blank)	47556	1/11/2024	294.00
	Lifeguarding	(blank)	47525	1/8/2024	294.00
American Red Cross Total					588.00
Avanti'S Italian Restaurant -Bloomington	V46668356	(blank)	6728	1/12/2024	205.80
	Dec Invoice	(blank)	47557	1/11/2024	273.95
	V98984764	(blank)	22273	1/12/2024	241.50
Avanti'S Italian Restaurant -Bloomington Total					721.25
Baker, Melanie	V9814020	(blank)	4132	1/12/2024	20.00
Baker, Melanie Total					20.00
Bauer Crops & Cattle	1086	(blank)	48048	1/8/2024	117.00
	V3011004	(blank)	15305	12/21/2023	80.00
Bauer Crops & Cattle Total					197.00
Beer, Julia Renee	V82427977	(blank)	24995	1/9/2024	30.00
	V54379852	(blank)	6715	12/21/2023	12.00
Beer, Julia Renee Total					42.00
Benjamin Pto	SKBen 23	(blank)	48037	12/21/2023	304.00
Benjamin Pto Total					304.00
Beoletto, Lacey Nicole	V27646484	(blank)	4133	1/12/2024	47.36
Beoletto, Lacey Nicole Total					47.36
Bierbaum, John	Doughnuts	(blank)	47531	1/10/2024	21.60
Bierbaum, John Total					21.60
Blair, Michelle A.	V5697644	(blank)	24998	1/9/2024	80.00
Blair, Michelle A. Total					80.00
Bland, Rachel L	V80179163	(blank)	25001	1/9/2024	42.11
Bland, Rachel L Total					42.11
Bloomington Junior High School	V79381332	(blank)	6724	1/10/2024	225.00
Bloomington Junior High School Total					225.00
Blue Cross Blue Shield Of Illinois	3.83165E+11	(blank)	0	1/9/2024	464,292.24
	3.83165E+11	(blank)	0	1/8/2024	318,841.18
	7.60674E+11	(blank)	0	1/8/2024	89,954.08
	3.83163E+11	(blank)	0	12/26/2023	314,595.23
Blue Cross Blue Shield Of Illinois Total					1,187,682.73
Bokesch-Parsons, Charlene L	V50362283	(blank)	15304	12/21/2023	86.24
Bokesch-Parsons, Charlene L Total					86.24
Bovenkerk, Bradley Alan	Braodcast headset	(blank)	48060	1/11/2024	165.56
Bovenkerk, Bradley Alan Total					165.56
Bozarth, Megan E	V68623824	(blank)	3020	1/12/2024	54.08

Expenditure Summary Report

From Date: 12/21/2023
To Date: 1/16/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bozarth, Megan E Total					54.08
Brigham, Amy B	V51658677	(blank)	7262	1/10/2024	139.16
Brigham, Amy B Total					139.16
Broach, James C	V2112376	(blank)	24996	1/9/2024	46.25
Broach, James C Total					46.25
Bsn Sports	923183182	(blank)	48061	1/11/2024	292.61
	923914844	(blank)	48061	1/11/2024	9,139.16
	924346358	(blank)	47532	1/10/2024	661.21
Bsn Sports Total					10,092.98
Budak, Heather L	Gift Cards-2024	(blank)	48062	1/11/2024	125.00
	Diving Insert	(blank)	48049	1/8/2024	56.00
Budak, Heather L Total					181.00
Buhrow, Stephanie Grace	V24791111	(blank)	6720	1/9/2024	36.94
Buhrow, Stephanie Grace Total					36.94
Canas, Andrea	Supplies-Trainers	(blank)	48038	12/21/2023	39.06
Canas, Andrea Total					39.06
Casey'S Garden Center	553069 - 2nd payment	(blank)	47558	1/11/2024	20.00
	554309	(blank)	47558	1/11/2024	72.00
	V8368025	(blank)	4130	1/10/2024	69.99
Casey'S Garden Center Total					161.99
CISDA	Tourn fees #35	(blank)	48050	1/8/2024	144.00
CISDA Total					144.00
Commerce Bank - Commercial Cards	RILE-3787-20231215	2402852	0	1/4/2024	405.69
	COOP-2498-20231215	(blank)	0	1/4/2024	(32.81)
	HICK-9710-20231215	2402902	0	1/4/2024	1,101.70
	OGRA-9211-20231215	2402900	0	1/4/2024	971.63
	FITZ-2254-20231215	2402954	0	1/4/2024	287.66
	STYC-1202-20231215	2402848	0	1/4/2024	1,157.92
	VOGE-3494-20231215	2402850	0	1/4/2024	554.52
	TENU-2922-20231215	2402827	0	1/4/2024	1,434.54
	SPRI-7899-20231215	2402836	0	1/4/2024	33.98
	RANE-5925-20231215	2402837	0	1/4/2024	117.29
	CURB-3555-20231215	2402838	0	1/4/2024	403.02
	MART-4494-20231215	2402840	0	1/4/2024	2,852.78
	NEGL-7271-20231215	2402841	0	1/4/2024	23.85
	NICA-1228-20231215	2402843	0	1/4/2024	3,699.87
	MERC-6194-20231215	2402870	0	1/4/2024	225.78
	OXAR-8856-20231215	2402871	0	1/4/2024	4,372.90
	PALM-1194-20231215	2402829	0	1/4/2024	4,205.58
	KEAR-7294-20231215	2402856	0	1/4/2024	1,522.49
	ZBRO-7828-20231215	2402908	0	1/4/2024	6,247.41
	THOM-3811-20231215	2403020	0	1/4/2024	1,077.35
	CODR-4075-20231215	2402859	0	1/4/2024	1,289.40
	VERD-9896-20231215	2402860	0	1/4/2024	446.51
	BEGG-4263-20231215	2402861	0	1/4/2024	98.00
	SUDD-7414-20231215	2402865	0	1/4/2024	36.25
	TEMP-5124-20231215	2402920	0	1/4/2024	462.64
	MACK-1210-20231215	2402938	0	1/4/2024	24,711.42
	KNEP-3795-20231215	2402851	0	1/4/2024	405.66
	HEIM-1186-20231215	2403021	0	1/4/2024	262.35

Expenditure Summary Report

From Date: 12/21/2023
To Date: 1/16/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Commerce Bank - Commercial Cards	ROOP-7310-20231215	2402932	0	1/4/2024	276.31
Commerce Bank - Commercial Cards	BENN-0710-20231215	2402968	0	1/4/2024	409.97
Commerce Bank - Commercial Cards	FOGA-2254-20231215	2403036	0	1/4/2024	914.84
Commerce Bank - Commercial Cards	PETE-3753-20231215	2402835	0	1/4/2024	229.48
Commerce Bank - Commercial Cards	DAVE-8038-20231215	2402849	0	1/4/2024	1,071.36
Commerce Bank - Commercial Cards	EDWA-1551-20231215	2402934	0	1/4/2024	496.01
Commerce Bank - Commercial Cards	ELLI-7313-20231215	2403002	0	1/4/2024	2,039.20
Commerce Bank - Commercial Cards	ROGE-2319-20231215	2402834	0	1/4/2024	725.85
Commerce Bank - Commercial Cards	BOZA-2301-20231215	2403057	0	1/4/2024	310.33
Commerce Bank - Commercial Cards	ADEL-7777-20231215	2403018	0	1/4/2024	3,079.93
Commerce Bank - Commercial Cards	REWE-0094-20231215	2402898	0	1/4/2024	778.01
Commerce Bank - Commercial Cards	STAN-4051-20231215..	2402880	0	1/4/2024	14,272.93
Commerce Bank - Commercial Cards	WILK-8923-20231215	2402963	0	1/4/2024	332.50
Commerce Bank - Commercial Cards	SHEL-8505-20231215	2402820	0	1/4/2024	1,455.84
Commerce Bank - Commercial Cards	LAMB-1341-20231215.	2402868	0	1/4/2024	2,038.63
Commerce Bank - Commercial Cards	BROW-3472-20231215	2402909	0	1/4/2024	104.00
Commerce Bank - Commercial Cards	HILL-5932-20231215	2402953	0	1/4/2024	1,349.25
Commerce Bank - Commercial Cards	KEND-6613-20231215	2402978	0	1/4/2024	156.60
Commerce Bank - Commercial Cards	SARG-5504-20231215	2402979	0	1/4/2024	8,022.84
Commerce Bank - Commercial Cards	RICH-0715-20231215	2403039	0	1/4/2024	78.00
Commerce Bank - Commercial Cards	BACK-9856-20231215.	2402845	0	1/4/2024	13,255.08
Commerce Bank - Commercial Cards	LAMB-7537-20231215	2402821	0	1/4/2024	4,682.50
Commerce Bank - Commercial Cards	STAN-4051-20231215	2402873	0	1/4/2024	289.00
Commerce Bank - Commercial Cards	STAN-4051-20231215.	2402874	0	1/4/2024	501.44
Commerce Bank - Commercial Cards	LAMB-1341-20231215	2402876	0	1/4/2024	2,985.22
Commerce Bank - Commercial Cards	CHAP-8793-20231215	2402878	0	1/4/2024	10,678.99
Commerce Bank - Commercial Cards	WEBB-7756-20231215	2402824	0	1/4/2024	1,055.63
Commerce Bank - Commercial Cards	BACK-9856-20231215	2402847	0	1/4/2024	473.76
Commerce Bank - Commercial Cards	PENN-4743-20231215	2402899	0	1/4/2024	3,909.12
Commerce Bank - Commercial Cards Total					134,348.00
Conley, Rebecca Renae	Pizza-Winter gather	(blank)	48051	1/8/2024	98.70
Conley, Rebecca Renae Total					98.70
Cpg Print & Marketing Llc	42007 (blank)		48039	12/21/2023	167.00
Cpg Print & Marketing Llc Total					167.00
Crowder, Sarah A	V58764174	(blank)	6725	1/10/2024	48.74
Crowder, Sarah A Total					48.74
Crumbl Normal	68A5EFA7-0001	(blank)	47565	1/12/2024	418.80
Crumbl Normal Total					418.80
Culligan Water Conditioning	V14543290	(blank)	6729	1/12/2024	97.75
Culligan Water Conditioning Total					97.75
Davis, Allison	V77332608	(blank)	15306	12/21/2023	296.87
Davis, Allison Total					296.87
Davis, Regina	Dance Team Costumes	(blank)	48063	1/11/2024	108.00
	Costume Replace	(blank)	48059	1/11/2024	241.09
Davis, Regina Total					349.09
Davis, Wendy Leigh	Monthly Staff Activi	(blank)	48064	1/11/2024	63.82
Davis, Wendy Leigh Total					63.82
Demco, Inc	7397654 (blank)		6374	1/11/2024	4,376.56
	V11486056 (blank)		7259	12/21/2023	5,486.90
Demco, Inc Total					9,863.46

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Denny'S Doughnuts & Bakery	991195 (blank)		47533	1/10/2024	78.00
	V47525392 (blank)		24997	1/9/2024	72.20
Denny'S Doughnuts & Bakery Total					150.20
Divita, Margherita	Snacks Reimb (blank)		48040	12/21/2023	165.42
Divita, Margherita Total					165.42
Doty, Ashton C	V57684887 (blank)		24992	12/21/2023	115.70
Doty, Ashton C Total					115.70
Drengwitz, Jason	Gift & bins (blank)		48053	1/8/2024	242.55
Drengwitz, Jason Total					242.55
Dunn, Darrelynn	Summer League 2023 (blank)		47566	1/12/2024	300.00
Dunn, Darrelynn Total					300.00
Emerick, Drew Mathew	Meal and care pkg (blank)		47559	1/11/2024	239.46
Emerick, Drew Mathew Total					239.46
Ewalt, Melinda	Nat Guard lunch (blank)		48041	12/21/2023	93.00
Ewalt, Melinda Total					93.00
Fairfield, Kristyn K	Cl supplies January (blank)		47567	1/12/2024	79.78
Fairfield, Kristyn K Total					79.78
Fastsigns	INV-42187 (blank)		15307	12/21/2023	97.00
Fastsigns Total					97.00
Feeney, David George	Food-various (blank)		48065	1/11/2024	141.64
	Food for players (blank)		48054	1/8/2024	53.50
Feeney, David George Total					195.14
First Student	11910828 2402903		257977	12/21/2023	481,647.83
First Student Total					481,647.83
Five Star Water	45274 (blank)		1429	1/11/2024	59.19
	V48327814 (blank)		7263	1/10/2024	117.55
Five Star Water Total					176.74
Foster, Nathan C	Coaching Gear-2024 (blank)		48066	1/11/2024	337.82
Foster, Nathan C Total					337.82
Fox Anvick, Caroline	IMC Coffee 1/10/24 (blank)		48067	1/11/2024	104.94
Fox Anvick, Caroline Total					104.94
Fundraising Manager	Pie Sales 2023 (blank)		48068	1/11/2024	12,609.05
Fundraising Manager Total					12,609.05
Further	40842252 (blank)		0	1/3/2024	9,001.34
	V80382202 (blank)		0	1/3/2024	4,068.01
	40836825 (blank)		0	12/27/2023	9,423.77
	16738852 (blank)		0	12/21/2023	2,378.00
Further Total					24,871.12
Gerrietts, Jennifer Lee	V29867452 (blank)		22274	1/12/2024	20.00
	V34692153 (blank)		22270	1/8/2024	31.92
Gerrietts, Jennifer Lee Total					51.92

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Glenwood High School	Speech tournament	(blank)	47534	1/10/2024	40.00
Glenwood High School Total					40.00
Goben, Denise L	V30619248	(blank)	24991	12/21/2023	430.00
Goben, Denise L Total					430.00
Gotschall, Heather L	Holiday party	(blank)	48042	12/21/2023	238.57
Gotschall, Heather L Total					238.57
Hafermann, Eduard P	Shoes	(blank)	47526	1/8/2024	90.00
	Lunch in Pekin	(blank)	47535	1/10/2024	258.67
	Gift Card	(blank)	47526	1/8/2024	104.88
Hafermann, Eduard P Total					453.55
Harr, Steven	V3108009	(blank)	25004	1/16/2024	80.00
Harr, Steven Total					80.00
Harris, Elizabeth Rae	JH Visit Materials	(blank)	48043	12/21/2023	717.06
	Various expenses	(blank)	48043	12/21/2023	875.95
Harris, Elizabeth Rae Total					1,593.01
Hassel, Steve	Softball supplies 24	(blank)	48069	1/11/2024	170.44
Hassel, Steve Total					170.44
Hawkins, Karrin R	Military Tags	(blank)	48055	1/8/2024	88.10
Hawkins, Karrin R Total					88.10
Holland, Anita	V25062535	(blank)	15308	12/21/2023	20.00
	V47589100	(blank)	15308	12/21/2023	16.57
Holland, Anita Total					36.57
Hopper, Daniele A	V36012122	(blank)	24993	12/21/2023	54.02
Hopper, Daniele A Total					54.02
Hosa Future Health Professionals	Dues-1 student	(blank)	48070	1/11/2024	20.00
Hosa Future Health Professionals Total					20.00
Huth, Lisa L.	V34141610	(blank)	24999	1/9/2024	80.00
Huth, Lisa L. Total					80.00
Hype Socks		9580 (blank)	47536	1/10/2024	342.46
Hype Socks Total					342.46
Idta 2	V36549050	(blank)	20764	1/12/2024	100.00
Idta 2 Total					100.00
Il Cheerleading Coaches Assoc	V50055188	(blank)	20763	12/21/2023	-
Il Cheerleading Coaches Assoc Total					-
Illinois Music Education Association	V74408091	(blank)	2847	1/9/2024	40.00
Illinois Music Education Association Total					40.00
Ingham, Gabrielle G	Cheer reimburse	(blank)	47527	1/8/2024	-
Ingham, Gabrielle G Total					-
Jerome, Ruth H	V14896805	(blank)	6721	1/9/2024	58.80
Jerome, Ruth H Total					58.80
Johns, Sara Lyn	V74180176	(blank)	2844	12/21/2023	50.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Johns, Sara Lyn Total					50.00
Jostens Inc.	N003231928	(blank)	47568	1/12/2024	283.28
Jostens Inc. Total					283.28
Kearfott, Nicolas	Donuts & Hosp	(blank)	48071	1/11/2024	103.28
	NADC Dec 2023	(blank)	48071	1/11/2024	1,969.15
	I-tunes acct 1/2024	(blank)	48056	1/8/2024	10.99
Kearfott, Nicolas Total					2,083.42
Kepuraitis, Alec James	V27323715	(blank)	6718	12/26/2023	826.16
Kepuraitis, Alec James Total					826.16
Kmetz, Julie	V49089101	(blank)	2845	12/21/2023	57.96
Kmetz, Julie Total					57.96
Koechle, Cristie Lamar	V51695304	(blank)	7260	12/21/2023	78.00
Koechle, Cristie Lamar Total					78.00
Konopasek, Christine Marie	Banq/ornament	(blank)	48044	12/21/2023	581.66
Konopasek, Christine Marie Total					581.66
Lawent, Jessica L	V91444584	(blank)	22269	12/21/2023	110.15
Lawent, Jessica L Total					110.15
Lewis, Lawrence D	Reimb tools	(blank)	48045	12/21/2023	171.75
Lewis, Lawrence D Total					171.75
Limelite Graphics	Banner and Jackets	(blank)	47569	1/12/2024	207.00
Limelite Graphics Total					207.00
Lucchetti, Kimberly A	Cheer Comp 1	(blank)	47537	1/10/2024	400.00
Lucchetti, Kimberly A Total					400.00
Mahomet Seymour Junior High	V55468689	(blank)	6726	1/10/2024	200.00
Mahomet Seymour Junior High Total					200.00
May, Diane Kay	V76075056	(blank)	3019	1/10/2024	80.00
May, Diane Kay Total					80.00
McLean Co Unit Dist No 5	V31629737	(blank)	0	12/21/2023	96.90
McLean Co Unit Dist No 5 Total					96.90
McLean Co Unit Dist No 5 - Food Service	122 and 123	(blank)	47538	1/10/2024	612.50
McLean Co Unit Dist No 5 - Food Service Total					612.50
Media Technologies	Q149745	(blank)	257978	1/8/2024	1,348.84
Media Technologies Total					1,348.84
Melody Brown	Cheer Comp 8	(blank)	47539	1/10/2024	350.00
Melody Brown Total					350.00
Menards Lumber	24432	(blank)	47540	1/10/2024	29.95
Menards Lumber Total					29.95
Minerva Promotions	I00944	(blank)	47541	1/10/2024	381.25
Minerva Promotions Total					381.25
Modglin, Margaret Kathleen	Winter Solstice	(blank)	47528	1/8/2024	104.12

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Modglin, Margaret Kathleen Total					104.12
Molenhour, Jamale Alicia	V7482100	(blank)	7265	1/10/2024	-
Molenhour, Jamale Alicia Total					-
Moose Lodge #745	1202024	(blank)	47560	1/11/2024	2,601.00
Moose Lodge #745 Total					2,601.00
Nelson, Lea	Cheer Comp 7	(blank)	47542	1/10/2024	350.00
Nelson, Lea Total					350.00
Normal Community High School	12024	(blank)	47543	1/10/2024	548.91
Normal Community High School Total					548.91
O'Brien, Judith M	Cheer Comp 4	(blank)	47544	1/10/2024	350.00
O'Brien, Judith M Total					350.00
Olympia Middle School	V28781639	(blank)	6716	12/21/2023	300.00
Olympia Middle School Total					300.00
Olympus Group	2066275	(blank)	47570	1/12/2024	263.12
Olympus Group Total					263.12
Papa John'S Pizza 1	Pizza for Cheer Comp	(blank)	47561	1/11/2024	299.62
	V87103856	(blank)	24990	12/21/2023	255.00
Papa John'S Pizza 1 Total					554.62
Parkside Junior High School	V66847721	(blank)	22271	1/8/2024	200.00
Parkside Junior High School Total					200.00
Pendleton, Tara D	Pizza & Trophies	(blank)	48072	1/11/2024	660.97
	Winter Gifts	(blank)	48072	1/11/2024	126.97
Pendleton, Tara D Total					787.94
Peru Parkside Jr. High School	V75075460	(blank)	6722	1/9/2024	150.00
Peru Parkside Jr. High School Total					150.00
Peters, Scott D	V32773296	(blank)	4131	1/10/2024	195.52
Peters, Scott D Total					195.52
Peterson, Anna Elizabeth	ICCA Tickets	(blank)	47545	1/10/2024	200.00
Peterson, Anna Elizabeth Total					200.00
Phillips, Shanna	V88990273	(blank)	6723	1/9/2024	74.06
Phillips, Shanna Total					74.06
Pilon, Michelle	V60196708	(blank)	15309	1/8/2024	28.00
Pilon, Michelle Total					28.00
Plangger, Jake Tobias	V85712611	(blank)	25003	1/11/2024	90.00
	V11584704	(blank)	15310	1/8/2024	90.00
Plangger, Jake Tobias Total					180.00
Prairie Signs	59450	(blank)	47546	1/10/2024	296.00
Prairie Signs Total					296.00
Prasade, Parag	Speech Judge 12/9	(blank)	48073	1/11/2024	100.00
Prasade, Parag Total					100.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Price, Elizabeth Jane	Speech Judge 12/9/23	(blank)	48057	1/8/2024	100.00
Price, Elizabeth Jane Total					100.00
Puritan Springs	Dec Water	(blank)	47571	1/12/2024	246.30
Puritan Springs Total					246.30
Quill Corporation	35925205 & 35901534	(blank)	48074	1/11/2024	58.47
Quill Corporation Total					58.47
Read'S Sporting Goods	B3907	(blank)	48075	1/11/2024	320.00
Read'S Sporting Goods Total					320.00
Rebel Athletic	214527	(blank)	47547	1/10/2024	441.60
Rebel Athletic Total					441.60
Robinson, Jeffrey	V96880409	(blank)	25002	1/11/2024	90.00
Robinson, Jeffrey Total					90.00
Rochelle, Rick	Cheer Comp 6	(blank)	47548	1/10/2024	350.00
Rochelle, Rick Total					350.00
Rodriguez, Elizabeth	V33755028	(blank)	6717	12/21/2023	167.66
Rodriguez, Elizabeth Total					167.66
Ruff, Olivia A	NEHS breakfast	(blank)	47572	1/12/2024	33.54
Ruff, Olivia A Total					33.54
Sam'S Club Mc/SynCb	V6619547	(blank)	1639	1/11/2024	12.63
Sam'S Club Mc/SynCb Total					12.63
Sanders, Erin E	coffee shop supplies	(blank)	48076	1/11/2024	169.50
	Indoor Concess 2024	(blank)	48076	1/11/2024	296.68
	Popcorn Oil/Salt	(blank)	48076	1/11/2024	65.18
	3 reimb	(blank)	48046	12/21/2023	1,033.23
Sanders, Erin E Total					1,564.59
Sarver, Michael S	Coaches Gear	(blank)	47549	1/10/2024	404.94
Sarver, Michael S Total					404.94
Schwenk, Ashley	Cheer Comp 5	(blank)	47550	1/10/2024	350.00
Schwenk, Ashley Total					350.00
Sims, TreShon	V58481756	(blank)	6727	1/10/2024	160.00
Sims, TreShon Total					160.00
Spitzzeri, Alfred A	V92343079	(blank)	25005	1/16/2024	80.00
Spitzzeri, Alfred A Total					80.00
Sports Scope	24203	(blank)	48077	1/11/2024	290.00
Sports Scope Total					290.00
Stevens, Jorie	Cheer Comp 3	(blank)	47551	1/10/2024	350.00
Stevens, Jorie Total					350.00
Svetlecich, Terelynn	Cheer Comp 2	(blank)	47552	1/10/2024	350.00
Svetlecich, Terelynn Total					350.00
Taylor, Lyndell Scott	V4412423	(blank)	7261	12/21/2023	17.11
Taylor, Lyndell Scott Total					17.11

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Taylor, Treavor	Cheer Comp 9	(blank)	47553	1/10/2024	250.00
Taylor, Treavor Total					250.00
The Bird Nest		1122 (blank)	47562	1/11/2024	1,360.00
The Bird Nest Total					1,360.00
The Music Shoppe, Inc	V33726741	(blank)	25000	1/9/2024	60.35
The Music Shoppe, Inc Total					60.35
Topping, Elizabeth E	V69986315	(blank)	22272	1/8/2024	117.50
Topping, Elizabeth E Total					117.50
Twin City Awards		3179 (blank)	47554	1/10/2024	128.00
Twin City Awards Total					128.00
Vincent, Susan Anne	V36340205	(blank)	24994	12/21/2023	126.12
Vincent, Susan Anne Total					126.12
Visionpoint Eye Center Pllc	V95425562	(blank)	22275	1/12/2024	50.00
Visionpoint Eye Center Pllc Total					50.00
Vogel, Brenna M	SSP Culinary Dec	(blank)	47529	1/8/2024	112.62
Vogel, Brenna M Total					112.62
Walker, Valentine S	Amazon order	(blank)	47563	1/11/2024	55.97
Walker, Valentine S Total					55.97
Weakly, Shelly	Sr night and clinic	(blank)	47573	1/12/2024	130.17
Weakly, Shelly Total					130.17
Weissman Designs For Dance		244122137 301240007	48078	1/11/2024	1,743.14
Weissman Designs For Dance Total					1,743.14
Wendland, Cheryl A	V33787900	(blank)	2846	1/9/2024	40.00
	V58708258	(blank)	2846	1/9/2024	19.98
Wendland, Cheryl A Total					59.98
Wheeler, Alicia	V34052359	(blank)	6198	12/21/2023	63.02
Wheeler, Alicia Total					63.02
Wirtz, Becca Lynn	V39878406	(blank)	2777	1/9/2024	148.28
Wirtz, Becca Lynn Total					148.28
Wollenweber, Sarah Kathleen	V57324477	(blank)	6719	12/26/2023	278.20
Wollenweber, Sarah Kathleen Total					278.20
X-Treme Light And Sound		673925 (blank)	47555	1/10/2024	450.00
X-Treme Light And Sound Total					450.00
Yaklich, Megan Kathryn	V46020219	(blank)	2848	1/10/2024	50.00
Yaklich, Megan Kathryn Total					50.00
Zbrozek, Adam W	Stadium jacket print	(blank)	48058	1/8/2024	84.00
Zbrozek, Adam W Total					84.00
Zeman, Joseph	V69885278	(blank)	6730	1/12/2024	126.90
Zeman, Joseph Total					126.90

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					1,900,256.68

Expenditure Summary Report

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Fund	Amount
07	18,425.11
08	1,194,128.74
10	132,616.91
20	867.75
40	483,860.01
99	70,358.16
Grand Total	1,900,256.68

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
Ace Hardware	589813/5	2403048	258156	1/17/2024	68.32	
	589810/5	2403022	258156	1/17/2024	458.82	
	589718/5	2403040	258156	1/17/2024	17.99	
	589614/5	2403040	258156	1/17/2024	80.99	
	589589/5	2402887	258156	1/17/2024	22.47	
	589481/5	2402831	258156	1/17/2024	25.37	
Ace Hardware Total					673.96	
Adelante Ed. Specialists Group, Inc.		1343	2402846	258157	1/17/2024	34,700.00
Adelante Ed. Specialists Group, Inc. Total					34,700.00	
Alpha Controls & Services Llc	C007182	2402750	258158	1/17/2024	6,067.50	
	C007183	2402750	258158	1/17/2024	5,864.75	
	C007184	2402750	258158	1/17/2024	1,592.75	
Alpha Controls & Services Llc Total					13,525.00	
Alta Construction Equipment Illinois	SR4 47806	2402892	258159	1/17/2024	25,800.00	
Alta Construction Equipment Illinois Total					25,800.00	
Amazon Capital Services	16F7-XLVM-PPCT	(blank)	258160	1/17/2024	(5.99)	
	1XQR-HG74-P9F1	(blank)	258160	1/17/2024	(45.63)	
	11KK-LMM4-C1QK	(blank)	258160	1/17/2024	(63.59)	
	1F9P-M1WX-CDMP	(blank)	258160	1/17/2024	(63.59)	
	1H4F-FMF3-9V4Q	(blank)	258160	1/17/2024	(63.59)	
	1FJ3-W4RV-FV4T	(blank)	258160	1/17/2024	(157.26)	
	1N1H-NL3K-6MF3	2402490	258160	1/17/2024	51.62	
	1CNK-9MQ4-97T9	(blank)	258160	1/17/2024	(43.19)	
	19JM-YK33-RGCD	2402995	258160	1/17/2024	89.95	
	1PQ3-GKNN-J7JP	2402816	258160	1/17/2024	9.29	
	199X-43F9-HM1Y	2402901	258160	1/17/2024	70.56	
	1NWQ-7NP6-CHC1	2402947	258160	1/17/2024	37.22	
	1XX6-HWH4-JCFN	2402910	258160	1/17/2024	16.99	
	1HKW-LXVL-9PQV	2402951	258160	1/17/2024	277.86	
	114-0763728-4128243	2402975	258160	1/17/2024	16.99	
	117X-DVRD-LJJ1	2402866	258160	1/17/2024	1,154.66	
	197H-796L-1WPJ	2402867	258160	1/17/2024	284.41	
	16HJ-HJ3C-4HHL	2402810	258160	1/17/2024	263.70	
	17D6-D3T3-NK13	2402796	258160	1/17/2024	334.95	
	1PC4-FT1L-R47T	(blank)	258160	1/17/2024	(8.99)	
	1TMH-9NYW-CC3W	2402789	258160	1/17/2024	275.98	
	1LXX-V69M-GJ1N	2402797	258160	1/17/2024	263.70	
	16NN-PQRX-FVCH	(blank)	258160	1/17/2024	(54.56)	
1M7D-GNNF-FNWQ	(blank)	258160	1/17/2024	(54.56)		
139K-DQQD-LFDY	2402766	258160	1/17/2024	59.98		
17RL-PMFF-L17F	2402776	258160	1/17/2024	13.06		
14LM-J14W-HRNG	2402751	258160	1/17/2024	20.44		
1CW3-WJH4-Q1VM	(blank)	258160	1/17/2024	(13.41)		
11XN-14MM-CGPG	(blank)	258160	1/17/2024	(6.95)		
Amazon Capital Services Total					2,660.05	
American Pest Control		628128	2400207	258161	1/17/2024	1,230.00
American Pest Control Total					1,230.00	
Anderson, Tamara Jo	V426337	2402930	258162	1/17/2024	1,202.50	
	STMT12/2-14/2023	2402875	258162	1/17/2024	3,591.25	
Anderson, Tamara Jo Total					4,793.75	
Arjona, Martha B	MIELS202312	(blank)	257988	1/17/2024	4.06	
Arjona, Martha B Total					4.06	

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Avanti'S Italian Restaurant -Bloomington	STMTDECEMBER22	2403013	258163	1/17/2024	405.00
Avanti'S Italian Restaurant -Bloomington Total					405.00
B & B Awards & Recognition	20053142	2403033	258164	1/17/2024	68.97
B & B Awards & Recognition Total					68.97
Baby Fold	17401	2402928	258165	1/17/2024	134,557.62
	V350007	2402905	258165	1/17/2024	104.64
Baby Fold Total					134,662.26
Bachman, Lynette S	MILES202312	(blank)	257989	1/17/2024	117.25
Bachman, Lynette S Total					117.25
Bafna, Sarika	CONF120612072023	(blank)	257990	1/17/2024	41.65
Bafna, Sarika Total					41.65
Beer, Julia Renee	MILES202308	(blank)	257991	1/17/2024	80.17
	MILES202309	(blank)	257991	1/17/2024	112.14
	MILES202310	(blank)	257991	1/17/2024	133.62
	MILES202311	(blank)	257991	1/17/2024	121.04
	MILES 202312	(blank)	257991	1/17/2024	96.29
Beer, Julia Renee Total					543.26
Bennett Electronics	35920	2402504	258166	1/17/2024	2,064.00
	35921	2402636	258166	1/17/2024	2,097.00
	35910	2403008	258166	1/17/2024	699.00
	35868	2402067	258166	1/17/2024	18,075.00
	35853	2402067	258166	1/17/2024	25,788.00
	35830	2402879	258166	1/17/2024	118.00
	35840	2402879	258166	1/17/2024	236.00
Bennett Electronics Total					49,077.00
Birkey'S Farm Store	P60076	2402888	258167	1/17/2024	275.68
Birkey'S Farm Store Total					275.68
Bmi Supply	IN200521	2402151	258168	1/17/2024	625.55
Bmi Supply Total					625.55
Boehm, Kimberley Ruth	MILES202308	(blank)	257992	1/17/2024	65.04
	MILES202309	(blank)	257992	1/17/2024	101.92
	MILES202310	(blank)	257992	1/17/2024	113.45
	MILES202311	(blank)	257992	1/17/2024	106.77
	MILES202312	(blank)	257992	1/17/2024	67.33
Boehm, Kimberley Ruth Total					454.51
Bordner, Kelly L	MILES202312	(blank)	257993	1/17/2024	57.90
Bordner, Kelly L Total					57.90
Borst, Edward A	MILES202311	(blank)	257994	1/17/2024	57.05
	MILES202312	(blank)	257994	1/17/2024	38.78
Borst, Edward A Total					95.83
Bosquez, Robert J	V980770	2402822	258169	1/17/2024	65.24
Bosquez, Robert J Total					65.24
Bradfield'S Computer Supply	567629	2402635	258170	1/17/2024	2,150.00
Bradfield'S Computer Supply Total					2,150.00

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Braun, Nancy A	TMCD1218202312222023	2402931	258171	1/17/2024	1,740.00
Braun, Nancy A Total					1,740.00
Briggs, Susan Kay	MILES202312	(blank)	257995	1/17/2024	91.37
Briggs, Susan Kay Total					91.37
Brown, Billie Jo	MILES202312	(blank)	257996	1/17/2024	22.01
Brown, Billie Jo Total					22.01
Brown, Hay & Stephens	558195	2402942	258173	1/17/2024	3,450.00
Brown, Hay & Stephens Total					3,450.00
Brown, Jessie	MILES202312	(blank)	257997	1/17/2024	129.17
Brown, Jessie Total					129.17
Brown'S Wrecker Service Inc	404743	2403028	258172	1/17/2024	125.00
Brown'S Wrecker Service Inc Total					125.00
Bruce, Mollie A	MILES202312	(blank)	257998	1/17/2024	69.50
Bruce, Mollie A Total					69.50
Bsn Sports	924049251	2402795	258174	1/17/2024	273.48
Bsn Sports Total					273.48
Bushue Background Screening	McLean5EHR-20231231	2403004	258175	1/17/2024	1,248.00
	mclean5-20231231	2402913	258090	1/17/2024	5,508.00
	McLean5vols-20231231	2402913	258090	1/17/2024	1,496.00
Bushue Background Screening Total					8,252.00
Bushue Human Resources, Inc.	11280	2402941	258176	1/17/2024	12,000.00
Bushue Human Resources, Inc. Total					12,000.00
Camelot Therapeutic Schools, Llc	INV179389	2402990	258177	1/17/2024	1,207.50
	INV178437	2402791	258177	1/17/2024	8,741.14
Camelot Therapeutic Schools, Llc Total					9,948.64
Cannon, Kristine Michelle	MILES202308	(blank)	257999	1/17/2024	37.79
	MILES202309	(blank)	257999	1/17/2024	40.94
	MILES202310	(blank)	257999	1/17/2024	62.98
	MILES202311	(blank)	257999	1/17/2024	56.68
	MILES202312	(blank)	257999	1/17/2024	44.09
Cannon, Kristine Michelle Total					242.48
Cardiff, Benjamin R	MILES202312	(blank)	258000	1/17/2024	24.76
Cardiff, Benjamin R Total					24.76
Carle Bromenn Tc	82323	2402933	258178	1/17/2024	241.50
Carle Bromenn Tc Total					241.50
Carter, Matthew A	V249800	2403005	258179	1/17/2024	43.94
Carter, Matthew A Total					43.94
Cattaneo, Alyssa	V647954	2402869	258180	1/17/2024	39.18
Cattaneo, Alyssa Total					39.18
Cell Electric Llc	23-0733	2402895	258181	1/17/2024	258.00
Cell Electric Llc Total					258.00
Central Illinois Ag, Inc.	G01020	2403031	258182	1/17/2024	5,000.00

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Central Illinois Ag, Inc. Total					5,000.00
Central Illinois Trucks Inc	101P143464	2403044	258183	1/17/2024	10.63
	101P142754	2403044	258183	1/17/2024	55.64
	101W49772	2403044	258183	1/17/2024	689.00
Central Illinois Trucks Inc Total					755.27
Chapman, Carrie J	MILES202308	(blank)	258091	1/17/2024	68.71
	MILES202309	(blank)	258091	1/17/2024	23.19
	MILES202310	(blank)	258091	1/17/2024	57.57
	MILES202311	(blank)	258091	1/17/2024	47.95
	MILES202312	(blank)	258091	1/17/2024	58.88
Chapman, Carrie J Total					256.30
Chiddix Junior High School	V801698	2402957	258184	1/17/2024	720.00
Chiddix Junior High School Total					720.00
Chief City Mechanical, Inc	18456	2402894	258185	1/17/2024	2,802.00
Chief City Mechanical, Inc Total					2,802.00
City Of Bloomington - Utilities	1069147	2400011	257979	1/17/2024	962.58
	1069205	2400011	257979	1/17/2024	1,549.73
	1061686	2400011	257979	1/17/2024	1,367.28
	1044205	2400011	257979	1/17/2024	484.71
	1046474	2400011	257979	1/17/2024	1,120.53
	1047057	2400011	257979	1/17/2024	1,089.85
	1047354	2400011	257979	1/17/2024	1,076.42
City Of Bloomington - Utilities Total					7,651.10
Clayton Holdings, LLC	149982	2401888	258186	1/17/2024	108,941.75
Clayton Holdings, LLC Total					108,941.75
Clean The Uniform Company	32230070	2400201	258187	1/17/2024	75.05
	32228423	2400201	258187	1/17/2024	75.05
Clean The Uniform Company Total					150.10
Collins, Paula Lynn	MILES202312	(blank)	258001	1/17/2024	80.70
Collins, Paula Lynn Total					80.70
Comcast Business	STMT122623_12524	2402962	258188	1/17/2024	393.43
Comcast Business Total					393.43
Confidential On-Site Paper Shreddin	145360	2402943	258189	1/17/2024	276.16
	145684	2402969	258189	1/17/2024	36.27
	145311	2402949	258189	1/17/2024	78.62
Confidential On-Site Paper Shreddin Total					391.05
Continued.com, LLC	V535220	2402948	258190	1/17/2024	89.00
Continued.com, LLC Total					89.00
CRA Consulting, LLC	10003	2402965	258191	1/17/2024	750.00
CRA Consulting, LLC Total					750.00
Cumulus Media-Bloomington	BB3921871	2402918	258192	1/17/2024	245.00
	BB3885459	2402917	258192	1/17/2024	245.00
Cumulus Media-Bloomington Total					490.00
Dehner, Meredith R	MILES202311	(blank)	258002	1/17/2024	6.55
	MILES202312	(blank)	258002	1/17/2024	45.85

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Dehner, Meredith R Total					52.40	
Devault, Angela Sue	MILES202312	(blank)	258003	1/17/2024	81.29	
Devault, Angela Sue Total					81.29	
Diaz, Marianela	V581503	2402825	258193	1/17/2024	69.26	
Diaz, Marianela Total					69.26	
Dischert, Susan	CONFREM12112023	(blank)	258004	1/17/2024	62.23	
Dischert, Susan Total					62.23	
Divita, Margherita	MILES202312	(blank)	258005	1/17/2024	29.61	
Divita, Margherita Total					29.61	
Don Owen Tire Service, Inc		328078	2403029	258194	1/17/2024	834.92
Don Owen Tire Service, Inc Total					834.92	
Economic Development Council Of The	ANNUAL2023	2402911	258195	1/17/2024	3,000.00	
Economic Development Council Of The Total					3,000.00	
Ekon-O-Pac Llc		5179	2403037	258196	1/17/2024	5,830.00
Ekon-O-Pac Llc Total					5,830.00	
Emerick, Drew Mathew	MILES202312	(blank)	258006	1/17/2024	54.04	
Emerick, Drew Mathew Total					54.04	
Evans Junior High School	V141660	2402907	258197	1/17/2024	280.00	
Evans Junior High School Total					280.00	
Fisher, Charles E	MILES202312	(blank)	258007	1/17/2024	69.17	
Fisher, Charles E Total					69.17	
Five Star Water	V687150	2402939	258198	1/17/2024	10.00	
Five Star Water Total					10.00	
Follett Content Solutions, Llc	307666F	2402844	258199	1/17/2024	220.05	
Follett Content Solutions, Llc Total					220.05	
Ford, Nathan G	MILES202308	(blank)	258008	1/17/2024	15.39	
	MILES202309	(blank)	258008	1/17/2024	24.63	
	MILES202310	(blank)	258008	1/17/2024	24.63	
	MILES202311	(blank)	258008	1/17/2024	18.47	
	MILES202312	(blank)	258008	1/17/2024	18.47	
Ford, Nathan G Total					101.59	
Freedom Lawn Maintenance		65193	2402883	258200	1/17/2024	375.00
Freedom Lawn Maintenance Total					375.00	
Freymann, Megan Marie	MILES202310	(blank)	258009	1/17/2024	7.60	
	MILES202312	(blank)	258009	1/17/2024	112.01	
Freymann, Megan Marie Total					119.61	
Frontier	V973822	2400007	257980	1/17/2024	320.51	
	V441246	2400007	257980	1/17/2024	92.61	
Frontier Total					413.12	
Fulling Interpreting Services, Llc.		23284	2402971	258201	1/17/2024	100.00
Fulling Interpreting Services, Llc. Total					100.00	

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Gaddy, Elizabeth Ann	V858868	2402842	258202	1/17/2024	23.76
Gaddy, Elizabeth Ann Total					23.76
Gannaway, Rachel L	MILES202312	(blank)	258010	1/17/2024	96.94
Gannaway, Rachel L Total					96.94
Garard, Remy Christine	V303611	2403000	258203	1/17/2024	187.76
Garard, Remy Christine Total					187.76
Garcia, Stephanie Michelle	MILES202311	(blank)	258011	1/17/2024	84.50
	MILES202312	(blank)	258011	1/17/2024	73.23
Garcia, Stephanie Michelle Total					157.73
Ghrist, Tracie Nicole	MILES202312	(blank)	258012	1/17/2024	124.38
Ghrist, Tracie Nicole Total					124.38
Global Water Technology, Inc.	102811	2403051	258204	1/17/2024	1,458.33
Global Water Technology, Inc. Total					1,458.33
Gonzalez, Roman	MILES202312	(blank)	258013	1/17/2024	61.70
Gonzalez, Roman Total					61.70
Gordon Food Service, Inc	9004736817	2402897	258205	1/17/2024	(12.86)
	9005455592	2402897	258205	1/17/2024	2,619.55
	9005455603	2402897	258205	1/17/2024	385.84
	9005455636	2402897	258205	1/17/2024	1,324.98
	9005455641	2402897	258205	1/17/2024	95.80
	9005455678	2402897	258205	1/17/2024	1,456.64
	9005455680	2402897	258205	1/17/2024	354.15
	9005455714	2402897	258205	1/17/2024	467.93
	9005417508	2402897	258205	1/17/2024	278.26
	9005417509	2402897	258205	1/17/2024	1,730.98
	9005417510	2402897	258205	1/17/2024	90.60
	9005417511	2402897	258205	1/17/2024	467.42
	9005437508	2402897	258205	1/17/2024	71.70
	9005437514	2402897	258205	1/17/2024	2,619.83
	9005437515	2402897	258205	1/17/2024	229.92
	2000681886	2402897	258205	1/17/2024	(24.46)
	230782199..	2402897	258205	1/17/2024	(22.68)
	2000807803	2402916	258205	1/17/2024	(58.50)
	2000807806	2402916	258205	1/17/2024	(64.90)
	2000807958	2402916	258205	1/17/2024	(37.95)
	2000807961	2402916	258205	1/17/2024	(6.95)
	2000807962	2402916	258205	1/17/2024	(34.60)
	2000808168	2402916	258205	1/17/2024	(6.04)
	2000808206	2402916	258205	1/17/2024	(137.86)
	2000808542	2402916	258205	1/17/2024	(1.28)
	9005513736	2402916	258205	1/17/2024	2,802.29
	9005513740	2402916	258205	1/17/2024	258.66
	9005513778	2402916	258205	1/17/2024	3,564.36
	9005513786	2402916	258205	1/17/2024	521.27
	9005513811	2402916	258205	1/17/2024	961.47
	9005513813	2402916	258205	1/17/2024	19.16
	9005513830	2402916	258205	1/17/2024	985.88
	9005513855	2402916	258205	1/17/2024	943.64
9005513857	2402916	258205	1/17/2024	86.22	
9005513881	2402916	258205	1/17/2024	735.00	
9005513883	2402916	258205	1/17/2024	47.90	
9005513933	2402916	258205	1/17/2024	1,140.23	

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Gordon Food Service, Inc	9005513938	2402916	258205	1/17/2024	38.32
Gordon Food Service, Inc	9005513962	2402916	258205	1/17/2024	986.70
Gordon Food Service, Inc	9005513966	2402916	258205	1/17/2024	38.32
Gordon Food Service, Inc	9005514552	2402916	258205	1/17/2024	612.71
Gordon Food Service, Inc	9005514555	2402916	258205	1/17/2024	9.58
Gordon Food Service, Inc	9005514556	2402916	258205	1/17/2024	38.64
Gordon Food Service, Inc	9005485214	2402915	258205	1/17/2024	934.78
Gordon Food Service, Inc	9005485217	2402915	258205	1/17/2024	202.98
Gordon Food Service, Inc	9005498119	2402915	258205	1/17/2024	2,511.75
Gordon Food Service, Inc	9005498120	2402915	258205	1/17/2024	53.46
Gordon Food Service, Inc	9005498121	2402915	258205	1/17/2024	526.90
Gordon Food Service, Inc	9005502717	2402915	258205	1/17/2024	1,026.71
Gordon Food Service, Inc	9005502718	2402915	258205	1/17/2024	68.86
Gordon Food Service, Inc	9005502737	2402915	258205	1/17/2024	1,728.71
Gordon Food Service, Inc	9005502743	2402915	258205	1/17/2024	195.20
Gordon Food Service, Inc	9005502754	2402915	258205	1/17/2024	1,122.46
Gordon Food Service, Inc	9005502758	2402915	258205	1/17/2024	223.94
Gordon Food Service, Inc	9005502759	2402915	258205	1/17/2024	182.02
Gordon Food Service, Inc	9005502768	2402915	258205	1/17/2024	1,356.54
Gordon Food Service, Inc	9005502770	2402915	258205	1/17/2024	145.50
Gordon Food Service, Inc	9005502800	2402915	258205	1/17/2024	1,016.49
Gordon Food Service, Inc	9005502802	2402915	258205	1/17/2024	68.86
Gordon Food Service, Inc	9005384880	2402799	258205	1/17/2024	3,245.62
Gordon Food Service, Inc	9005384889	2402799	258205	1/17/2024	344.88
Gordon Food Service, Inc	9005384891	2402799	258205	1/17/2024	229.92
Gordon Food Service, Inc	9005384909	2402799	258205	1/17/2024	728.59
Gordon Food Service, Inc	9005384913	2402799	258205	1/17/2024	824.47
Gordon Food Service, Inc	9005384914	2402799	258205	1/17/2024	178.80
Gordon Food Service, Inc	9005384915	2402799	258205	1/17/2024	95.80
Gordon Food Service, Inc	9005384917	2402799	258205	1/17/2024	154.72
Gordon Food Service, Inc	9005384918	2402799	258205	1/17/2024	14.90
Gordon Food Service, Inc	9005390571	2402799	258205	1/17/2024	1,207.57
Gordon Food Service, Inc	9005390573	2402799	258205	1/17/2024	143.70
Gordon Food Service, Inc	9005390575	2402799	258205	1/17/2024	143.70
Gordon Food Service, Inc	9005339759	2402784	258205	1/17/2024	3,302.90
Gordon Food Service, Inc	9005339761	2402784	258205	1/17/2024	278.65
Gordon Food Service, Inc	9005339763	2402784	258205	1/17/2024	239.50
Gordon Food Service, Inc	9005339813	2402784	258205	1/17/2024	3,623.68
Gordon Food Service, Inc	9005339821	2402784	258205	1/17/2024	222.92
Gordon Food Service, Inc	9005339853	2402784	258205	1/17/2024	2,008.11
Gordon Food Service, Inc	9005339856	2402784	258205	1/17/2024	28.74
Gordon Food Service, Inc	9005339907	2402784	258205	1/17/2024	2,322.54
Gordon Food Service, Inc	9005339913	2402784	258205	1/17/2024	71.78
Gordon Food Service, Inc	9005339915	2402784	258205	1/17/2024	86.22
Gordon Food Service, Inc	9005339943	2402784	258205	1/17/2024	1,235.63
Gordon Food Service, Inc	9005339948	2402784	258205	1/17/2024	95.80
Gordon Food Service, Inc	9005339970	2402784	258205	1/17/2024	1,357.13
Gordon Food Service, Inc	9005339971	2402784	258205	1/17/2024	57.48
Gordon Food Service, Inc	9005340006	2402784	258205	1/17/2024	1,477.46
Gordon Food Service, Inc	9005340008	2402784	258205	1/17/2024	76.64
Gordon Food Service, Inc	9005340024	2402784	258205	1/17/2024	1,231.87
Gordon Food Service, Inc	9005340027	2402784	258205	1/17/2024	38.58
Gordon Food Service, Inc	9005340028	2402784	258205	1/17/2024	76.64
Gordon Food Service, Inc	9005340031	2402784	258205	1/17/2024	681.93
Gordon Food Service, Inc	9005340032	2402784	258205	1/17/2024	1,241.72
Gordon Food Service, Inc	9005340033	2402784	258205	1/17/2024	457.45
Gordon Food Service, Inc	9005340034	2402784	258205	1/17/2024	95.80
Gordon Food Service, Inc	9005340036	2402784	258205	1/17/2024	42.08
Gordon Food Service, Inc	9005339946	2402915	258205	1/17/2024	138.18

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Gordon Food Service, Inc	9005301596	2402765	258205	1/17/2024	1,068.22
Gordon Food Service, Inc	9005301597	2402765	258205	1/17/2024	12.86
Gordon Food Service, Inc	9005316886	2402765	258205	1/17/2024	3,245.34
Gordon Food Service, Inc	9005316888	2402765	258205	1/17/2024	167.19
Gordon Food Service, Inc	9005316890	2402765	258205	1/17/2024	73.83
Gordon Food Service, Inc	9005316891	2402765	258205	1/17/2024	257.27
Gordon Food Service, Inc	9005316892	2402765	258205	1/17/2024	332.34
Gordon Food Service, Inc	9005323174	2402765	258205	1/17/2024	1,808.20
Gordon Food Service, Inc	9005323191	2402765	258205	1/17/2024	2,279.54
Gordon Food Service, Inc	9005323215	2402765	258205	1/17/2024	2,029.52
Gordon Food Service, Inc	9005323283	2402765	258205	1/17/2024	1,816.66
Gordon Food Service, Inc	9005323287	2402765	258205	1/17/2024	12.86
Gordon Food Service, Inc	9005323340	2402765	258205	1/17/2024	1,731.44
Gordon Food Service, Inc	9005323354	2402765	258205	1/17/2024	51.44
Gordon Food Service, Inc	9005323443	2402765	258205	1/17/2024	2,920.91
Gordon Food Service, Inc	9005323444	2402765	258205	1/17/2024	451.48
Gordon Food Service, Inc	9005323445	2402765	258205	1/17/2024	229.92
Gordon Food Service, Inc	9005323463	2402765	258205	1/17/2024	1,349.62
Gordon Food Service, Inc	2000788055	2402916	258205	1/17/2024	(36.96)
Gordon Food Service, Inc	9005266147	2402764	258205	1/17/2024	2,635.35
Gordon Food Service, Inc	9005266150	2402764	258205	1/17/2024	12.86
Gordon Food Service, Inc	9005266152	2402764	258205	1/17/2024	100.71
Gordon Food Service, Inc	9005266153	2402764	258205	1/17/2024	757.49
Gordon Food Service, Inc	9005271122	2402764	258205	1/17/2024	4,125.48
Gordon Food Service, Inc	9005271123	2402764	258205	1/17/2024	150.35
Gordon Food Service, Inc	9005271131	2402764	258205	1/17/2024	4,393.81
Gordon Food Service, Inc	9005271134	2402764	258205	1/17/2024	73.40
Gordon Food Service, Inc	9005232090	2402764	258205	1/17/2024	3,202.69
Gordon Food Service, Inc	9005232091	2402764	258205	1/17/2024	58.83
Gordon Food Service, Inc	9005232092	2402764	258205	1/17/2024	447.37
Gordon Food Service, Inc	9005232093	2402764	258205	1/17/2024	116.04
Gordon Food Service, Inc	9005253332	2402764	258205	1/17/2024	4,387.79
Gordon Food Service, Inc	9005253337	2402764	258205	1/17/2024	805.68
Gordon Food Service, Inc	9005253339	2402764	258205	1/17/2024	240.56
Gordon Food Service, Inc	9005253340	2402764	258205	1/17/2024	38.68
Gordon Food Service, Inc	2000769017	2402765	258205	1/17/2024	(135.75)
Gordon Food Service, Inc	2000766066	2402784	258205	1/17/2024	(1.08)
Gordon Food Service, Inc	2000766271	2402784	258205	1/17/2024	(22.68)
Gordon Food Service, Inc	2000702498	2402915	258205	1/17/2024	(40.55)
Gordon Food Service, Inc	18624845	2402916	258205	1/17/2024	(80.09)
Gordon Food Service, Inc Total					105,811.75
Grainger Parts Operations Ww Graing	994223326	2403050	258206	1/17/2024	393.60
Grainger Parts Operations Ww Graing	9940709257	2403050	258206	1/17/2024	904.63
Grainger Parts Operations Ww Graing	9934601080	2403050	258206	1/17/2024	692.56
Grainger Parts Operations Ww Graing	9933464233	2403050	258206	1/17/2024	373.29
Grainger Parts Operations Ww Graing	9930220950	2403050	258206	1/17/2024	63.18
Grainger Parts Operations Ww Graing	9930821625	2403050	258206	1/17/2024	178.87
Grainger Parts Operations Ww Graing	9928354639	2403050	258206	1/17/2024	42.69
Grainger Parts Operations Ww Graing	9928904862	2403050	258206	1/17/2024	20.86
Grainger Parts Operations Ww Graing	9922151197	2403050	258206	1/17/2024	29.92
Grainger Parts Operations Ww Graing Total					2,699.60
Hadfield, Jennifer N	MILES202312	(blank)	258014	1/17/2024	56.99
Hadfield, Jennifer N Total					56.99
Hafermann, Eduard P	CONF112023	2402771	258207	1/17/2024	548.60
Hafermann, Eduard P Total					548.60

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Hakes, Kylie C	MILES202312	(blank)	258015	1/17/2024	16.38
Hakes, Kylie C Total					16.38
Harris, Elizabeth Rae	MILES202311	(blank)	258016	1/17/2024	473.17
	V91361	2402884	258208	1/17/2024	551.12
Harris, Elizabeth Rae Total					1,024.29
Hawkins, Inc.	6661207	2403052	258209	1/17/2024	2,456.95
	6661228	2403052	258209	1/17/2024	2,241.35
Hawkins, Inc. Total					4,698.30
Hayford, Stephen L.	FMCS CASE 230605-066	2403053	258210	1/17/2024	4,400.00
Hayford, Stephen L. Total					4,400.00
Health Alliance Medical Plans	00366-019	2402904	258211	1/17/2024	88,940.00
Health Alliance Medical Plans Total					88,940.00
Heartspring	16876	2402970	258212	1/17/2024	25,617.37
Heartspring Total					25,617.37
Heggie, Baylee Nicole	MILES202312	(blank)	258017	1/17/2024	24.89
Heggie, Baylee Nicole Total					24.89
Heller Ford	5104187	2403046	258213	1/17/2024	584.00
	463234/1	2403046	258213	1/17/2024	2,197.15
Heller Ford Total					2,781.15
Henderson, Logan	V227740	2402864	258214	1/17/2024	200.00
Henderson, Logan Total					200.00
Henderson, Rachel Elizabeth	MILES202312	(blank)	258018	1/17/2024	91.37
Henderson, Rachel Elizabeth Total					91.37
Henderson, Sophi	V800109	2402863	258215	1/17/2024	300.00
Henderson, Sophi Total					300.00
Henrichsmeyer, Krista Ann	MILES202312	(blank)	258019	1/17/2024	34.91
Henrichsmeyer, Krista Ann Total					34.91
Hensley, Audrey Jo	MILES202312	(blank)	258020	1/17/2024	63.54
Hensley, Audrey Jo Total					63.54
Hill Radio	2023-17610	2403034	258216	1/17/2024	90.00
Hill Radio Total					90.00
Hinshaw, Rachel M	V888777	2402815	258217	1/17/2024	15.47
Hinshaw, Rachel M Total					15.47
Hitchins, Tracy Lynn	MILES202312	(blank)	258021	1/17/2024	65.11
Hitchins, Tracy Lynn Total					65.11
Hudson Municipal Water	STMT121823	2400008	257981	1/17/2024	211.25
Hudson Municipal Water Total					211.25
IGSMA District 3	V561560	2402853	258218	1/17/2024	532.00
IGSMA District 3 Total					532.00
Illinois Network Of Child Care Reso	3275	2402936	258219	1/17/2024	150.00
Illinois Network Of Child Care Reso Total					150.00

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Illinois School For The Deaf	V719507	2403026	258220	1/17/2024	72.00
	ISD11302023EH	2402788	258220	1/17/2024	4,392.12
Illinois School For The Deaf Total					4,464.12
Interstate Billing Serv, Inc	3035523147	2403045	258221	1/17/2024	61.90
	3035416690	2403045	258221	1/17/2024	350.00
	3035277243	2402889	258092	1/17/2024	49.80
	3035245667	2403045	258221	1/17/2024	49.80
Interstate Billing Serv, Inc Total					511.50
Iron Mountain	JBPB61	2402940	258222	1/17/2024	3,628.04
Iron Mountain Total					3,628.04
ISU Student Accounts	1001165078	2403014	258223	1/17/2024	3,554.60
ISU Student Accounts Total					3,554.60
Itsavvy Llc	7013879	2402964	258224	1/17/2024	50.00
Itsavvy Llc Total					50.00
J W Pepper & Sons Incorp	365816080	2402818	258225	1/17/2024	84.00
	365761597	2402818	258225	1/17/2024	47.24
J W Pepper & Sons Incorp Total					131.24
Jerome, Ruth H	MILES202312	(blank)	258022	1/17/2024	28.82
Jerome, Ruth H Total					28.82
Johnson, Chanel	MILES202309	(blank)	258023	1/17/2024	254.73
	MILES202310	(blank)	258023	1/17/2024	206.52
	MILES202311	(blank)	258023	1/17/2024	217.72
	MILES202312	(blank)	258023	1/17/2024	204.16
Johnson, Chanel Total					883.13
Jones, Amy L	MILES202311	(blank)	258024	1/17/2024	51.09
	MILES202312	(blank)	258024	1/17/2024	30.65
Jones, Amy L Total					81.74
Kaeb Sanitary Supply Inc.	220125	2403042	258226	1/17/2024	179.38
Kaeb Sanitary Supply Inc. Total					179.38
Karr, Natalie Ann	MILES202312	(blank)	258025	1/17/2024	19.13
Karr, Natalie Ann Total					19.13
Kaskaskia Special Education Distric	STMTTUITIONDEC	2402981	258227	1/17/2024	8,490.00
Kaskaskia Special Education Distric Total					8,490.00
Kaufman, Trevor Allen	V553276	2403025	258228	1/17/2024	297.53
Kaufman, Trevor Allen Total					297.53
Kearfott, Nicolas	MILES202312	(blank)	258026	1/17/2024	209.86
Kearfott, Nicolas Total					209.86
Keiser, Stacy Lyn Barron	MILES202312	(blank)	258027	1/17/2024	17.82
Keiser, Stacy Lyn Barron Total					17.82
Keller, Sheila Ann	MILES202310	(blank)	258028	1/17/2024	39.76
Keller, Sheila Ann Total					39.76
Kelley Lett, Dawn Marie	MILES202311	(blank)	258029	1/17/2024	225.84

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Kelley Lett, Dawn Marie	MILES202312	(blank)	258029	1/17/2024	166.57
Kelley Lett, Dawn Marie Total					392.41
Ken'S Oil Service, Inc.	K539702	2403032	258229	1/17/2024	479.70
	508186224	2403032	258229	1/17/2024	19,734.03
	K539145	2403032	258229	1/17/2024	1,857.60
	K538898	2402890	258229	1/17/2024	2,507.90
	936218	2402890	258229	1/17/2024	22,933.17
	K538800	2402890	258229	1/17/2024	2,614.87
	K538556	2402890	258229	1/17/2024	1,291.61
	K538431	2402890	258229	1/17/2024	1,347.14
	K537936	2403049	258229	1/17/2024	2,140.00
Ken'S Oil Service, Inc. Total					54,906.02
Keyser, Chelsea	MILES202310	(blank)	258030	1/17/2024	31.11
	MILES202311	(blank)	258030	1/17/2024	22.93
	MILES202312	(blank)	258030	1/17/2024	19.65
Keyser, Chelsea Total					73.69
Kingsley Junior High School	V8957	2402855	258230	1/17/2024	400.00
Kingsley Junior High School Total					400.00
Klieber, Brandee Leigh	V608102	2403023	258231	1/17/2024	74.05
Klieber, Brandee Leigh Total					74.05
Knollenberg, Holly N	MILES202312	(blank)	258031	1/17/2024	84.23
Knollenberg, Holly N Total					84.23
Kohlhase, Sandra G	V222154	2403006	258232	1/17/2024	30.93
Kohlhase, Sandra G Total					30.93
Kotowski, Linda Jo	MILES202312	(blank)	258032	1/17/2024	48.47
Kotowski, Linda Jo Total					48.47
Kraft, Mackenzie	MILES202312	(blank)	258033	1/17/2024	66.94
Kraft, Mackenzie Total					66.94
Lanier, Erexenia	V41909	2402923	258093	1/17/2024	99.00
Lanier, Erexenia Total					99.00
Learnwell	INV167321	2403010	258094	1/17/2024	2,029.18
Learnwell Total					2,029.18
Lehr, Margaret Ambrose Legates	MILES202312	(blank)	258034	1/17/2024	47.75
Lehr, Margaret Ambrose Legates Total					47.75
Lelm, Misty Charlene	MIELS202311	(blank)	258035	1/17/2024	90.19
	MIELS202308	(blank)	258035	1/17/2024	58.36
	MIELS202309	(blank)	258035	1/17/2024	100.80
	MIELS202310	(blank)	258035	1/17/2024	95.50
Lelm, Misty Charlene Total					344.85
Lessen, Beth Anne	MILES202311	(blank)	258036	1/17/2024	94.06
	MILES202312	(blank)	258036	1/17/2024	34.13
Lessen, Beth Anne Total					128.19
Lewis, Lawrence D	V387367	2403024	258233	1/17/2024	42.40
Lewis, Lawrence D Total					42.40

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Lighty, Bernadette Panganiban	MILES202312	(blank)	258037	1/17/2024	135.78
Lighty, Bernadette Panganiban Total					135.78
Linde Gas & Equipment Inc.	39581798	2402891	258095	1/17/2024	140.05
Linde Gas & Equipment Inc. Total					140.05
Love, Mackenzie	MIELS202312	(blank)	258038	1/17/2024	74.28
Love, Mackenzie Total					74.28
Mackin Educational Fund	DQ131525	2402819	258096	1/17/2024	5,650.00
Mackin Educational Fund Total					5,650.00
Marcfirst Pediatric Therapy	STMT12152023	2402985	258097	1/17/2024	3,727.37
Marcfirst Pediatric Therapy Total					3,727.37
Mattson, Rachel	MILES202311	(blank)	258039	1/17/2024	56.99
Mattson, Rachel Total					56.99
McLean Co Unit Dist No 5 - Food Service	WA0204	2402858	258098	1/17/2024	384.00
McLean Co Unit Dist No 5 - Food Service Total					384.00
Mejia-Balderas, Jose	REMB12182023	(blank)	258040	1/17/2024	242.50
Mejia-Balderas, Jose Total					242.50
Menards Lumber	24562	2402921	258099	1/17/2024	14.95
	24413	2402857	258099	1/17/2024	305.49
Menards Lumber Total					320.44
Metro Fibernet Llc	STMT01012024	2402961	258100	1/17/2024	6,878.33
Metro Fibernet Llc Total					6,878.33
Meyer, Damon	MILES202312	(blank)	258041	1/17/2024	78.60
Meyer, Damon Total					78.60
Midamerican Energy	11969027	2400002	257982	1/17/2024	47,204.09
Midamerican Energy Total					47,204.09
Mier, Angela M	MILES202312	(blank)	258042	1/17/2024	27.18
Mier, Angela M Total					27.18
Morton, Jennifer M	MILES202312	(blank)	258043	1/17/2024	134.41
Morton, Jennifer M Total					134.41
Myers, Gabriel	MILES202311	(blank)	258044	1/17/2024	34.06
	MILES202312	(blank)	258044	1/17/2024	20.96
Myers, Gabriel Total					55.02
National Council for Agriculture Edu.	C222771	2402977	258101	1/17/2024	2,220.00
	C222772	2402977	258101	1/17/2024	2,370.00
National Council for Agriculture Edu. Total					4,590.00
National Food Group	IN0905755	2402786	258102	1/17/2024	5,600.00
National Food Group Total					5,600.00
NeuroRestorative IL	10236-381373-101	2402925	258103	1/17/2024	18,000.00
NeuroRestorative IL Total					18,000.00
Nicasio, Mariana	MILES202311	(blank)	258045	1/17/2024	3.93
	MILES202312	(blank)	258045	1/17/2024	2.49

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Nicasio, Mariana Total					6.42
Nicor Gas	V936943	2400005	257983	1/17/2024	2,746.74
	V617975	2400005	257983	1/17/2024	278.04
Nicor Gas Total					3,024.78
Nicolanci, Julie M	MILES202311	(blank)	258046	1/17/2024	29.48
Nicolanci, Julie M Total					29.48
Normal Community West High School	STMT08292023	2402805	258104	1/17/2024	1,805.10
	UCP11272023	(blank)	258047	1/17/2024	100.00
Normal Community West High School Total					1,905.10
Nybakke Vacuum Shop, Inc	122023-5	2403043	258105	1/17/2024	63.98
	121923-4	2403043	258105	1/17/2024	1,670.00
	120123-8	2402830	258105	1/17/2024	369.99
	120123-4	2402830	258105	1/17/2024	47.49
	120123-6	2402830	258105	1/17/2024	84.99
Nybakke Vacuum Shop, Inc Total					2,236.45
O'Connell, Kathleen	UCP11272023	(blank)	258048	1/17/2024	50.00
O'Connell, Kathleen Total					50.00
O'Connell, Yolanda M	MILES202312	(blank)	258049	1/17/2024	120.13
O'Connell, Yolanda M Total					120.13
Osf Occupational Health	00193717-00	2403015	258234	1/17/2024	210.00
	00192021-00	2402785	258106	1/17/2024	210.00
Osf Occupational Health Total					420.00
Palacio, Elisa C	CONF120612072023	(blank)	258050	1/17/2024	35.12
Palacio, Elisa C Total					35.12
Parton, Thomas	STMT12192023	2402924	258107	1/17/2024	1,072.50
Parton, Thomas Total					1,072.50
Pascal, Jason David	V505284	2403035	258108	1/17/2024	100.00
Pascal, Jason David Total					100.00
Pavilion	MCLEAN1228	2402993	258109	1/17/2024	66.00
Pavilion Total					66.00
Peebles, Gwen	MILES202312	(blank)	258051	1/17/2024	50.17
Peebles, Gwen Total					50.17
Peoria Co Reg.Ofc Ed.	STMT12062023	2402753	258110	1/17/2024	35.00
	STMT01042024	2402983	258110	1/17/2024	140.00
Peoria Co Reg.Ofc Ed. Total					175.00
Pepsi Cola General Bot, Inc	82390956	2402787	258111	1/17/2024	138.50
Pepsi Cola General Bot, Inc Total					138.50
Peters, Austin Charles	MILES202310	(blank)	258052	1/17/2024	119.21
	MILES202311	(blank)	258052	1/17/2024	107.29
	MILES202312	(blank)	258052	1/17/2024	89.41
Peters, Austin Charles Total					315.91
Petersen, Jamith L G	MILES202312	(blank)	258053	1/17/2024	20.17
Petersen, Jamith L G Total					20.17

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Pipco Companies, Ltd	66638	2402777	258112	1/17/2024	9,505.00
Pipco Companies, Ltd Total					9,505.00
Plattner, Heather Paullin	MILES202312	(blank)	258054	1/17/2024	147.05
Plattner, Heather Paullin Total					147.05
Poulos, Alyssa Breanne	V154216	2402974	258113	1/17/2024	31.87
Poulos, Alyssa Breanne Total					31.87
Prairie Farms Dairy Inc	STMT12312023	2403012	258114	1/17/2024	25,656.19
Prairie Farms Dairy Inc Total					25,656.19
Prairie Land Golf Cars	03-34754	2402839	258115	1/17/2024	500.00
Prairie Land Golf Cars Total					500.00
Prairie Signs	59446	2402243	258116	1/17/2024	1,498.00
Prairie Signs Total					1,498.00
Presley, Deborah L	MILES202312	(blank)	258055	1/17/2024	11.00
Presley, Deborah L Total					11.00
Professional Electric Motor Repair	74093	2402775	258118	1/17/2024	28.22
	74095	2402775	258118	1/17/2024	124.40
Professional Electric Motor Repair Total					152.62
Pro-Type Printing	66548	2402623	258117	1/17/2024	567.00
Pro-Type Printing Total					567.00
Quadient Finance Usa, Inc.	STMT12192023	2402952	258119	1/17/2024	1,500.00
Quadient Finance Usa, Inc. Total					1,500.00
Quality Truck Equipment	10453461	2402823	258120	1/17/2024	671.62
Quality Truck Equipment Total					671.62
Raglan, Melissa N	MILES202312	(blank)	258056	1/17/2024	121.76
Raglan, Melissa N Total					121.76
Ratcliffe, Jeffery Allen	V246097	2402826	258121	1/17/2024	8.96
Ratcliffe, Jeffery Allen Total					8.96
Reading Reading Books, Llc	41916	2402937	258122	1/17/2024	492.45
Reading Reading Books, Llc Total					492.45
Regional Office Of Education #17	4002400097	2403003	258123	1/17/2024	28,875.00
	4002400090	2402988	258123	1/17/2024	20,164.00
	4002400076	2402984	258123	1/17/2024	79,698.00
	1002400431	2402976	258123	1/17/2024	81,538.00
	4002400061	2402927	258123	1/17/2024	919.15
	4002400057	2402956	258123	1/17/2024	480.71
	4002400055	2402926	258123	1/17/2024	919.15
Regional Office Of Education #17 Total					212,594.01
Republic Services - #368	0368-001087921	2400093	258124	1/17/2024	7,003.64
	3-0368-0031973.	2403047	258124	1/17/2024	212.62
Republic Services - #368 Total					7,216.26
Robbins, Marsha L	MILES202312	(blank)	258057	1/17/2024	15.72
Robbins, Marsha L Total					15.72

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Rodts, Elizabeth R	MILES202311	(blank)	258058	1/17/2024	23.06
	MILES202312	(blank)	258058	1/17/2024	58.49
Rodts, Elizabeth R Total					81.55
Rohde, Molly	MILES202312	(blank)	258059	1/17/2024	6.16
Rohde, Molly Total					6.16
Romero, Lauren A	MILES202310	(blank)	258060	1/17/2024	54.04
	MILES202311	(blank)	258060	1/17/2024	48.93
Romero, Lauren A Total					102.97
Rooker, Beth A	MILES202311	(blank)	258061	1/17/2024	75.72
Rooker, Beth A Total					75.72
Rp Lumber Company, Inc	1842113	2402774	258125	1/17/2024	442.01
	1830741	2402774	258125	1/17/2024	94.59
	1824682	2402774	258125	1/17/2024	257.64
Rp Lumber Company, Inc Total					794.24
S & S Builders Hardware Co	579670	2402773	258126	1/17/2024	4,345.00
S & S Builders Hardware Co Total					4,345.00
Sadicoff, Dawn Mc Guire	MILES202312	(blank)	258062	1/17/2024	67.47
Sadicoff, Dawn Mc Guire Total					67.47
Salyer, Tisa Marie	MILES202312	(blank)	258063	1/17/2024	45.85
Salyer, Tisa Marie Total					45.85
Schaschwary, Hannah R	V133650	2402872	258127	1/17/2024	115.86
Schaschwary, Hannah R Total					115.86
Schlipf, Bethany L	V861362	2402781	258128	1/17/2024	64.62
	CONFREMB120612072023	(blank)	258064	1/17/2024	185.91
Schlipf, Bethany L Total					250.53
School Health Corporation	1517120-00	2402972	258129	1/17/2024	37.95
School Health Corporation Total					37.95
School Specialty	2.08134E+11	2402433	258130	1/17/2024	114.60
School Specialty Total					114.60
Schroen, Staci Nicole	MILES202312	(blank)	258065	1/17/2024	32.95
Schroen, Staci Nicole Total					32.95
Scott, Robert W	MILES202312	(blank)	258066	1/17/2024	26.40
Scott, Robert W Total					26.40
Sheppelman, Dawn Demlow	MILES202312	(blank)	258067	1/17/2024	138.79
Sheppelman, Dawn Demlow Total					138.79
Shumaker, Natalie Elise	MILES202312	(blank)	258068	1/17/2024	42.12
Shumaker, Natalie Elise Total					42.12
Smith, Bayleigh	V429610	2402967	258131	1/17/2024	779.75
Smith, Bayleigh Total					779.75
Soliant Health, LLC	20848169	2402992	258132	1/17/2024	3,000.00
	20841069	2402986	258132	1/17/2024	3,750.00

Expenditure Summary Report

From Date: 1/17/2024
To Date: 1/17/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Soliant Health, LLC	20835255	2402801	258132	1/17/2024	3,750.00
Soliant Health, LLC Total					10,500.00
Soliday, Mackenzie	MILES202311	(blank)	258069	1/17/2024	27.12
	MILES202312	(blank)	258069	1/17/2024	14.48
Soliday, Mackenzie Total					41.60
Sound Connections, PLLC	41	2402989	258133	1/17/2024	1,516.50
Sound Connections, PLLC Total					1,516.50
Specialized Education Of Illinois	INV181249	2403019	258134	1/17/2024	33,928.16
Specialized Education Of Illinois Total					33,928.16
Stack, Andrea C	MILES202310	(blank)	258070	1/17/2024	73.36
	MILES202311	(blank)	258135	1/17/2024	66.02
Stack, Andrea C Total					139.38
Starr, David E	MILES202312	(blank)	258071	1/17/2024	145.02
	UCP11272023	(blank)	258071	1/17/2024	62.66
Starr, David E Total					207.68
Stegemann, Eric S	V493332	2402854	258136	1/17/2024	49.73
Stegemann, Eric S Total					49.73
Stratus Networks, Inc.	200242	2402935	258137	1/17/2024	346.26
Stratus Networks, Inc. Total					346.26
Swann Special Care Center	STMT12312023	2402994	258138	1/17/2024	6,892.38
Swann Special Care Center Total					6,892.38
Sweet, Stacy	MILES202312	(blank)	258072	1/17/2024	73.49
Sweet, Stacy Total					73.49
Szwajka, Kristyn Marie	MILES202310	(blank)	258073	1/17/2024	98.97
	MILES202311	(blank)	258073	1/17/2024	90.85
	MILES202312	(blank)	258073	1/17/2024	76.70
Szwajka, Kristyn Marie Total					266.52
Temples, Wesley G	MILES202312	(blank)	258074	1/17/2024	32.23
Temples, Wesley G Total					32.23
The Music Shoppe, Inc	3623720	2402950	258139	1/17/2024	85.00
	3615287	2402906	258139	1/17/2024	208.85
	3613102	2402817	258139	1/17/2024	50.74
	3612790	2402950	258139	1/17/2024	35.00
	3612642	2402950	258139	1/17/2024	116.00
	3573340	2402950	258139	1/17/2024	35.00
	3570815	2402950	258139	1/17/2024	147.00
	3562233	2402959	258139	1/17/2024	38.25
	3524709	2402960	258139	1/17/2024	635.80
The Music Shoppe, Inc Total					1,351.64
Thoennes, Lisa A	MILES202312	(blank)	258075	1/17/2024	62.09
Thoennes, Lisa A Total					62.09
Thomson Reuters-West	849516554	2402914	258140	1/17/2024	1,302.52
Thomson Reuters-West Total					1,302.52
T-Mobile	STMT12212023.	2400001	257984	1/17/2024	6,785.78

Expenditure Summary Report

From Date: 1/17/2024
To Date: 1/17/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
T-Mobile	STMT12212023	2401793	257984	1/17/2024	1,243.62	
	STMT12212023..	2400006	257984	1/17/2024	1,501.83	
T-Mobile Total					9,531.23	
Towanda Water Department	STMT12282023	2400009	257985	1/17/2024	238.74	
Towanda Water Department Total					238.74	
Town Of Normal - Utility Billing	V51702	2400010	257986	1/17/2024	141.11	
	V428399	2400010	257986	1/17/2024	207.86	
Town Of Normal - Utility Billing Total					348.97	
Tri-County Special Education	STMT12202023	2402973	258141	1/17/2024	2,093.25	
Tri-County Special Education Total					2,093.25	
Tripp, Daniel R	V556589	2402998	258142	1/17/2024	178.36	
Tripp, Daniel R Total					178.36	
Turcotte, Briana L	MILES202312	(blank)	258076	1/17/2024	155.89	
Turcotte, Briana L Total					155.89	
Tyler Technologies, Inc	045-449006	2403027	258143	1/17/2024	14,904.33	
Tyler Technologies, Inc Total					14,904.33	
Ucp Seguin/Infinitec		55961	2402929	258144	1/17/2024	8,934.48
Ucp Seguin/Infinitec Total					8,934.48	
Uline		171817000	2402893	258145	1/17/2024	223.53
		171552471	2402770	258145	1/17/2024	2,754.91
		171440688	2403001	258145	1/17/2024	2,593.12
Uline Total					5,571.56	
Umb Bank, N.A.	SCH013	2403007	258146	1/17/2024	250.00	
Umb Bank, N.A. Total					250.00	
Unifirst Corporation	STMT12312023	2400256	258147	1/17/2024	1,271.14	
Unifirst Corporation Total					1,271.14	
Unit 5 Decker Industries	I181	2402999	258148	1/17/2024	10.50	
		139	2402794	258148	1/17/2024	315.00
Unit 5 Decker Industries Total					325.50	
Village Of Carlock	2023-09	2402912	258149	1/17/2024	225.68	
Village Of Carlock Total					225.68	
Village Of Carlock.		6096	2400012	257987	1/17/2024	85.04
Village Of Carlock. Total					85.04	
Vogelsang, Claye R	MILES202312	(blank)	258077	1/17/2024	188.77	
Vogelsang, Claye R Total					188.77	
Walker, Kobe	MILES202312	(blank)	258078	1/17/2024	84.56	
Walker, Kobe Total					84.56	
Walls, Yelyse	REMB12182023	(blank)	258079	1/17/2024	82.50	
Walls, Yelyse Total					82.50	
Watson, Anna Kathleen	CONF1261272023	(blank)	258080	1/17/2024	36.82	
Watson, Anna Kathleen Total					36.82	

Expenditure Summary Report

From Date: 1/17/2024
To Date: 1/17/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Watts Copy Systems, Inc - Sales	1279292	2402881	258150	1/17/2024	14,397.27
Watts Copy Systems, Inc - Sales Total					14,397.27
Watts Copy Systems, Inc. - Leasing	35628444	2401886	258151	1/17/2024	12,555.51
	35538961	2402896	258151	1/17/2024	1,852.95
	35502290	2401887	258151	1/17/2024	1,922.75
Watts Copy Systems, Inc. - Leasing Total					16,331.21
Webb, Leslie Marie	MILES202312	(blank)	258081	1/17/2024	138.86
Webb, Leslie Marie Total					138.86
Webster, Shelley C	MILES202312	(blank)	258082	1/17/2024	20.17
Webster, Shelley C Total					20.17
Weldstar Company	2241389	2402919	258152	1/17/2024	174.66
	2241392	2402919	258152	1/17/2024	115.04
	2241391	2402919	258152	1/17/2024	50.16
Weldstar Company Total					339.86
Wheeler, Nickey E	V411016	2402828	258153	1/17/2024	192.13
	V706186	2402769	258153	1/17/2024	352.75
Wheeler, Nickey E Total					544.88
Wheeler, Samuel James	MILES202312	(blank)	258083	1/17/2024	119.21
Wheeler, Samuel James Total					119.21
Wiist, Deanna M	CONFREMB113012032023	(blank)	258084	1/17/2024	415.00
Wiist, Deanna M Total					415.00
Williams, Sara E	MILES202308	(blank)	258085	1/17/2024	63.67
	MILES202309	(blank)	258085	1/17/2024	100.80
	MILES202310	(blank)	258085	1/17/2024	84.89
	MILES202311	(blank)	258085	1/17/2024	95.50
	MILES202312	(blank)	258085	1/17/2024	63.67
Williams, Sara E Total					408.53
Windshield Specialists	1-13299	2402778	258154	1/17/2024	250.00
Windshield Specialists Total					250.00
Wittrig, Haley Kylene	MILES202308	(blank)	258086	1/17/2024	64.52
	MILES202309	(blank)	258086	1/17/2024	89.47
	MILES202310	(blank)	258086	1/17/2024	108.34
	MILES202311	(blank)	258086	1/17/2024	96.35
	MILES202312	(blank)	258086	1/17/2024	82.60
Wittrig, Haley Kylene Total					441.28
Young, Wendy Marie	MILES202312	(blank)	258087	1/17/2024	48.21
Young, Wendy Marie Total					48.21
Zimmerman, Shelli	1699	2402982	258155	1/17/2024	100.00
Zimmerman, Shelli Total					100.00
Zink, Laura Susanne	MILES202312	(blank)	258088	1/17/2024	63.14
Zink, Laura Susanne Total					63.14
Zobel, Daniel B	MILES202312	(blank)	258089	1/17/2024	138.60
Zobel, Daniel B Total					138.60
Grand Total					1,276,774.70

Expenditure Summary Report

From Date: 1/17/2024
To Date: 1/17/2024

Fund	Amount
10	815,701.57
20	203,135.30
30	115,894.35
40	110,383.28
80	31,660.20
Grand Total	1,276,774.70

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 in accordance with applicable federal and State law, including using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement 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. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

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), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5.10 (Equal Employment Opportunity), 5:30 (Hiring Process and Criteria), 5.90

Adopted: August 9, 1995
Reviewed: December 2023
Amended: January 17, 2024

(Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6.10 (Educational Philosophy), 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)

Board Member Development

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

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

Mandatory Board Member Training

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

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

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

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

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

Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

Board Self-Evaluation

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

New Board Member Orientation

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend:

- 1) Board meetings, except that this invitation shall not extend to any closed meetings, and
- 2) Pre-election workshops for candidates.

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

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.125 (Board Member Compensation; Expenses), 2.200 (Types of School Board Meetings)

Types of Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held at Normal Community West High School. Board Policy 2.220, *School Board Meeting Procedure*, governs meeting quorum requirements.

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

Regular Meetings

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

A meeting agenda shall be posted at the District's main office and Normal Community West High School, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

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

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

4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5).
6. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
7. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
8. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
9. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
10. Student disciplinary cases. 5 ILCS 120/2(c)(9).
11. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
12. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
13. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
14. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
15. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
16. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control

weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

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

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

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

Reconvened or Rescheduled Meetings

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

Special Meetings

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

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

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

Emergency Meetings

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

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website:

- 1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings;
- 2) a public notice of all Board meetings; and
- 3) the agenda for each meeting which shall remain posted until the meeting is concluded.

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

CROSS REF.: 2.110 (Qualifications, Term, and Duties of Board Officers), 2.120 (Board Member Development), 2.210 (Organizational School Board Meetings), 2.220 (School Board Meeting Procedure), 2.230 (Public Comments at Board Meetings and Petitions to the Board), 6.235 (Access to Electronic Networks), 8:30 (Visitors to and Conduct on School Property)

School Board Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. Appropriate agenda content includes, without limitation: establishing Board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required or permissible Board action.

The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration. Any withdrawn item will be the first item considered after action on the consent agenda.

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

The Superintendent or designee should provide a copy of the agenda, with adequate data and background information to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with the Board policy 2.200, *Types of School Board Meetings*.

The order of business for regular, reconvened, rescheduled, special and emergency meetings shall be as follows:

- Call to Order and Roll Call *
- Pledge of Allegiance
- Focus on Students and Good News Reports
- Superintendent Comments
- Public Comments *
- Reports and Discussion
- Action Items
- Consent Agenda
 - Approval of Minutes
 - Personnel Matters
 - Payment of Bills and Payrolls
 - Financial Reports
 - Other Items
- Reports and Discussion
- Announcements and Comments *
- Adjournment *

Items marked with an asterisk shall be included in the agenda for all Board meetings. Upon request of the Board President or consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

All votes shall be by roll call. The sequence for casting votes by all Board members shall be alphabetical by last name, with the Board President voting last.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board unless otherwise stated in law. On a tie vote the motion is defeated.

Statutory exceptions include the following:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. (105 ILCS 5/24-12)
2. Directing the sale of district real property or buildings thereon must be approved by at least two-thirds of the Board members. (105 ILCS 5/5-22)
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.11)
4. Leasing any building, rooms, grounds and appurtenances to be used by the District for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least two-thirds of the Board's full membership. (105 ILCS 5/10-22.12)
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least two-thirds of the Board's full membership. "Personal property" includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. (105 ILCS 5/10-22.25a)
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full Board. (105 ILCS 5/17-3.2)
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. (10 ILCS 5/2A-1.4)
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least three-quarters of the Board. (105 ILCS 5/10-20.21(a)(xiv))
9. Exchanging school building sites requires approval by at least a two-thirds majority of the Board. (105 ILCS 5/5-23)
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least two-thirds of the Board. (105 ILCS 5/17-1.5)

11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the Board. (105 ILCS 5/9-1.5).

Minutes

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

The minutes include:

1. The meeting's date, time and place;
2. Board members recorded as either present or absent; and if participating by audio or visual means, the reason a member is taking part in that manner;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a vote, each member shall be recorded as voting "yea", "nay", "present", or "abstain";
5. If the meeting is adjourned to another date, the time and place of the reconvened meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

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

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

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

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

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District Office, and (2) in the presence of the Board Secretary, the Superintendent or designated administrator, or any elected Board member.

The minutes whether reviewed by members of the public or the Board, shall not be removed from the District Office except by vote of the Board or by court order.

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

Verbatim Record of Closed Meetings

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

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

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

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in Board policy 2.80, *Board Member Oath and Conduct* and Exhibit 2.80-E1. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

Except as provided below during a disaster declaration, a quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

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

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

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

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

Rules of Order

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

Broadcasting and Recording Board Meetings

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

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

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

CROSS REF.: 2.80 (Board Member Oath and Conduct), 2.150 (Committees), 2.200 (Types of Board Meetings), 2.210 (Organizational Board Meetings), 2.230 (Public Comments at School Board Meetings and Petitions to the Board)

Fiscal and Business Management

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

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

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

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

Final Adoption Procedures

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

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

The Superintendent or designee shall perform each of the following:

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

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

3. Ensure disclosure to the public of the cash reserve balance of all funds held by the District related to its operational levy and if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerks of McLean and Woodford Counties, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

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

Budget Amendments

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

Implementation

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

The Board shall act on:

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

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, , 5/17-1.10, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
35 ILCS 200/18-55 et seq., Truth in Taxation Law
23 Ill. Admin. Code Part 100.

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

ADMIN. PROC.: 6.235-AP1 (Acceptable Use of the District's Electronic Network and Instructional Technology), 6.235-E1 (Letter to Parents/Guardians Regarding Student Use of the District's Electronic Networks), 6.235-E2 (Student Authorization of Acceptable Use of Electronic Networks)

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

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

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

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4.150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21(b-5). The Superintendent or designee shall keep a record of:
 - (1) each vendor, product, or service provided,
 - (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and
 - (3) how the revenue was used and to whom the non-monetary remuneration was distributed.

The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and *Board policy 4.70, Resource Conversation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f):
 - (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s);
 - (2) prohibits any of the contractor's employees from having direct, daily contact at a District school or school-related activity with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and
 - (3) require each of its employees who will have direct, daily contact at a District school or school-related activity with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/22-94:
 - (1) prohibit any of its employees from having direct contact with children or students if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in 105 ILCS 5/22-94(j)(3), which the contractor is required to disclose;
 - (2) discipline, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR;
 - (3) maintain all records of EHRs and provide the District access to such records upon request; and
 - (4) refrain from entering into any agreements prohibited by 105 ILCS 5/22-94(g).
 - c. In accordance with 105 ILCS 5/24-5:
 - (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and
 - (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis

screening, as required by the Illinois Dept. of Public Health rules or order of a local health official.

9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
10. Design-build contracts must comply with 105 ILCS 5/15A-1 et seq.
11. Any new contract for a district-administered assessment must comply with 105 ILCS 5/10-20.85.
12. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award.

The Superintendent or designee shall:

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

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

CROSS REF.: 2.100 (Board Member Conflict of Interest), 4.70 (Resource Conservation),
4.150 (Facility Management and Building Programs), 4.175 (Convicted Child
Sex Offender; Screening; Notifications), 5.90 (Abused and Neglected Child
Reporting)

Free and Reduced-Price Food Services

Notice

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

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

Eligibility Criteria and Selection of Children

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

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of:

- (1) eligibility requirements for free and reduced-price food service;
- (2) the application process;
- (3) the name and telephone number of a contact person for the program; and
- (4) other information required by federal law.

The Superintendent or designee shall provide the same information to:

- (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and
- (2) the District's website, all school newsletters, or students' registration materials.

Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

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

Appeal

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

provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

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

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

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

CROSS REF.: 4.120 (Food Services), 4.140 (Waiver of Student Fees)

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect:

- (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials; and
- (2) the environmental quality of the District's buildings and grounds.

Pesticides

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

Coal Tar Sealant

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

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill. Admin. Code §350.300(c).
29 C.R.F. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20.48.
105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act-
105 ILCS 160/, Pesticide Application at Schools Act.
225 ILCS 235/, Structural Pest Control Act.
410 ILCS 170/, Coal Tar Sealant Disclosure Act.
415 ILCS 60/14, Illinois Pesticide Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act.
23 Ill. Admin. Code §1.330, Toxic Materials Training.
56 Ill. Admin. Code Part 205, Toxic Substances Disclosure to Employees.

CROSS REF.: 4.150 (Facility Management and Building Programs), 4.170 (Safety)

General Personnel – Hiring Process and Criteria

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

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

Job Descriptions

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

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

Investigations

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

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

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

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

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to their personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See Board policy 5.10, *Equal Employment Opportunity*.

Sexual Misconduct Related Employment History Review (EHR)

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

Physical Examinations

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

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

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in Board policy 5.90, *Abused and Neglected Child Reporting*.

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

CROSS REF.: 2.260 (Uniform Grievance Procedure), 3.50 (Administrative Personnel Other Than the Superintendent), 4.60 (Purchases and Contracts), 4.175 (Convicted Child Sex Offender; Screening; Notifications), 5.10 (Equal Employment Opportunity and Minority Recruitment), 5.40 (Communicable and Chronic Infectious Disease), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5.125 (Personal Technology and Social Media; Usage and Conduct), 5.220 (Substitute Teachers), 5.280 (Duties and Qualifications)

**General Personnel – Drug- and Alcohol-Free Workplace; E-Cigarette, Vaping, Tobacco,
and Cannabis Prohibition**

It is the policy of the District that the public has the reasonable right to expect all District employees to be free from the effects of drugs and alcohol while on duty or on District property and to observe the laws concerning the use of drugs and alcohol regardless of whether they are on duty, on District property, or at District events. The purposes of this policy shall be achieved in such a manner as not to violate any constitutional rights of employees.

All District property and events are drug- and alcohol-free places.

All employees are prohibited from:

1. Possessing, consuming, using, manufacturing, dispensing, distributing, or being impaired by or under the influence of alcohol or cannabis while on duty or on District property. Possession or distribution of medical cannabis by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33, is not prohibited.
2. Consuming, using, or being impaired by or under the influence of alcohol or cannabis while *on call*.
3. Being impaired by or under the influence of prescription medication or over the counter medication while on duty, on call, or on District property.
4. Possessing, selling, purchasing, delivering, manufacturing, dispensing, distributing, using, or being impaired by or under the influence of any illegal drug or controlled substance.

For purposes of this policy, an illegal drug or controlled substance means a substance that is:

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

An employee is "on call" when the District schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either on District property or another previously-designated location.

The District considers an employee to be "impaired by or under the influence of" one of the substances listed above if the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including, but not limited to, symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee, students, or others, or involvement in any accident that results in serious damage to equipment or property; or carelessness that results in any injury to the employee, students, or others.

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

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

As a condition of employment, each employee shall:

1. Abide by the terms of this Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

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

1. Provide each employee with a copy of this policy, or with access to this policy online;
2. Post notice of this policy where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs; and
 - c. The penalties that the District may impose upon employees for violations of this policy.

6. Remind employees that Board policy 6.60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Vaping, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in Board policy 8.30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, vaping, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

"Tobacco" has the meaning provided in Section 10-20.5b of the School Code.

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

"E-Cigarette" is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system ("ENDS"), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

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

If the District elects to discipline an employee on the basis that the employee is under the influence or impaired, the District will afford the employee a reasonable opportunity to contest the basis of the determination.

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

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

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the Suspension of Policies subhead in Board policy 2.240, *Board Policy Development*.

LEGAL REF.: 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.
41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
42 U.S.C. §12114, Americans With Disabilities Act.
21 C.F.R. Parts 1100, 1140, and 1143.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.

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410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age
and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
23 Ill. Admin. Code §22.20.

CROSS REF.: 5.10 (Equal Employment Opportunity), 5.120 (Employee Ethics; Code of
Professional Conduct; and Conflict of Interest), 6.60 (Curriculum Content), 8.30
(Visitors to and Conduct on School Property)

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, 5/21B-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)

Professional Personnel – Resignations

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

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

Professional Personnel - Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education (ROE) within 5 business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30 calendar-day-period, the District makes a written request to the ROE for a 30 calendar-day-extension and the extension is granted by the ROE.

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

CROSS REF.: 5.30 (Hiring Process and Criteria)

Professional Personnel – Vacation, Holidays, and Leaves of Absence

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

Professional Non-Administrative Personnel

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the “Association”) shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board and the holidays and, if eligible, leaves listed below under heading “All Professional Personnel”.

Professional Administrative Personnel

Vacation

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

Leaves

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

Personal Leave

All professional administrative personnel are granted two (2) days annually for personal leave. Personal leave may be taken in full or half-day increments. Unused personal days may accumulate up to a total of four (4) personal days. Any additional unused personal days will not roll over into sick or vacation days.

Sick Leave

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

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

Adopted: September 16, 1968
Reviewed: December 2023
Amended: January 17, 2024

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

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

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

Medical Leave

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

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

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

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

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

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

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

Leave for Personal Illness

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

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

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

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

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

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. A professional administrative employee may request an excused absence be granted by the Superintendent or designee on rare occasions for significant lifetime events or for other reasons. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household and, if eligible, unpaid Family Bereavement Leave or Child Extended Bereavement Leave listed below under heading "All Professional Personnel".

Emergency Leave

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

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1)

week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

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

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

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

All Professional Personnel

Holidays

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

Leaves

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

Family and Medical Leave

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

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Family bereavement leave allows for: (1) attendance by the bereaved employee at the

funeral or alternative to a funeral of a covered family member, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, (2) making arrangements necessitated by the death of the covered family member, or (3) grieving the death of the covered family member, or (4) absence from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth, without any adverse employment action.

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

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, since the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Military Leave

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

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

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

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

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

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.

Adopted: September 16, 1968

Reviewed: December 2023

Amended: January 17, 2024

2. Differential compensation shall not be paid for active service without pay.

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

School Visitation Leave

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

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

Leave to Serve as an Election Judge

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

General Assembly Leave

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

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

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

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

Leave Without Pay

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

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

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

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

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, and (2) up to twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, (3) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Injury During Performance of Duties

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

LEGAL REF.: 105 ILCS 5/10-20.83, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

Adopted: September 16, 1968
Reviewed: December 2023
Amended: January 17, 2024

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

Educational Support Personnel – Vacation, Holidays, and Leaves

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

Represented Educational Support Personnel

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

Unrepresented Non-Administrative Educational Support Personnel

Personal Leave

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

Vacation

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

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

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

Maternity Leave

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

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

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

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

Administrative Educational Support Personnel

Personal Leave

All administrative educational support personnel are granted two (2) days annually for personal leave. Personal leave may be taken in full or half-day increments. Unused personal days may accumulate up to a total of four (4) personal days. Any additional unused personal days will not roll over into sick or vacation days.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties with pay. It is not a right, but a privilege. Administrative educational support employee may request a permission absence be granted by the Superintendent or designee on rare occasions for significant lifetime events or for other reasons. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Vacation

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

Professional Leave

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

All Unrepresented Educational Support Personnel

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

Sick Leave

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

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

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

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

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the required certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or

school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

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

Medical Leave

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

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

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

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

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

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

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

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

Leave for Personal Illness

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

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

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

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

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

Paid Bereavement Leave

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

Family Bereavement Leave

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

The family bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave

Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, since the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss. An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Emergency Leave

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

Family Hardship Leave

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

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

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

All Educational Support Personnel

Holidays

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

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

Leaves

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

Family and Medical Leave

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

Military Leave

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

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

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

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

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

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

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

School Visitation Leave

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

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

Leave to Serve as an Election Judge

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

General Assembly Leave

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

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

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

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

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, a building administrator or District Office administrator may grant an unpaid absence from work when the request does not fall under any other leave

policy. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

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

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

COVID-19 Paid Administrative Leave

When applicable, paid administrative leave related to COVID-19 will be granted to eligible employees in accordance with State law.

Injury During Performance of Duties

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

- LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill. App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No. 127 1/2, 60 Ill. App. 2d 56 (1st Dist. 1965).
- CROSS REF.: 5.180 (Temporary Illness or Temporary Incapacity), 5.185 (Family and Medical Leave), 5.250 (Leaves of Absence)

School Accountability

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

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

Quality Assurance

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

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

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

CROSS REF: 6.170 (Title I Programs), 6.340 (Student Testing and Assessment Program), 7.10 (Equal Education Opportunities)

School Year Calendar and Day

School Calendar

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

Legal School Holidays

Listed below are the legal school holidays required pursuant to Section 24-2 of the School Code.

New Year's Day	Labor Day
Dr. Martin Luther King, Jr.'s Birthday	Columbus Day
President Abraham Lincoln's Birthday	2024 General Election Day
Casimir Pulaski's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day	Christmas Day
Independence Day	

The Board is authorized to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on Dr. Martin Luther King, Jr.'s birthday; President Abraham Lincoln's birthday; Casimir Pulaski's birthday; Columbus Day; and Veterans' Day, provided that:

- (1) the person or persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day; and
- (2) the Board first holds a public hearing about the proposal and provides notice as required in Section 24-2.

The Board has exercised this authority on President Abraham Lincoln's Birthday, Casimir Pulaski's Birthday, and Veterans' Day.

Except where the Board has exercised its authority on any of the five specific holidays listed above, District employees will not be required to work on legal school holidays. A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual.

Commemorative Holidays

Commemorative holidays, which recognize specified patriotic, civic, cultural or historical persons, activities, or events, are regular school days. The commemorative holidays required pursuant to Section 24-2 of the School Code or established by the Board are:

Christa McAuliffe Day	Korean War Veterans' Day
Susan B. Anthony's Birthday	Recycling Day
Vietnam War Veterans' Day	Iraq & Afghanistan Veterans Remembrance Day
September 11th Day of Remembrance	Pearl Harbor Veterans' Day
Indigenous Peoples' Day	Any day appointed by President or Governor

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

School Day

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

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2.
10 ILCS 5/11-4.1, Election Code.
5 ILCS 490/, State Commemorative Dates Act.
23 Ill. Admin. Code §1.420(f).
Metzl v. Leininger, 850 F. Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2.20 (Powers and Duties of the Board, Indemnification), 4.180 (Pandemic Preparedness), 5.200 (Terms and Conditions of Employment and Dismissal), 5.330 (Vacation, Holidays, and Leaves), 6.60 (Curriculum Content), 6.70 (Teaching About Religions)

Curriculum Content

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

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

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

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints

and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6.235, Access to Electronic Networks, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others and moral courage. Instruction in all grades will include examples of behaviors that violate Board policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For substitutions and exemptions, see Board policies 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7.260, *Exemption from Physical Education*.
10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, and (f) beginning in the fall of 2024, in grades 9-12, the dangers of fentanyl. The Superintendent or designee shall implement a comprehensive health education program in accordance with State law.
11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring,

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Reviewed: December 2023

Amended: January 17, 2024

managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

13. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. In grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.
15. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. Computer science means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including, but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist

Americans, and any other collective community of faith that has shaped America, and (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

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

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights resistance, as well as the struggles and contribution of African-Americans.
22. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
23. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
24. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
25. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

- LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520.
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, 5/27-24.2.
105 ILCS 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5, Ill. Vehicle Code.
23 Ill. Admin. Code §§1.420, 1.425, 1.430, and 1.440.
- CROSS REF: 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 6.20 (School Year Calendar and Day), 6.40 (Curriculum Development), 6.70 (Teaching About Religions), 6.235 (Access to Electronic Networks), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.260 (Exemption from Physical Education)

Residence

Resident Students

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

A person asserting legal custody over a student, who is not a child's natural or adoptive parent, shall complete a signed statement, stating:

- a. that he or she has assumed and exercises legal responsibility for the child,
- b. the reason the child lives with him or her, other than to receive an education in the District, and
- c. that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or affidavit stating:

- a. the role and responsibility of the person with whom their child is living, and
- b. that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

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

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

Residence of Students with Disabilities

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

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parents/guardians for non-resident admission. The Superintendent or designee may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.

2. The student will be accepted only if there is sufficient room.
3. The student's parents/guardians will be charged the maximum amount of tuition as allowed by State law.
4. The student's parents/guardians will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6.140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident student of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill. Admin. Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch.
Dist. 200, 235 Ill. App. 3d 652 (5th Distr. 1992).

Joel R. v. Bd. of Educ. of Manheim Sch. Dist. 83, 292 Ill. App. 3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill. App. 3d 206 (1st Dist. 1977).

CROSS REF.: 6.140 (Education of Homeless Children), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.70 (Attendance and Truancy)

Attendance and Truancy

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

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

Compulsory School Attendance

This Board policy applies to individuals who have custody or control of a child:

- (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or
- (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school:

- (1) any child attending a private school (including a home school) or parochial school,
- (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician),
- (3) any child lawfully and necessarily employed,
- (4) any child over 12 and under 14 years of age while in confirmation classes,
- (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day or time of day, and
- (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to Board policy 7.90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6.110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of

school student records must be consistent with Board policy 7.340, *Student Records*, as well as State and federal law concerning school student records.

12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in Board policy 7.50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Monitoring

Pursuant to State law and Board Policy 2.240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.: 105 ILCS 5/22-92 and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, and 5/26-18.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill. Admin. Code §§1.242 and 1.290.

CROSS REF.: 5.100 (Staff Development Program), 6.110 (Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6.150 (Home and Hospital), 7.10 (Equal Educational Opportunities), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.60 (Residence), 7.80 (Release Time for Religious Instruction/Observance), 7.190 (Student Behavior), 7.340 (Student Records)

Adopted: September 15, 1969
Reviewed: December 2023
Amended: January 17, 2024

Student Appearance

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

Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the student handbook.

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

CROSS REF.: 7.10 (Equal Educational Opportunities), 7.130 (Student Rights and Responsibilities), 7.190 (Student Behavior)

Adopted: July 9, 1997
Reviewed: December 2023
Amended: January 17, 2024

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that:

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vaping devices, or nicotine pouches.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale, alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription medication when not prescribed for the student by a physician licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions or without following *Board policy 7.270* and its implementing procedures including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any non-prescription medication without following *Board policy 7.270* and its implementing procedures.
- f. Any inhalant, regardless of whether it contains an illegal drug or controlled substance (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- h. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- i. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a knife, a "*weapon*" as that term is defined in the ***Weapons*** section of this policy, or a look-alike weapon, or violating the ***Weapons*** section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic devices in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. surreptitiously recording a conversation), or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or

possessing an indecent visual depiction of oneself or another person through the use of a computer, or electronic mobile device.

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

- a. the supervising teacher grants permission;
 - b. use of the device is provided in a student's individualized education program (IEP); or
 - c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or emerging technologies such as generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
 11. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that, interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “*possession*” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with *Board policy 7.220*.
11. Out-of-school suspension from school and all school activities in accordance with *Board policy 7.200*. A student who has been suspended is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with *Board policy 7.210*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the *School Code*.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and/or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

A student who uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or

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event that bears a reasonable relationship to school shall be expelled for at least one (1) calendar year but not more than two (2) calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent or designee's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that the staff member:

1. observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision;
2. observes, or has reason to suspect that, any person on school grounds is or was involved in a drug-related incident; or
3. observes a battery committed against any staff member or is subject to a battery.

"School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

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

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

Delegation of Authority

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

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

Student Handbook

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

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

Incorporated

by Reference: 7.190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §7971, Pro-Children Act of 2004.
20 U.S.C. §7151 et seq., Gun Free Schools Act

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7 and
5/31-3.

105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health
Education Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

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410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2.150 (Committees), 2.240 (Board Policy Development), 5.230 (Maintaining Student Discipline), 6.110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7.70 (Attendance and Truancy), 7.130 (Student Rights and Responsibilities), 7.140 (Search and Seizure), 7.150 (Agency and Police Interviews), 7.160 (Student Appearance), 7.170 (Vandalism), 7.180 (Prevention and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.200 (Suspension Procedures), 7.210 (Expulsion Procedures), 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Co-Curricular Activities), 7.270 (Administering Medicines to Students), 7.310 (Restrictions on Publications; Elementary and Junior High Schools), 7.315 (Restrictions on Publications; High Schools), 8.30 (Visitors to and Conduct on School Property)

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* (Exhibit 7.270-E1) requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in this policy; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g.: EpiPen® and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian and licensed healthcare provider with prescriptive authority have completed and signed a *School Medication Authorization Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an allergy emergency action plan; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

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

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under this subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

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

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

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

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

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for unable to obtain a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

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

CROSS REF.: 7.285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.:7.270-AP1, 7.270-AP,E1, 7.270-AP2, 7.270-AP3, 7.270-E1, 7.270-E2, 7.270-E3,
7.270-E4, 7.270-E5, 7.270-E6, 7.270-E7, 7.270-E8

Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate *Board policy 6.60*, which implements 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate *Board policy 5.100*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

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

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board Policy 2.240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

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

Implementation

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

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

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

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

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

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School Property – District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned event.

Visitors - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must check out. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not be required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.

No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a student, a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface District property.
6. Violate any Illinois law, or town or county ordinance.
7. Use e-cigarettes, vaping, tobacco, and/or look-a-like products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's use of an alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Board Policy 7.270, Administering Medicines to Students, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle in excess of 20 miles per hour; or in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a school function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property, when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at school for the purpose of:
 - (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially,
 - (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or
 - (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board president shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic and co-curricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Co-curricular School Events

Before any person may be denied admission to athletic or co-curricular school events, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such a hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v Cerro Gordo Community Unit School Dist. 730 N.E.2d 96 (Ill.App.4, 2000).
20 U.S.C. §7971 et seq., Pro-Children Act of 2001
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/, Cannabis Tax and Regulation Act.
430 ILCS 66, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2.200 (Types of School Board Meetings), 2.230 (Public Comment at School Board Meetings and Petitions to the Board), 4.170 (Safety), 5.50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Vaping, Tobacco, and Cannabis Prohibition), 6.120 (Education of Children with Disabilities Act), 6.250 (Community Resource Persons and Volunteers), 7.190 (Student Behavior), 7.270 (Administering Medicines to Students), 8.20 (Community Use of School Facilities)