

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

Wednesday, June 12, 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 and
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees and
- 2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

3. RECESS

4. RETURN TO PUBLIC SESSION

5. PLEDGE OF ALLEGIANCE

6. PUBLIC HEARING

A Public Hearing on the Amended Budget for 2023-2024

1 Comments Regarding Public Hearing

7. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A Good News - Act SO

B Staff Introductions

8. SUPERINTENDENT COMMENTS

9. PUBLIC COMMENTS

10. REPORTS

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

1 Section 2: Board of Education

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- b. Administrative Procedure 2.170-AP1 Qualification Based Selection 13
- c. Administrative Procedure 2.260-AP1 Guidelines for Investigating Complaints and Allegations of Misconduct 15
- d. Administrative Procedure 2.260-AP2 Nondiscrimination Coordinator and Complaint Manager 19
- e. Administrative Procedure 2.265-AP1 Title IX Sexual Harassment Response 23
- f. Administrative Procedure 2.265-AP2 Formal Title IX Grievance Process 28
- g. Exhibit 2.140-E1 Guidance for Board Member Communications, Including Email Use 37
- h. Exhibit 2.250-E1 Written Request for District Public Records 40
- i. Exhibit 2.250-E2 Immediately Available District Public Records and Web-Posted Reports and Records 42
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Minutes are not released for public viewing until approved by the Board of Education	
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N Appoint Martin Hickman as Treasurer for the District for the Period July 1, 2024 to June 30, 2025	
O Appoint Emily Sargent as Clerk for the Board for the District for the Period July 1, 2024 to June 30, 2025	
P Approve Overnight Trip Requests	340
13. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
14. ADJOURNMENT	

Administrative Procedure - Superintendent Committees

The Superintendent or designee creates other Superintendent or administrative committees deemed necessary, makes all appointments, and directs all activities. A Superintendent or administrative committee reports directly to the Superintendent or designated administrator who directs its activities. The Superintendent or designee should consult the Attorney for the District (a) concerning whether any of these committees must comply with the Open Meetings Act (OMA), and/or (b) to receive guidance for ensuring that the meetings either comply with OMA requirements or do not trigger OMA. Unless otherwise indicated, the listed Superintendent or administrative committees are optional:

Children’s Advocacy Center Coordination Committee

This committee supports the implementation of the Alleged Incidents of Sexual Abuse; Investigations subhead of Board Policy 5.90, *Abused and Neglected Child Reporting*.

It includes the District Nondiscrimination Coordinator, Director of Safety and Security, and at least one representative from each of the following groups: District-level administrators, Building Principals, school personnel, and employees from the accredited Children’s Advocacy Center (CAC) that serves the District.

The CAC Communication Committee reports directly to the Superintendent or designee.

See Board Policy 5.90, *Abused and Neglected Child Reporting*, and Administrative Procedure 5.90-AP, *Coordination with Children’s Advocacy Center*.

Communicable and Chronic Infectious Disease Program Task Force

This task force assists in the development and review of a chronic and infectious disease program consistent with the District’s policies and State and federal laws and regulations. Appointments are made to the task force only if the Superintendent or designee determines that its input is desirable.

Task force members may include the Superintendent or designee, Attorney for the District, District medical advisor, a school nurse, and representatives from the Board, local health department, PTO, the professional staff, and other employee groups.

See Board Policies 5.40, *Communicable and Chronic Infectious Disease*; and 7.280, *Communicable and Chronic Infectious Disease*.

Communicable and Chronic Infectious Disease Review Team

This review team monitors those employees and students who have a communicable and chronic infectious disease, and:

1. Reviews individual medical case histories.
2. Recommends the most appropriate educational setting for a student, which may include temporary removal from and return to the regular educational setting.

3. Recommends the most appropriate work setting for an employee; this may include retention in his/her present position, transfer to another position, or temporary excusal from or return to his/her work assignment.

The review team is guided by the Board's policies, Ill. Dept. of Public Health (IDPH) rules and regulations, and all other applicable State and federal laws. The team consults the employee's or the student's personal physician and local health department officials before making any recommendations. The Team respects the privacy rights of each employee and student and takes such precautions as may be necessary to secure confidentiality.

Team members include the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee.

See Board Policies 5.40, *Communicable and Chronic Infectious Disease*; and 7.280, *Communicable and Chronic Infectious Disease*.

Concussion Oversight Team

This District-wide team is responsible for development, implementation of, and compliance with procedures regarding education of individuals on identifying signs of concussions, and return-to-play and return-to-learn protocols. Team members are appointed by the Superintendent or designee, with approval by the Board, or appointment by the Board.

Team members may include: a physician, athletic trainer, nurse, other licensed health care professionals, and at least one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team.

See Board Policies 5.100, *Staff Development Program*; and 7.305, *Student Concussions and Head Injuries*.

Curriculum Committees

Regularly, committees, task forces, and/or other groups may be appointed to ensure the curriculum and instructional program is meeting minimum State and federal law and regulations and the District's educational philosophy and goals. Changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations will be recommended.

Membership will be determined by the topic to be reviewed.

See Board Policies 6.40, *Curriculum Development*; and 6.60, *Curriculum Content*.

Diversity Equity Leadership Team ("DELT")

The District Equity Leadership Team (DELT) leads the district's equity work through the implementation of the Equity Action Plan. This plan encompasses five strands (i.e., areas of focus): systems, teaching and learning, professional development, student voice climate and culture, and families and communities as agency.

Committee members may include District-level administrators, building-level administrators, professional staff, and educational support personnel across the District.

Educational Technology Committee

This committee supports the implementation of Board Policy 7.345, *Use of Educational Technologies; Student Data Privacy and Security*.

This committee also supports the District's submission of an annual report to ISBE regarding educational technology capacities and policies.

Committee members may include the Director of Technology, District-level administrators, Building-level administrators, and teachers.

See Administrative Procedure 7.345-AP, *Use of Educational Technologies; Student Data Privacy and Security*.

Employee Substance Abuse Prevention Committee

This committee makes recommendations regarding employee substance abuse, and:

1. Cooperates with community and State agencies on substance abuse programs.
2. Gathers information about substance abuse and suggests methods to disseminate it to staff.
3. Develops a support network that encourages employees to self-refer for treatment and suggests procedures for early identification and treatment.
4. Recommends procedures that would protect the privacy of employees while taking into consideration any directives from the Board to the Superintendent regarding the District's obligation to provide a safe environment and to ensure high-quality performance, which may include but not be limited to:
 - a. Securing training for designated district employees to educate them to identify symptoms of being impaired by or under the influence of substances prohibited by policy. For guidance about what *impaired by* or *under the influence of* means, see:
 - i. Footnote discussions in numbers five and six in policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*;
 - ii. 625 ILCS 5/11-501.2 and 5/11-501.9, amended by P.A. 101-27 (chemical and other tests, validity, etc., a/k/a *field sobriety tests*);
 - iii. 410 ILCS 705/10-50(d), added by P.A. 101-27 ("An employer may consider an employee to be impaired or under the influence of cannabis if the employer has a *good faith belief* that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including 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 or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.") (**Note:** Consult the Attorney for the District about identifying cannabis use); and

- iv. Professional development opportunities in the area, e.g., local law enforcement agencies may be a place to begin.
 - b. Implementing a reasonable suspicion and/or drug testing program(s) to enhance the District's ability to identify and discipline employees suspected of being impaired by and/or under the influence of prohibited substances. **Note:** Consult the Attorney for the District before implementing any drug-testing program(s) or disciplining employees based upon the results of these programs. Drug testing will likely assist the District with the challenges of identifying cannabis-related issues, but the science behind impairment identification and behavioral testing for cannabis impairment is new and emerging.
 - c. Addressing expectations for employees in positions of leadership who are perpetually *on call* due to the nature of their positions and responsibilities.
 - d. Holding licensed educators to a higher standard than non-licensed employees due to their professional code of conduct expectations.
 - e. Holding employees working directly with students to a higher standard than employees not working directly with students.
5. Recommends a method to explicitly inform employees of District policy and the consequences of substance abuse.
 6. Recommends best practices for discipline of employees who are suspected of violating or are violating the District's policy.

Committee members include the Superintendent or designee, the Director of Human Resources, the Director of Safety and Security, the District's medical advisor, and employee representatives from both professional and educational support personnel. The committee is guided by Board policies, administrative procedures, and relevant State and federal statutes.

See Board Policy 5.50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and administrative procedure 5:120-AP2, *Employee Conduct Standards*.

Facilities Committee

The committee provides oversight of the District's facilities and technological infrastructure, and recommends acceptance of related donations. The Committee considers requests for advertisements on athletic fields, scoreboards, or other building locations and evaluates the proposed impact the advertisement will have on the purpose of the facility and the plan for installation and maintenance of the advertisement.

Committee members include Board members, District-level administrators, and others as necessary.

See Board Policies 2.20, *Powers and Duties of the School Board; Indemnification*; 4.150, *Facility Management and Building Programs*; 4.160, *Environmental Quality of Buildings and Grounds*; 8.25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*; 8.80, *Gifts to the District*.

Adopted: January 28, 2009
Reviewed: ~~February~~ June 2024
Amended: March 20, 2024

Gender Support Team

The team will identify accommodations for a specific student based upon the needs expressed by the student.

Membership will be appropriate staff; the Attorney for the District should be invited to be a member.

See Board Policy 7.10, *Equal Educational Opportunities*.

Insurance Committee

The membership and scope of responsibilities and authority are as specified in the employee negotiated contracts.

See Board Policy 4.100, *Insurance Management*.

Pandemic Planning Team

This team builds a strong relationship with the local health department and emergency medical agencies and uses their assistance to develop and implement a comprehensive pandemic influenza school action plan and build awareness of the final plan among staff, students, and the community.

Team members may include one or two Board members, administrators, and staff members.

See Board Policy 4.180, *Pandemic Preparedness; Management; and Recovery*, and its procedures.

Performance Educational Reform Act (PERA) and Reduction in Force (RIF) Joint Committees

1. **PERA joint committee.** This mandatory committee develops a plan for incorporating data and indicators of student growth into the teacher evaluation plan. The joint committee is “composed of equal representation selected by the district and its teachers, or where applicable, the exclusive bargaining representative of its teachers.” 105 ILCS 5/24A-4(b). If, within 180 calendar days of the committee’s first meeting, the committee does not reach an agreement on the plan, the District must implement ISBE’s model evaluation plan with respect to the use of data and indicators on student growth. The amendment of an evaluation plan continues to be a mandatory subject of bargaining. This committee also agrees to the panel of qualified evaluators that reviews appeals of unsatisfactory performance ratings and determines the criteria for successful appeals. 105 ILCS 5/24A-5.5. This committee must also establish: (a) a teacher evaluation plan that ensures that each tenured teacher whose performance is rated as either excellent or proficient is evaluated at least once in the course of the three school years after receipt of the rating, and (b) implement an informal teacher observation plan established by ISBE rule and by agreement of this committee to ensure that each tenured teacher in this category is at least informally observed at least once in the course of the two school years after receipt of the excellent or proficient rating. 105 ILCS 5/24A-5, amended by P.A. 102-252.
2. **RIF joint committee.** This mandatory committee convenes annually to consider issues identified in the statute concerning the selection of teachers for layoff. 105 ILCS 5/24-12(c). On or before December 1 each year, the RIF joint committee must be established and must

hold its first meeting. It is composed of individuals appointed by the Board and the teachers (or the exclusive bargaining representative of its teachers).

Risk Management Committee

This committee develops, maintains, and oversees implementation of the District's Risk Management Program in order to protect the District against any property damage or against any liability or loss which may be imposed upon it or one of its employees for a tortious act under Federal or State common or statutory law, or imposed upon it under the Workers' Compensation Act, the Workers' Occupational Diseases Act, or the Unemployment Insurance Act. The committee approves the use of Tort Immunity Act levy funds for educational, inspectional, and supervisory services directly relating to loss prevention and loss reduction; the salaries of personnel responsible for implementing the Risk Management Program including identifying and analyzing loss exposures, selecting techniques for responding to loss exposures, implementing the chosen techniques, and monitoring the decisions made and implementing appropriate changes; and expenditures associated with implementing techniques chosen to respond to loss exposures.

The committee includes Board members, the Superintendent, the Attorney for the District, the Business Manager, and the Director of Operations.

See Board Policy 4.170, *Safety*.

Safety Committee

This committee creates and maintains a uniform school emergency operation plan for Unit 5 schools that is flexible enough to accommodate each school's unique characteristics and situation, consistent with State and federal law, including the School Safety Drill Act, Joint Rules of the Office of the State Fire Marshall and the Illinois State Board of Education: School Emergency and Crisis Response Plans, National Incident Management System (NIMS), and Presidential Policy Directive 8, and utilizes best practices following the Guide for Developing High-Quality School Emergency Operations Plans.

Committee members include Board members, Attorney for the District, other District-level administrators, building-level administrators, nurses, counselors, other school representatives, law enforcement, fire, EMS representatives, and other appropriate community representatives.

See Board Policy 4.170, *Safety*.

District Safety Team

This team builds awareness about and supports the development and implementation of the District's:

1. Targeted School Violence Prevention Program.
2. Anti-bullying program, as appropriate.

Team members include the Director of Safety and Security, the Attorney for the District, and representatives from the groups listed in procedure 4.170-AP1, *Comprehensive Safety and Security Program*, Part C, Director of Safety and Security and District Safety Team; Responsibilities.

See Board Policies 4.170, *Safety*; and procedure 4.170-AP1, *Comprehensive Safety and Security Program*; 4.190, *Targeted School Violence Prevention Program*, and procedure 4.190-AP1,

Targeted School Violence Prevention Program 7.180, Prevention of and Response to Bullying Intimidation, and Harassment; and procedure 7.180-AP1, Prevention, Identification, Investigation, and Response to Bullying.

Sex Equity Committee

The committee supports the District's efforts to eliminate sexual harassment by advising the Superintendent or designee on prevention, intervention, and education.

Committee members may include community representatives, District administrators, teachers, and students.

See Board policies 2.260, *Uniform Grievance Procedure*; 2.265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*; 5.10, *Equal Employment Opportunity*; 5.20, *Workplace Harassment Prohibited*; 7.10, *Equal Educational Opportunities*; 7.20, *Harassment of Students Prohibited*; 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7.185, *Teen Dating Violence Prohibited*.

Time Out and Physical Restraint Oversight Team

The Time Out and Physical Restraint Oversight Team is required. The Team includes, but is not limited to, Building Principals, teachers, paraprofessionals, school service personnel, and administrators to develop:

1. A school district plan, including school-specific considerations, for reducing and eventually eliminating the use of isolated time out, time out, and physical restraint in accordance with the goals and benchmarks established by ISBE; and
2. Procedures to implement the plan and make the plan available for review by parents/guardians.

The Team also supported the District's submission to ISBE of the plan by July 1, 2022 and of progress reports annually thereafter through July 1, 2024, as well as notification to parents/guardians when plans and progress reports are available for review.

Title I Advisory Committee

This committee is required if the District receives or desires to receive Title I funds. The committee supports the development and implementation of the District's Title I plan. Its activities may include, at the Superintendent's or designee's directive:

1. Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
2. Distributing Title I informational materials.
3. Consulting regarding the District's Title I Plan.
4. Supporting the implementation of Board policy 6.170, *Title I programs*.

Committee members include parents/guardians and family members of Title I children.

See Board Policy 6.170, Title I Programs; 6.170-AP1, E1, *District-Level Parent and Family Engagement Compact*.

Transitional Bilingual Education (TBE) Programs Parent Advisory Committee

This committee is required. The committee maximizes the practical involvement of parents/guardians of students in the District's TBE program(s). Its purpose is to:

1. Afford parents/guardians the opportunity to effectively express their views; and
2. Ensure that the District's program(s) are planned, operated, and evaluated with the involvement of, and in consultation with, parents/guardians of students served by the program(s).

This committee must elect officers, establish internal rules, guidelines, and procedures.

All Building Principals with a TBE program located in their school or their designees serve on this team. Other committee members must include parents/guardians of students enrolled in the TBE program(s), transitional bilingual education teachers, counselors, and representatives from community groups. A majority of the committee members must be parents/guardians of students enrolled in the TBE program.

Transportation Committee(s)

The committee studies and advises the Superintendent on ways to provide timely and safe transportation within budget and that promotes student learning including reviewing the number of buses needed to provide student transportation, alternative ways to provide student transportation, composition and ownership of the bus fleet, reducing the number of late buses, hiring and retention practices of the transportation contractor, bus stop locations, school start and dismissal times, walking hazards, and behavior management on buses.

See Board Policies 4.100, Insurance Management; 4.110, Transportation; 7.60, Residence.

Wellness Committee

The committee serves in an advisory capacity regarding the health and well-being of students and staff members and participates in the development, implementation, periodic reviews, and updates of policy 6:50, School Wellness. 7 C.F.R. §210.31(d)(1). This committee also develops and implements the District's Anaphylaxis Prevention, Response, and Management Program. It monitors the program and establishes a schedule to ensure the Superintendent reports on the program's effectiveness to the Board at least once every three years.

Committee members include members of the Board, District-level administrators, building administrators, the Director of Safety and Security (see 4.170-AP1, Comprehensive Safety and Security Program, Part C, District Director of Safety and Security and District Safety Team; Responsibilities), District 504 Coordinator (see Board Policy 6.120, *Education of Children with Disabilities*), staff members including food service employees, physical education teachers, and school health professionals, parents/guardians, community members, and students.

See Board Policies 6.50, *School Wellness*; 6.60, *Curriculum Content*, 7.285, *Anaphylaxis Prevention, Response, and Management Program*, and Administrative Procedure 7.285-AP, *Anaphylaxis Prevention, Response, and Management Program*, based upon the Ill. State Board of

Education (ISBE) Anaphylaxis Response Policy for Illinois Schools at:
www.isbe.net/Documents/Anaphylactic-policy.pdf.

Administrative Procedure - Qualification Based Selection

These procedures describe how the District will procure architectural, engineering, and land surveying services; the Local Government Professional Services Selection Act will control in the event of a conflict. (50 ILCS 510/7). The Superintendent will modify these procedures whenever the Board determines by resolution that an emergency exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$2540,000. (50 ILCS 510/8). Effective January 1, 2019, this amount increases annually by a percentage equal to the annual unadjusted percentage increase, if any, as determined by the consumer price index published by the U.S. Department of Labor Bureau of Labor Statistics for all urban consumers (CPI-U), available at: www.bls.gov/regions/new-england/data/consumerpriceindex_us_table.htm.

Actor	Action
Architectural, engineering, or land surveying firms	May annually file a statement of qualifications and performance data with the District. 50 ILCS 510/4.
Superintendent and/or Designee	<p>Store statements of qualifications and performance data received from firms engaged in architectural, engineering, or land survey services.</p> <p>Unless the District has a satisfactory relationship for services with one or more firms, <u>request a statement of interest in the specific project utilizing one or more of the following methods:</u></p> <ol style="list-style-type: none"> <u>1. mail Mail or email notices of the proposed project to those firms that have current statements of qualifications and performance data on file.</u> <u>2. In addition, or alternatively, the project may be advertised in the local and area daily newspapers of general circulation in the District. The advertisement must request a statement of qualifications and performance data from those firms which do not have a statement on file with the District, and must state the day, hour, and location that the statements of interest and qualifications and performance data are due.</u> <u>3. Advertise on the District's website. The advertisement must include a description of the project and state the time and place for interested firms to submit their letters of interest and statements of qualifications and performance data, as required.</u> 50 ILCS 510/4. <p>Unless the District has a satisfactory relationship for services with one or more firms, evaluate the firms that submitted interest letters, according to criteria for ranking described in the last section of this procedure. The Superintendent and/or designee may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services. 50 ILCS 510/5.</p> <p>Do not, prior to selecting a firm for contract negotiation, seek formal or informal submission of verbal or written estimates of costs or proposals in</p>

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Adopted: February 11, 2009
 Reviewed: ~~March 2014~~ June 2024
 Amended: April 23, 2014

	<p>terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. 50 ILCS 510/5.</p> <p>Select no less than 3<u>three</u> firms, who would be most qualified to provide services, and rank them in order of their qualifications. If fewer than 3<u>three</u> firms submit interest letters and the Board determines that one or both of those firms are so qualified, negotiate a contract as provided herein. 50 ILCS 510/6.</p> <p>Attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. 50 ILCS 510/5.</p> <p>If unable to agree on a satisfactory contract, terminate negotiations and proceed to negotiate with the firm ranked next in qualifications. 50 ILCS 510/5.</p> <p>If unable to negotiate a satisfactory contract with any of the three originally-selected firms, inform the Board. The District will re-evaluate the services requested and compile a second list of not less than three qualified firms and continue the process. 50 ILCS 510/5.</p>
	<p>If unable to reach agreement on a satisfactory contract, terminate negotiations and proceed to negotiate with the firm ranked next in qualifications. 50 ILCS 510/5.</p> <p>If unable to negotiate a satisfactory contract with any of the 3 originally selected firms, inform the Board. The District will re-evaluate the services requested and compile a second list of not less than 3 qualified firms and continue the process. 50 ILCS 510/5.</p>

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Criteria for Ranking Firms

Unless the District has a satisfactory relationship for services with one or more firms, the criteria for evaluating the firms submitting letters of interest may include, but are not limited to:

- **Required Criteria for Consideration** (50 ILCS 510/5)
 - Qualifications and ability of professional personnel
 - Past record and experience
 - Performance data
 - Acceptance of District's time and budget requirements
 - Location of firm's administrative offices
 - Workload

- **Permissive Criteria for Consideration**
 - Firm's credit rating
 - Firm's financial stability
 - Reputation
 - Technological resources

LEGAL REF.: ~~40 U.S.C. §541-~~
50 ILCS 510/1, ~~et seq~~ Local Government Professional Services Selection Act.
105 ILCS 5/10-20-21.

~~CROSS REF.: 2.170~~

Adopted: February 11, 2009
Reviewed: ~~March 2014~~ June 2024
Amended: April 23, 2014

Administrative Procedure - Guidelines for Investigating Complaints Filed Under Board Policy 2.260, Uniform Grievance Procedure and Allegations of Misconduct

All complaints are to be investigated, even when the complainant requests that nothing be done or is anonymous. For complaints of discrimination or harassment based on race, color, or national origin, refer to this procedure and 2.270-AP1, Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin.

Step 1: Before the Investigation

- A. School employees must immediately report a suspicion of child abuse or neglect to the Illinois Department of Child and Family Services in compliance with State law and Board ~~policy~~ Policy 5.90, Abused and Neglected Child Reporting. Reporting is required before proceeding further with the investigation.
- B. ~~According to~~ Consistent with Board ~~policy~~ Policy 2.260, Uniform Grievance Procedure, the Superintendent appoints at least one District Complaint Manager to administer the complaint process. If possible the Superintendent will appoint two Complaint Managers, ~~one of each different~~ one of each different genders. A Complaint Manager investigates: (1) complaints filed under Board ~~policy~~ Policy 2.260, Uniform Grievance Procedure, and (2) allegations of employee misconduct.
- C. The appropriate Building Principal or designee investigates all allegations of student misconduct.
- D. Anyone with a complaint or making an allegation of misconduct should be referred to a Complaint Manager of their choosing or Building Principal without delay.
- E. A Complaint Manager or Building Principal (hereafter referred to as *investigator*) will investigate all complaints or allegations of misconduct, except that, depending on the circumstances, the Superintendent or Board may appoint a special investigator. Whenever the Superintendent deems necessary, an attorney may serve as a special investigator. See *considerations* under F below. The investigator should not have any involvement with the complainant or the alleged wrongdoer outside of the investigation. The Superintendent will ensure that investigators have sufficient authority and resources, including access to the Attorney for the District.
- F. ~~Contact the~~ The Attorney for the District to discuss provides information and advice regarding the investigation process, including without limitation:
 1. Whether the investigator's notes and investigation records (including, without limitation, any audio or video recordings, photographs, or electronic images) are education records for purposes of the federal Family Education Rights and Privacy Act (FERPA) and/or school student records as defined in the Ill. School Student Records Act (105 ILCS 10/, implemented by 23 Ill.Admin.Code §375.10)?
 2. Whether the investigator's notes and investigation records (including, without limitation, any audio or video recordings, photographs, or electronic images) will be subject to disclosure pursuant to a Freedom of Information Act (FOIA) request? A PAC opinion, binding on the parties, found that a city's investigatory records of an employee were not private or adjudicatory records and must be disclosed pursuant to a FOIA request (PAC Opinion 13-110).
 3. Whether to record conversations, and if so, how to obtain and document consent under the criminal eavesdropping statute? 720 ILCS 5/14-1 et seq., amended by P.A. 98-1142, prohibits records a conversation in which someone has a reasonable expectation of privacy without the consent of all parties.

4. Whether the Attorney for the District should participate in or conduct the investigation? Whether an outside attorney should serve as a special investigator? Considerations include:
 - a. The U.S. Supreme Court has held that a private attorney temporarily retained by government to perform an investigation of an employee is entitled to seek qualified immunity from suit under Section 1983, Filarsky v. Delia, ~~132 S.Ct. 1657~~ 566 U.S. 377 (2012).
 - b. The FOIA exemption for communications between a public body and its attorney is available in only limited situations. See PAC Opinion 14-02 interpreting 5 ILCS 140/7(m).
 - c. Documents prepared by attorneys conducting an investigation under the prospect of litigation will not be subject to discovery during a subsequent lawsuit. Sandra TE v. South Berwyn School Dist., 600 F. 3d 612 (7th Circuit 2010) (when attorneys, as attorneys, perform a factual investigation, their documents are protected by the attorney-client privilege and the work-product doctrine).
- G. The investigator should provide a fair opportunity for both sides to be heard.
- H. The investigator should begin by carefully reading the complaint. Next the investigator should review applicable Board policies, administrative procedures and manuals, laws, regulations, and collective bargaining agreements.
- I. The investigator should develop a plan, including:
 1. Witness list
 2. Order of interviews
 3. Questions for witnesses
 4. Physical evidence needed, e.g., records, documents, reports, photos, and letters
- J. The investigator should make logistical arrangements, e.g., determine interview location and the need for photographs and/or a video or audio recording.
- K. If the investigator encounters an issue with legal ramifications outside of his/her understanding, either before or during the investigation, he/she should consult the Attorney for the District before proceeding further on that legal issue, as well as any other areas of the investigation it impacts.

Step 2: ~~The Investigation~~ Investigator Responsibilities During the Investigation

- A. Typically, ~~interview~~ the complainant is interviewed first, ~~next then~~ the subject of the investigation, and, finally, all witnesses. The following applies to all interviews:
 1. ~~If-When~~ possible, ensures that statements ~~should beare~~ written, dated, and signed by the person being interviewed. Does not audio or video record statements without first obtaining the Attorney for the District's advice concerning legal prerequisites and treatment of the recordings.
 2. Ask open-ended questions and do not suggest answers to questions.
 3. Records important details, essentially who, did what, to whom, when, and how done and, if appropriate, why?
 4. Be objective and nonjudgmental; do not prejudice an alleged wrongdoer's guilt. Never show outrage or dismay.
 5. Asks for the names of any other witnesses.
 6. Deals with emotional outbursts and anger by patiently explaining that details are needed for an accurate investigation.
 7. If a witness cannot be interviewed, records the reason.
- B. While confidentiality should be maintained, do not make promises of confidentiality or anonymity. Only the Superintendent may promise confidentiality or anonymity.
- C. Keep the Superintendent informed, but do not discuss the investigation with Board members in order to avoid the appearance of prejudice or unfairness.

- D. Obtain copies of all relevant written or electronic communications. Originals are not needed, but records how to get them.
- E. Collect physical evidence and photographs. Keep a record of when, and where, or from whom physical evidence was gathered.
- F. Document any information about the interview that is relevant, or may become relevant, including the person's demeanor, gestures, accuracy of memory, and overall credibility.
- G. During the investigation, keep the investigation file separate from personnel or student record files. In a subsequent hearing, the opposing side may be able to view the investigation file. Records relating to a public body's adjudication (hearing) of employee grievances or disciplinary cases are exempt from Freedom of Information Act public records requests under 5 ILCS 140/7(1)(n). However, the exemption does not extend to the final outcome of cases in which discipline is imposed.

Step 3: Investigator's Actions Following the Investigation

- A. Reports to the Superintendent or designee the investigation results, that is, the matters investigated, facts, conclusions, and recommendations. Prepares a written report if appropriate or requested.
 - 1. Answer who, what, when, where, why, and how.
 - 2. ~~Bases Factual-factual~~ findings ~~are based~~ on whether an incident's occurrence is more likely than not. Identify as many factual findings as possible to support a conclusion. In a "he said, she said" scenario, a decision can be based on the credibility of the parties and witnesses. Include in the report any findings that are inconclusive.
 - 3. Makes a determination regarding credibility of specific evidence, that is, how believable is it and why by explaining the basis for the determination. Credible evidence is capable of belief by a reasonable person.
- B. ~~Be-is~~ prepared to testify as to the fairness of the investigation, the authenticity of the evidence, and the contents of the investigation report.

ADMIN PROC.: 2.270-AP (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin)



CROSS REF.: 2.260

Administrative Procedure - Nondiscrimination Coordinator and Complaint Manager

The Nondiscrimination Coordinator directs the District's compliance with federal and State laws governing discrimination and harassment ~~in the workplace~~. The Complaint Manager administers the complaint process in Board ~~policy~~ Policy 2.260, *Uniform Grievance Procedure*.

Superintendent Responsibilities

- A. Appoints individuals to serve as ~~a~~ Nondiscrimination Coordinator and Complaint Managers whose skill sets suggest they could effectively fulfill the responsibilities identified in this procedure. One individual may serve in both capacities. The Superintendent may serve in either capacity. If possible, at least ~~2~~ two Complaint Managers are appointed, ~~one of each~~ different genders.
- B. Identifies individuals to supervise the performance of the Nondiscrimination Coordinator and Complaint Managers. The supervisor must understand the responsibilities of each role and have authority to take action. If possible, a different individual is assigned to supervise each role as a control measure, e.g., the Human Resources Manager supervises the Nondiscrimination Coordinator's performance and the Superintendent supervises the Complaint Manager's performance.
- C. Requires each Nondiscrimination Coordinator and ~~for~~ Complaint Manager to possess or obtain:
 1. In-depth knowledge of Board policies as well as rules and conduct codes for students and employees.
 2. General knowledge of State and federal laws concerning equal employment and educational opportunities.
 3. Ability to:
 - a. Communicate effectively, both orally and in writing, and to establish rapport with others;
 - b. Plan, implement, evaluate, and report activities conducted;
 - c. Be both consistent and flexible as circumstances warrant; and
 - d. Analyze, clarify, and mediate differences of opinion.
- D. Facilitates the effective performance of the Nondiscrimination Coordinator and Complaint Managers by:
 1. Providing them with clear expectations concerning their roles and responsibilities.
 2. Communicating to employees and students their functions and responsibilities.
 3. Providing them resources and professional development opportunities.
 4. Providing them access to the Attorney for the District for legal advice concerning their responsibilities.

Nondiscrimination Coordinator Responsibilities

- A. Directs the District's efforts to provide equal employment and educational opportunities and prohibit the harassment of employees, students, and others. Manages compliance with Board ~~policies~~ Policies 2.260, *Uniform Grievance Procedure*, 2.265, *Title IX Grievance Procedure*, 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, 5.10, *Equal Employment Opportunity*, 5.20, *Workplace Harassment Prohibited*, 5.90, *Abused and Neglected Child Reporting*, 7.10, *Equal Educational Opportunities*, ~~and~~ 7.20, *Harassment of Students Prohibited*, 7.180 *Prevention of and Response to Bullying, Intimidation, and Harassment*, and 7.185, *Teen Dating Violence Prohibited*.
- B. Develops and manages a program that will fully inform all employees and students about the District's commitment to equal employment and educational opportunities and a harassment-

free environment. A component of this program is to inform employees and students about Board policies and administrative procedures.

- C. Provides ongoing consultation, technical assistance, and information services regarding compliance requirements and programs.
- D. Assists the Director of Human Resources ~~Manager~~ with monitoring compliance with the recordkeeping and notice requirements contained in federal and State laws concerning discrimination and harassment in schools and the workplace.
- E. Maintains grievance and compliance records and files.
- F. Makes recommendations for action by appropriate decision makers.
- G. Establishes a positive climate for nondiscrimination compliance efforts. This effort includes encouraging individuals to come forward with suggestions and complaints.

Complaint Manager Responsibilities

- A. Implements and administers the grievance process contained in Board ~~policy~~ Policy 2.260, Uniform Grievance Procedure.
- B. Manages complaints alleging a violation of any Board policy or procedure listed in the next section.
- C. Assists complainants and potential complainants by, among other things, providing consultation and information to them.
- D. Attempts to resolve complaints without resorting to the formal grievance process provided in Board ~~policy~~ Policy 2.260, Uniform Grievance Procedure.
- E. Informs potential complainants, complainants, and witnesses that the District prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.
- F. Receives formal complaints and notifies relevant individuals of the ensuing process.
- G. Investigates complaints or appoints a qualified individual to undertake the investigation on ~~his or her~~ their behalf. Each complaint shall be investigated promptly, thoroughly, and impartially, and as confidentially as possible.
- H. For each formal complaint, prepares a comprehensive written report describing the: (a) complaint, (b) investigation, and (c) findings and recommendations. Provides the report to the Superintendent or Board if the Superintendent is an alleged responsible party.
- I. Receives a request from a complainant to appeal the Superintendent's resolution of the complaint and promptly forwards all relevant material to the Board.
- J. Monitors compliance with all requirements and time-lines specified in Board ~~policy~~ Policy 2.260, Uniform Grievance Procedure.

Applicable Policies and Procedures

Section 2

- 2.260, _____ Uniform Grievance Procedure
- 2.260-AP2, _____ Nondiscrimination Coordinator and Complaint Manager
- 2.265 _____ Title IX Grievance Procedure
- 2.265-AP1 _____ Title IX Response
- 2.265-AP2 _____ Formal Title IX Complaint Grievance Process
- 2.270 _____ Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited
- 2.270-AP1 _____ Prevention and Response Program for Complainants of Discrimination and Harassment Based on Race, Color, and National Origin

Section 5

- 5.10, _____ Equal Employment Opportunity
- 5.20, _____ Workplace Harassment Prohibited
- 5.20-AP1, _____ Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation

Section 6

- 6.120, _____ Education of Children with Disabilities
- 6.140, _____ Education of Homeless Children
- 6.140-AP1, _____ Education of Homeless Children
- 6.170, _____ Title I Programs
- 6.260, _____ Suggestions or Objections to Curriculum, Instructional Materials, and Programs

Section 7 - Students

- 7.10, _____ Equal Educational Opportunities
- 7.10-AP1 _____ Transgender, Nonbinary, and Gender Non-Conforming Students
- 7.20, _____ Harassment of Students Prohibited 7.20-AP1, 7.180, 7.190,

Section 8

- 8.70, _____ Accommodating Individuals with Disabilities

8.110-_____ Public Concerns

Resources

U.S. Equal Employment Opportunity Commission, www.eeoc.gov.

~~"Enforcement Guidance and Related Documents Laws and Guidance," U.S. Equal Employment Opportunity Commission, ~~www.eeoc.gov/policy/guidance.html~~<https://www.eeoc.gov/laws-guidance-0>.~~

~~"Sexual Harassment. It's Not Academic" U.S. Dept. of Education, Office for Civil Rights, www.ed.gov/about/offices/list/ocr/docs/ocrshpam.html.~~

~~"Frequently Asked Questions about Sexual Harassment," U.S. Dept. of Education, Office for Civil Rights, www.ed.gov/about/offices/list/ocr/qa-sexfaq.html.~~

~~"Sexual Harassment Guidance. Harassment of Students by School Employees, Other Students, or Third Parties," Office for Civil Rights, www.ed.gov/about/offices/list/ocr/docs/shguide.html.~~

~~"Q&A Regarding Title IX Procedural Requirements," U.S. Dept. of Justice, www.usdoj.gov/crt/eeo/coord/TitleIXQandA.php.~~

Administrative Procedure – Title IX ~~Sexual Harassment~~ Response

The District responds to all reports of alleged sexual harassment in violation of Title IX regardless of whether the Complainant or Title IX Coordinator pursues a Formal Title IX Sexual Harassment Complaint. Use this procedure to implement the District’s required response to reports of sexual harassment that may violate Title IX.

Responses must include: Training, Reporting, an Initial Meeting with the Complainant and Complaint Analysis, Consideration of a Formal Title IX Sexual Harassment Complaint, Consideration of Removal of the Respondent, and Recordkeeping. Procedures for each of these responses are outlined below.

Formal Title IX Sexual Harassment Complaints are processed using 2:265-AP2, *Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process*.

Glossary of Terms

Use Exhibit 2:265-E, *Title IX ~~Sexual Harassment~~ Glossary of Terms*, in conjunction with this procedure.

Training

Actor	Action
Superintendent or Designee	Ensures: <ol style="list-style-type: none"> 1. All District employees receive training on the definition of sexual harassment, the scope of the District’s education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator. 2. An individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or informal resolution process facilitator receives training on the definition of sexual harassment, the scope of the District’s education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially. 3. Title IX investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. 4. Title IX decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant to the allegations. 5. Public availability of all training materials for the Title IX Coordinator, investigators, decision-makers, and any informal resolution facilitators by posting them on the District’s website, if any, or

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 Reviewed: ~~September 2020~~ June 2024
 Amended:

Actor	Action
	otherwise making them available upon request for inspection by members of the public. 34 C.F.R. §106.45(b)(10)(i)(D). See 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> .

Reporting

Actor	Action
All District employees	<p>Upon receiving knowledge of a sexual harassment allegation:</p> <ol style="list-style-type: none"> 1. Immediately report a suspicion of child abuse or neglect to the Ill. Dept. of Children and Family Services on its Child Abuse Hotline 1-800-25-Abuse (1-800-252-2873 (within Illinois); 1-217-524-2606 (outside Illinois); or 1-800-358-5117 (TTY)). 2. Promptly forward all reports of sexual harassment to the Title IX Coordinator. <p>Note: Employees may receive knowledge of a sexual harassment allegation via an anonymous report. 85 Fed. Reg. 30132.</p>

Initial Meeting with the Complainant; Complaint Analysis

Actor	Action
Title IX Coordinator	<p>Upon receiving knowledge of a sexual harassment allegation, promptly contacts the Complainant to (34 C.F.R. §106.44(a)):</p> <ol style="list-style-type: none"> 1. Discuss the availability of supportive measures; 2. Consider the Complainant's wishes with respect to supportive measures; <p>Note: If a Complainant desires supportive measures, the District should keep the Complainant's identity confidential (including from the Respondent) unless disclosing the Complainant's identity is necessary to provide a particular supportive measure, e.g., no contact order. 85 Fed. Reg. 30133.</p> <ol style="list-style-type: none"> 3. Inform the Complainant that supportive measures are available regardless of whether the Complainant files a Formal Title IX Sexual Harassment Complaint; and 4. Explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint, including 2:265-AP2, <i>Formal Title IX Sexual Harassment Complaint Grievance Process</i>. <p>Maintains the confidentiality of the sexual harassment allegation, to the greatest extent practicable.</p> <p>Analyzes the sexual harassment allegation under the following Board policies:</p> <ul style="list-style-type: none"> • 2:260, <i>Uniform Grievance Procedure</i> • 5:20, <i>Workplace Harassment Prohibited</i>

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	<ul style="list-style-type: none"> • 5:90, <i>Abused and Neglected Child Reporting</i> • 5:120, <i>Employee Ethics; Conduct; and Conflict of Interest</i> • 7:20, <i>Harassment of Students Prohibited</i> • 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i> • 7:185, <i>Teen Dating Violence Prohibited</i> • 7:190, <i>Student Behavior</i> <p>Answers the following questions:</p> <ol style="list-style-type: none"> 1. Does another appropriate method exist for processing and reviewing the sexual harassment allegation? 2. If yes, does that other method govern the District's response in addition to or at the exclusion of policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i>? <p>See 2:265-E, <i>Title IX Sexual Harassment Glossary of Terms</i>, for a discussion of sexual harassment governed by laws other than Title IX. Consult the board attorney for guidance.</p>
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Consideration of a Formal Title IX Sexual Harassment Complaint

A Formal Title IX Sexual Harassment Complaint may be filed by the Complainant with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator under 34 C.F.R. §106.8(a), and by any additional method designated by the District. The Formal Title IX Sexual Harassment Complainant must contain the Complainant's physical or digital signature, or otherwise indicate that the Complainant is the person filing it.

When the Title IX Coordinator signs a Formal Title IX Sexual Harassment Complaint, the Title IX Coordinator is not a Complainant or otherwise a party under 2:265-AP2, *Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process*. 34 C.F.R. §106.30.

Actor	Action
Title IX Coordinator	<p>When a Complainant Does NOT File a Formal Title IX Sexual Harassment Complaint:</p> <p>Assesses the sexual harassment allegation to determine whether the circumstances justify overriding the Complainant's choice and signing a Formal Title IX Sexual Harassment Complaint.</p> <p>"If a grievance process is initiated against the wishes of the complainant, that decision should be reached thoughtfully and intentionally by the Title IX Coordinator [and] not [be] an automatic result that occurs any time [the District] has notice that a complainant was allegedly victimized by sexual harassment." 85 Fed. Reg. 30131. Consult the board attorney for guidance.</p> <p>The District's Every Student Succeeds Act (ESSA) obligations may require the Title IX Coordinator to sign a Formal Title IX Sexual Harassment Complaint initiating a grievance process against an</p>

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	<p>employee-respondent, even when the Complainant does not wish to file a Formal Title IX Sexual Harassment Complaint; e.g., the District wishes to investigate allegations in order to determine whether it has probable cause of employee sexual misconduct that affect its ESSA obligations.</p> <p>When a Complainant Files, or the Title IX Coordinator Signs, a Formal Title IX Sexual Harassment Complaint:</p> <p>Proceeds to and follows 2:265-AP2, <i>Formal Title IX Sexual Harassment Complaint Grievance Process</i>, in conjunction with any response required by this procedure.</p>
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Consideration of Removal of the Respondent

Actor	Action
Title IX Coordinator	<p>Emergency Removal of Respondent-Student:</p> <p>If the Respondent is an identified student, considers whether the Respondent-student should be removed from the District's education program or activity on an emergency basis in accordance with 34 C.F.R. §106.44(c).</p> <p>Before removing a Respondent-student on an emergency basis, conducts an individualized safety and risk analysis to determine whether removal is justified by an immediate threat to the physical health or safety of any student or other individual arising from the sexual harassment allegations. See 4:190-AP2, <i>Threat Assessment Team (TAT)</i>.</p> <p>If the Respondent-student is removed on an emergency basis:</p> <ol style="list-style-type: none"> 1. Provides the Respondent-student with written notice and an opportunity to challenge the decision immediately following the removal; and 2. Follows requirements set forth in 105 ILCS 5/10-22.6. <p>Administrative Leave for Respondent-Employee:</p> <p>If the Respondent is identified and is a non-student employee, in conjunction with the Assistant Superintendent for Human Resources, considers whether the Respondent-employee should be placed on administrative leave in accordance with 34 C.F.R. §106.44(d), relevant District policies and procedures, and any applicable collective bargaining agreements. See Board policies 5:240, <i>Suspension</i>, and 5:290, <i>Employment Termination and Suspensions</i>.</p> <p>Note: While Title IX regulations do not impose a time limit on the duration of an emergency removal (85 Fed. Reg. 30230), time limits may apply based upon District policies and procedures, any applicable collective bargaining agreements, and other laws and regulations, e.g., the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, 105 ILCS 5/10-22.6.</p>

Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven years, records of any actions and supportive measures taken and provided in response to the

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	<p>report of sexual harassment, regardless of whether a Formal Title IX Sexual Harassment Complaint was filed. 34 C.F.R. §106.45(b)(10)(ii). Ensures that records document:</p> <ol style="list-style-type: none">1. Why the District's response to the sexual harassment allegation was not deliberately indifferent, e.g., was deliberately concerned and appropriate;2. The supportive measures the District took to restore or preserve equal access to its education program or activity; and3. If the District did not provide Complainant with supportive measures, why not providing them was clearly reasonable in light of the circumstances. <u>Id.</u> <p>See 5:150, <i>Personnel Records</i>, and 5:150-AP, <i>Personnel Records</i>, addressing the identification, storage, and access to personnel records.</p> <p>See 7:340, <i>Student Records</i>, along with 7:340-AP1, <i>School Student Records</i>, and 7:340-AP2, <i>Storage and Destruction of School Student Records</i>, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.</p>
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**Administrative Procedure – Formal Title IX ~~Sexual Harassment~~
Complaint Grievance Process**

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX ~~Sexual Harassment~~ Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX ~~Sexual Harassment~~ Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

Table of Contents

- A. Overview of 34 C.F.R. §106.45 Grievance Process
- B. Notice of Allegations
- C. Consolidation of Formal Title IX Sexual Harassment Complaints
- D. Dismissal of Formal Title IX Sexual Harassment Complaint
- E. Informal Resolution of Formal Title IX Sexual Harassment Complaint
- F. Investigation of Formal Title IX Sexual Harassment Complaint
- G. Determination Regarding Responsibility; Remedies
- H. Appeals
- I. Recordkeeping

Sections

A. Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX ~~Sexual Harassment~~ Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely

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upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).

5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and
 - b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions

and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

B. Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:
 - a. This procedure 2:265-AP2, *Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process*, including any available informal resolution process.
 - b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
 - c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
 - d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
 - f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. *Id.* at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might

reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
 - a. The allegations;
 - b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	<p>During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)):</p> <ol style="list-style-type: none"> 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). 2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii). 3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii). 4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv). 5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v). 6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi). 7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. <u>Id.</u> 8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy. <p>Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).</p>

Actor	Action
	<p>Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. <u>Id.</u></p> <p>Note: This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. <u>Id.</u></p> <p>At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:</p> <ol style="list-style-type: none"> 1. The Formal Title IX Sexual Harassment Complaint; 2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and 3. The investigative report.

G. Determination Regarding Responsibility; Remedies

<p>Initial Decision-Maker</p>	<p>The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.</p> <p>Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions</p> <p>Reviews all materials received from the Investigator.</p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:</p> <ol style="list-style-type: none"> 1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. <u>Id.</u> 2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days. <p>Reviews any questions received from each party for submission to any party or witness.</p> <p>Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. <u>Id.</u></p>
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	<p>Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to questions, provides each party with copies of them. <u>Id.</u></p> <p>Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. <u>Id.</u> Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.</p> <p>Upon receipt of answers to the additional questions, provides each party with copies of them. <u>Id.</u></p> <p>Determination and Written Notice of Determination</p> <p>Basing all decisions on the <i>preponderance of evidence</i> standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):</p> <ol style="list-style-type: none"> 1. Identifies the allegations potentially constituting Title IX sexual harassment; 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the

Actor	Action
	<p>notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on:</p> <ol style="list-style-type: none"> 1. Procedural irregularity that affected the outcome. 2. New evidence now available that could affect the outcome but that was not reasonably available at the time the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). <p>Note: The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.</p>
Title IX Coordinator	<p>Upon receiving an appeal from one party:</p> <ol style="list-style-type: none"> 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. <p>Note: The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, <i>Uniform Grievance Procedure</i>, and with Ill. State Board of Education sex equity regulations requiring districts to “provide for final appeal of grievance decisions made at the system level to the system’s governing board.” 23 Ill. Admin. Code §200.40(c)(1). If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.</p> <p>Note: Some school attorneys recommend that the appeal not go to the Board, so that the Board’s objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. Districts should discuss their options with their board attorney.</p>

Actor	Action
Appellate Decision-Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): <ol style="list-style-type: none"> 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, <i>Personnel Records</i> , and 5:150-AP, <i>Personnel Records</i> , addressing the identification, storage, and access to personnel records. See 7:340, <i>Student Records</i> , along with 7:340-AP1, <i>School Student Records</i> , and 7:340-AP2, <i>Storage and Destruction of School Student Records</i> , addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

Exhibit - Guidance for Board Member Communications, Including Email Use

The Board is authorized to discuss District business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board ~~policy~~ Policy 2.140, *Communications To and From the Board*.

Communications Between or Among Board Members and/or the Superintendent Outside of a Properly Noticed Board Meeting

1. The Superintendent or designee is permitted to email information to Board members. For example, the Superintendent may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Superintendent should copy all other Board members and include a "do not reply/forward" alert to the group, such as: **"BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group; reply only to the sender."**
2. Board members are permitted to discuss any matter except District business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss District business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss District business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing District business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a "do not reply/forward" alert when emailing a message concerning **District** business to more than one other Board member. The following is an example of such an alert: **"BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual."**
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body". 5 ILCS 140/2. Email sent or received by an individual Board member may be,

depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a District-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

First, the communication pertains to the transaction of public business, and

Second, the communication was:

- (1) prepared by a public body,
- (2) prepared for a public body,
- (3) used by a public body,
- (4) received by a public body,
- (5) possessed by a public body, and/or
- (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill. App. ~~Ct.4th~~, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school District business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act and, thus, are subject to disclosure during proceedings to enforce the Open Meetings Act.
 - b. Sent and/or received by an individual Board member on a District-issued device or District-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a District-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the District.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough Board

members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the District's possession.

- e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the District's possession because Board members were functioning collectively as a public body.

The District's Freedom of Information Officer and/or Attorney for the District will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act, only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email, to the appropriate District office where it will be stored. If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act.

Important: Do not destroy any email concerning a topic that is being litigated without obtaining the Attorney for the District's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see *Administrative Procedure 2.250-AP2*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063.

Exhibit - Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to one of the District's Freedom of Information Officers who can give you an estimate of copying fees. Copying fees, if any, must be paid before copies will be provided.

Name of individual(s) requesting District records			Organization
Address			Telephone number
City	State	Zip	Email <u>address</u>

Please check if this request of records is being made for a commercial purpose. Section 5 ILCS 140/2(c-10) of the Freedom of Information Act states: "Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education". Section 5 ILCS 140/3.1(c) states: "It is a violation of ~~this Act~~[FOIA] for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

Please check if a fee waiver or reduction is being requested. Section 105 ILCS 140/6(c) of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit."

Please indicate your reason for requesting a fee waiver: _____

Record description (Please be specific)

Check if you are requesting:

Inspection	Copy	To be Mailed
Electronic Copy	Fee* (if any)	To Pick up

Signature

Date of Request

~~LEGAL REF.: 105 ILCS 5/10-22.32.~~
~~CROSS REF.: 2.100, 2.120, 4.50~~

**Exhibit - Immediately Available District Public Records and
 Web-Posted Reports and Records**

The District's Freedom of Information Officers designate the public records that are listed in this table as being immediately available to the public. The records that are asterisked (*) are posted on the District's website and may be inspected, downloaded, printed, and/or copied. Any asterisked (*) public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
<ul style="list-style-type: none"> * Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year * Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded * Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded 	5 ILCS 120/2.02.
<ul style="list-style-type: none"> * Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days 	5 ILCS 120/2.06(b).
<ul style="list-style-type: none"> * Description of the District and its records including: <ol style="list-style-type: none"> 1. Summary of the District's purpose 2. Functional subdivisions 3. Total amount of operating budget 4. Number and location of all of its separate offices 5. Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs) 6. Identification and membership of the Board 7. Brief description of the methods whereby the public may request information and public records 8. Directory information for the Freedom of Information Officer 	5 ILCS 140/4. The District must prominently post the list at each administrative office and make it available for inspection and copying.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>9. Address where requests for public records should be directed 10. Fees</p>	
<p>* A hyperlink to an email address(es) for members of the public to communicate with members of the Board</p>	<p>50 ILCS 205/20. The hyperlink must be easily accessible from the District's home page.</p>
<p>Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2. This may be accomplished using Ill. State Board of Education (ISBE) <i>School District Budget Form</i> (50-36) or the summary pages from it. The District must notify its students' parents/guardians when the budget is web-posted along with its website address.</p>
<p>* <u>Notice of a public hearing under the Truth in Taxation Law, when applicable</u></p>	<p><u>35 ILCS 200/18-75. The notice must be posted not more than 14 days nor less than seven days prior to the date of the public hearing. Id. at 18-80.</u></p>
<p>* <u>Notice of public hearing on waiver or modification of a School Code mandate, when applicable</u></p>	<p><u>105 ILCS 5/2-3.25g(c-5). The time, date, place, and general subject matter of the public hearing must be posted least 14 days prior to the hearing. If the District is requesting to increase the fee charged for driver education authorized pursuant to 105 ILCS 5/7-24.2, the website information must include the proposed amount of the fee the district will request. See 2.20-E1, Waiver and Modification Request Resource Guide.</u></p>
<p>* District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by October<u>Oct.</u> 31 of each year, unless otherwise provided by law)</p>	<p>105 ILCS 5/10-17a, amended by P.A.s 102-16 and, 102-294, 102-539, and 102-594. Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must:</p> <ol style="list-style-type: none"> (1) present them at a regular Board meeting, (2) post them on the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. <p>The District also must send a written notice home to parents/guardians stating:</p>

Web-posted records and information	Web-posting statutory reference and special instructions
	<p>(1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.</p>
<p>* A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before December<u>Dec.</u> 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.</p>
<p>Annual Statement of Affairs</p>	<p>105 ILCS 5/10-17.</p> <p>The District is not required to web-post this document. It must, annually by December<u>Dec.</u> 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the District.</p>
<p>* Fiscal Efficiency Report, summarizing the District's attempts to improve fiscal efficiency through shared services or outsourcing in the prior fiscal year.</p>	<p>105 ILCS 5/17-1.1, amended by P.A. 102-1088.</p> <p>The report must be:</p> <p>(1) Approved by the Board at an open meeting that allows for public comments, and (2) Primarily in checklist form and approximately one page in length.</p>
<p>Beginning in levy year 2022, if the District has an aggregate property tax levy greater than \$5,000,000, it will make good faith efforts to electronically publish the following data from all vendors and subcontractors doing business with the District:</p> <p>1. Whether the vendor or subcontractor is minority-owned, women-owned, or veteran-owned;</p>	<p>35 ILCS 200/18-50.2, added by P.A. 102-265.</p> <p>The law does not define <i>electronically publish</i>; website posting is a means of compliance. This item is not asterisked should the District choose to electronically publish the information offline.</p>

Web-posted records and information	Web-posting statutory reference and special instructions
<p>2. Whether the vendor or subcontractor holds a certification as a minority-owned, women-owned, or veteran-owned business as defined in 30 ILCS 575/, or if they are self-certifying; and</p> <p>3. If the vendor self-certifies, whether it qualifies as a small business under federal Small Business Administration standards (See www.sba.gov/federal-contracting/contracting-guide/size-standards).</p>	
<p>* <u>Notice of a public hearing at which the Board will consider closing a school, when applicable</u></p>	<p><u>105 ILCS 5/10-22.13. The notice of the public hearing must be provided at least 10 days prior to the hearing and include the time, date, place, and name or description of the school building that the Board is considering closing.</u></p>
<p>* Explanation of the data elements of covered information that the District collects, maintains, or discloses to any person, entity, third party, or governmental agency.</p> <p>* A description of the procedures that parents/guardians may use to carry out their rights under 105 ILCS 85/33(c)(1), (2), & (3), including the right to:</p> <ol style="list-style-type: none"> 1. Inspect and review their child's covered information 2. Request a paper or electronic copy of their child's covered information 3. Request corrections for factual inaccuracies contained in their child's covered information. 	<p>105 ILCS 85/27(a)(1).</p> <p>The explanation of data elements of covered information must be clear and understandable by a layperson and cover the following: (1) how the District uses the covered information; (2) to whom or what entities the District discloses the covered information; and (3) for what purpose the District discloses the covered information.</p> <p>The explanation of data elements and description of parent rights procedures must be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>* A list of operators with whom the District has written agreements and the following for each operator:</p> <ol style="list-style-type: none"> 1. Copy of the agreement 2. Business address 	<p>105 ILCS 85/27(a)(2) & (3).</p> <p>The District must post new operator contracts and an explanation of the data elements of covered information disclosed to the operator (see immediate row above) within 10 business days after entering into the contract. 105 ILCS 85/27(c).</p>

Web-posted records and information	Web-posting statutory reference and special instructions
<p>3. List of any subcontractors to whom covered information may be disclosed or a link to a page on the operator's website that clearly lists the subcontractors</p>	<p>This list must also be updated by Jan. 31 and July 31 each year, as needed.</p>
<p>* A list of <i>breaches</i> of covered information maintained by the school or an operator involving 10% or more of the District's student enrollment. The list must include:</p> <ol style="list-style-type: none"> 1. Number of students whose covered information was involved in the breach, unless the breach involved personal information as defined in the Personal Information Protection Act, 815 ILCS 530/5, in which case the number of students involved may not be disclosed 2. Date, estimated date, or estimated date range of the breach 3. Name of the operator, if applicable 	<p>105 ILCS 85/27(a)(5).</p> <p>The District must update breach information by Jan. 31 and July 31 each year, and it must remain on the District's website for at least five years after the District adds it to the list. Breaches that occurred (or were estimated to have occurred) prior to 7-1-21 or breaches that were posted more than five years prior to updating the current list do not need to be posted.</p>
<p>* Board Policy 7.180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>* Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p>	<p>105 ILCS 5/27-23.7(b)(10) & (11).</p>
<p>* Contact information for the District's Title IX Coordinator(s) and Board policies <u>Policies 2:260</u>, Uniform Grievance Procedure; and 2:265, Title IX Sexual Harassment Grievance Procedure</p>	<p>34 C.F.R. §106.8.</p>
<p>* Training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators</p>	<p>34 C.F.R. §106.45(b)(10)(i)(D). Naming only the training provider and course does not meet this requirement. The U.S. Dept. of Education (DOE) requires training materials be publicly available "so that a district's approach to training Title IX personnel may be transparently viewed by the [district's] educational community and the public, including for the purpose of holding a [district] accountable for using training materials that comply with [Title IX] regulations." 85 Fed. Reg. 30254. Consult the board a <u>Attorney for the District</u> regarding this requirement; making</p>

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 Reviewed: ~~July 2023~~ June 2024
 Amended: August 16, 2023

Web-posted records and information	Web-posting statutory reference and special instructions
	training materials of third-party consultants publicly available may violate their intellectual property rights. The DOE acknowledged the potential for intellectual property violations, suggesting that districts either “secure permission from the consultant to publish the training materials” or create their own training materials. 85 Fed. Reg. 30412.
* Board policy <u>Policy 7-20</u> , Harassment of Students Prohibited, and age-appropriate explanations of its contents in student handbook(s)	105 ILCS 5/10-20.69. The District must have an age-appropriate policy on sexual harassment (1) in the student handbook(s), (2) posted on the District’s website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.
* Board Policy 7.290, <i>Suicide and Depression Awareness and Prevention</i>	105 ILCS 5/2-3.166, amended by P.A. 102-267.
* Contact information for the National Suicide Prevention Lifeline (1-800-273-8255 <u>988</u>) and Crisis Text Line (Text 741741), if the District does not issue student identification cards to all students	105 ILCS 5/10-20. 7681 , added by P.A. 102- 434 <u>416</u> and renumbered by P.A. 102-813, <u>amended by P.A. 103-143</u> .
* Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements.	105 ILCS 5/10-20.47. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.
* All records pertaining to the creation, alteration or revision of school attendance areas shall be open to the public	105 ILCS 5/10-21.3. This law also requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. See Board policy <u>Policy 7-30</u> , Student Assignment and Intra-District Transfer.
* Vacancies for teaching positions in a subject shortage area, before hiring a retired teacher to any such position	40 ILCS 5/16-150.1, amended by P.A. 102-440. The District must, on an ongoing basis, post the vacancy for a period of at least 90 days

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Amended: August 16, 2023

Web-posted records and information	Web-posting statutory reference and special instructions
	during the six months preceding either the fall or spring term for which it seeks to employ a retired teacher in a subject shortage area. This posting requirement is in effect for employment ending no later than June 30, 2024.
* Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination	<p>50 ILCS 205/3c, amended by P.A. 100-1040.</p> <p>Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved.</p> <p>NOTE: The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, eff. 1-1-19, prohibits an employee of a school district with contract provisions from receiving any severance if he or she is fired for <i>misconduct</i> by the board, which includes sexual harassment and/or discrimination. Id. at 415/5. For more discussion about the reconciling these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
* As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted	<p>5 ILCS 120/7.3.</p> <p>The report must be posted within six business days after the District approves a budget.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p> <p>The Ill. Attorney General's office has not provided guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., Teachers' Retirement System (TRS) participants.</p>
* As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per	<p>5 ILCS 120/7.3.</p> <p>The report must be posted at least six days before the District approves an employee's</p>

Adopted: February 11, 2009
 Reviewed: ~~July 2023~~ June 2024
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Web-posted records and information	Web-posting statutory reference and special instructions
<p>year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted. NOTE - <i>As of 10/1/15, a response has not yet been received from the Illinois Attorney General's office to a request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</i></p>	<p>total compensation package that is equal to or in excess of \$150,000.</p> <p>The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>* As an employer that participates in IMRF, a link to information posted on the IMRF website at: www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information</p>	<p>40 ILCS 5/7-135.5.</p>
<p>* Board policy <u>Policy</u> 5.120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest</p>	<p>105 ILCS 5/22-85.5(e), added by P.A. 102-676.</p>
<p>A description of activities to address intergroup conflict (an optional program authorized by <u>Sec.105 ILCS</u> 27-23.6)</p>	<p>105 ILCS 5/27-23.6(c).</p>
<p>The total number of personnel with a school support personnel endorsement, and for each endorsement area:</p> <ol style="list-style-type: none"> 1. Those actively employed by the District on a full-time basis; 2. Those actively employed by the District on a part-time basis; and 3. Those actively employed by a special education cooperative providing services to students in the District 	<p>105 ILCS 5/10-20.80, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its school support personnel information as of Oct. 1 to ISBE and web-post it.</p>
<p>The total number of students enrolled in the District and of that total, the number of students with an individualized education program or Section 504 plan</p>	<p>105 ILCS 5/2-3.182, added by P.A. 102-302 and renumbered by P.A. 102-813.</p> <p>Annually by Dec. 1st, the District must report its enrollment information as of Oct. 1 to ISBE and web-post it.</p>
<p>* <u>Notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504</u></p>	<p><u>105 ILCS 5/14-6.01, amended by P.A. 102-1072. The notice shall: (1) identify the location and phone number of the District office or employee to whom inquiries about the</u></p>

Adopted: February 11, 2009
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Web-posted records and information	Web-posting statutory reference and special instructions
	<p><u>identification, assessment, and placement of children with disabilities should be directed, and (2) inform parents/guardians who are deaf or do not typically communicate using spoken English that they are entitled to the services of an interpreter when participating in a Section 504 meeting.</u></p>
<p>* Names of Board members who have completed professional development leadership training</p>	<p>105 ILCS 5/10-16a, amended by P.A. 102-638, requires the District to post on its website the names of all Board members who have completed professional development leadership training. The web-posting may be expanded to log all Board members' training and development activities.</p> <p>5 ILCS 120/1.0(b) and (c) require each Board member to complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the Board.</p> <p>105 ILCS 5/24-16.5 requires each Board member to complete a training program on performance evaluations before voting on a dismissal based on a performance evaluation pursuant to the Performance Evaluation Reform Act.</p>
<p>Immunization data reported to ISBE by each November <u>Nov.</u> 15</p>	<p>105 ILCS 5/27-8.1(6).</p> <p>By December <u>Dec.</u> 1, the District must annually make the immunization <i>data</i> that it must report to ISBE each year publicly available. The data, not its format, must be identical to the data reported to ISBE.</p> <p>Boards have control over the method(s) used to make this data publicly available. One method is to instruct the reader to ask for the data directly from ISBE.</p>
<p>Information on mental health issues and local treatment resources</p>	<p>The Ill. House of Representatives encouraged this in HR 478 (99th General Assembly, 5/31/15)</p>
<p>All reliable assessments, scored by entities other than the District, that are administered in each of the District's schools</p>	<p>105 ILCS 5/22-82(b).</p> <p>These must be made available to parents and/or guardians through the District's website or paper handouts.</p>

Web-posted records and information	Web-posting statutory reference and special instructions
* The District's Remote and/or Blended Remote Learning Day Plan, when the Governor has declared a public health emergency pursuant to 20 ILCS 3305/7.	105 ILCS 5/10-30(6).
* If offered by the District, identification of the curriculum the District uses to provide comprehensive personal health and safety and comprehensive sexual health education (National Sex Education Standards (NSES)), the scope and sequence of these instructional materials, and the name and contact information, including an email address, of a school staff member who can respond to inquiries about instruction and materials	105 ILCS 5/27-9.1a, added by P.A. 102-522.
* Board policy <u>Policy 6:135</u> , Accelerated Placement Program	23 Ill. Admin. Code §227.60(a).
* Board policy <u>Policy 7.70</u> , Attendance and Truancy	23 Ill. Admin. Code §207.20(b).
* <u>Board Policy 2.270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</u>	<u>105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24.</u>
* <u>The name(s) of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school within the District.</u>	<u>105 ILCS 5/2-3.163(c), amended by P.A. 103-504.</u> <u>Every public school must designate at least one employee to take the Ill. Dept. of Human Services' PUNS training. Id. See Board policy 5:100, Staff Development Program.</u>
* <u>If the District has one or more school buses equipped with an automated traffic law enforcement system, notice to drivers that its buses are so equipped.</u>	<u>625 ILCS 5/11-208.9(m).</u>

Exhibit – Title IX ~~Sexual Harassment~~ Glossary of Terms

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX ~~Sexual Harassment~~ Response*, and 2:265-AP2, *Formal Title IX ~~Sexual Harassment~~ Complaint Grievance Process*.

Glossary of Terms

Actual Knowledge – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District’s Title IX Coordinator. Assumption of knowledge based solely on the District’s status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

Appellate Decision-Maker – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker’s determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Complainant – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that “recipients must clearly define consent and must apply that definition consistently.” 85 Fed. Reg. 30125.
Consult the Board Attorney if the District would like to customize this definition.

Education Program or Activity – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District’s Title IX obligations extend to off-campus sexual harassment incidents “if the off-campus incident occurs as part of the [district]’s ‘operations’ pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)” or if the District “exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a).” 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District’s *operations*. *Id.* at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District’s operations. *Id.* at 30202. **Consult the Board Attorney for further guidance.**

Formal Title IX Sexual Harassment Complaint – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District’s education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

Initial Decision-Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Investigator – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Respondent – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or

class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

Sexual Harassment Governed by Laws Other Than Title IX – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.

Adopted: September 29, 2020

Reviewed: ~~February 2023~~ June 2024

Amended: March 15, 2023

- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

Title IX Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).
 - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to ~~Subpart~~ ~~Subpart~~ D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
 - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
 - *Domestic violence* includes any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may constitute criminal behavior, by a person who: (1) is a current or former spouse or intimate partner of the victim; (2) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (3) shares a child in common with the victim; or (4) commits acts against a youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(12).
 - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(36).

Administrative Procedure - Insufficient Fund Checks

The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution for any reason:

1. The Superintendent or designee will contact the individual by telephone as soon as the check is returned to the District. The individual will be asked to pay the returned check and the returned check fee.
2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter and shall include notice of liability for the costs and expenses. A written demand is necessary to become eligible for any costs and expenses in excess of a \$25.00 collection fee (810 ILCS 5/3-806).
3. If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the Attorney for the District ~~for~~ to discuss further collection action.

~~LEGAL REF.: 810 ILCS 5/3-806.~~
~~GROSS REF.: 4.45~~
~~ADMIN.PROC.: 4.45-E1, 4.45-E2, 4.45-E3~~

Adopted: October 14, 2009
Reviewed: ~~August 2014~~ June 2024
Amended: September 10, 2014

Administrative Procedure - Controls for the Use of District Credit and Procurement Cards

This procedure implements, and is subject to, Board ~~policy~~ Policy 4.55, *Use of Credit and Procurement Cards*. The business office shall oversee the following controls:

Issue District credit and/or procurement cards to only authorized individuals.

1. Require prior authorization from the Superintendent or designee before issuing a card to any individual.
2. Have cardholders sign Exhibit 4.55-E1, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.
3. Instruct cardholders:
 - a. In the proper use of cards, and;
 - b. How to document purchases, including the need to: (a) present an itemized receipt in addition to a credit or procurement card receipt for each item, (b) indicate the date, purpose, and nature of the charge on the receipt, and (c) identify the names of individuals for whom expenditures were incurred on the receipt.

Monitor that credit and/or procurement cards are being used for appropriate purchases.

1. Prohibit the use of District credit or procurement cards for personal expenses. Two problems prevent personal use pending later reimbursement – there is no guarantee of reimbursement and the practice is a *de facto* loan available only to certain employees.
2. Do not use cards that allow cash advances or cash back from purchases.
3. Establish reasonable credit limits for each purchase, transaction, and/or the balance total on each card. Reduce the limits on existing cards if necessary. Require prior authorization for purchases above these limits.
4. When a card is used for “emergency purposes,” require that the user clearly document the emergency situation that justified the need.
5. Block certain types of vendors or purchases using Merchant Category Codes – these categorize businesses by the products or services they provide. Request that the card issuer prohibit charges from dry cleaners, health or beauty spas, liquor stores, race tracks, casinos, churcheshouses of worship, physicians, and other merchant categories the District will never use.
6. Perform scheduled and random analyses of individual cardholders. This includes examining the continued need for the card and the nature of purchases being made.
7. Perform scheduled and random analyses to determine whether Board policy is being followed.

Safeguard District credit and procurement cards.

1. Keep all cards in a secure location.
2. Issue cards only for the time period that they are needed.
3. Issue cards in the names of specific individuals to help maintain accountability.
4. Prohibit a card's use by anyone other than the individual to whom a card is issued.
5. Develop and follow procedures to cancel cards when lost or stolen and when individuals leave employment.
6. Cancel existing cards that are not needed or accounted for.
7. Review and update master credit card lists annually.

Monitor credit and/or procurement card statements.

1. Review statements and watch for suspicious activity, such as, unusual destinations or items, purchases from a vendor whose reputation has not been verified, or purchases that would have been less expensive if another available payment method had been used.

Adopted: September 23, 2009

Reviewed: June ~~2015~~2024

Amended: August 12, 2015

2. Have billing statements broken down by individual user.
3. Have a reconciliation process and timetable. This includes:
 - a. Reconciling credit card statements to itemized receipts and invoices;
 - b. Examining the documentation supporting purchases to ensure charges are authorized and reasonable;
 - c. Delegating approval, verification, and payment of bills to different individuals; and
 - d. Requiring someone other than the cardholder or an individual supervised by the cardholder to review and approve transactions.
4. In exceptional circumstances when the Superintendent approved a charge that would otherwise be disallowed, maintain a record documenting the Superintendent's approval as well as all other pertinent information about the charge.
5. Review all uses of a card via telephone, fax, and the Internet to be sure they were approved by the Superintendent or designee.
6. Establish a way of recouping inappropriate charges.
7. Do not use automatic payment deductions to pay credit or procurement card bills.
8. Pay bills on time to avoid paying fees and late charges.
9. Appropriately follow up on any discrepancies.
10. Verify that the items purchased were actually received.
11. Account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and verify that it was used for the District's benefit.

The following District employees may be issued District credit and/or procurement cards. Other District employees may use a District credit and/or procurement card after receiving specific authorization from the Superintendent.

Employment Position	Authorized Use and Other Limitations
Superintendent	<ul style="list-style-type: none"> ▪ Actual and necessary expenses incurred in the performance of the Superintendent's duties. ▪ Expenses related to professional development.
Assistant Superintendents District Administrators	<ul style="list-style-type: none"> ▪ Actual and necessary expenses incurred in the performance of the job duties. ▪ Expenses related to professional development.
Building Principals	<ul style="list-style-type: none"> ▪ Purchases of materials and supplies for his or hertheir building that must be made quickly and/or are too small to process through the regular procedure. ▪ Expenses from student activity funds for educational, recreational, or cultural purposes. ▪ Expenses related to professional development.

~~GROSS REF.: 4.55~~
~~ADMIN. PROC.: 4.55-E1~~

Adopted: September 23, 2009
 Reviewed: June ~~2015~~2024
 Amended: August 12, 2015

**Exhibit – Cover Page Documenting the Process to Seek Offset
 From the Illinois Office of the Comptroller (IOC)**

This cover page documents the steps the District must take before recovering a delinquent debt through an offset (~~reduction~~deduction) of a future payment the State makes to an individual responsible for the delinquent debt. An Intergovernmental Agreement (IGA) between the IOC and the District must be in place before the District may seek an offset to satisfy a delinquent debt. Consult the Attorney for the District for assistance in implementing a District-wide delinquent debt recovery program that will satisfy the requirements necessary to enter into an IGA with the IOC, e.g., the Superintendent should ensure that the District uses a uniform process to seek offset from the IOC. After completing a step, the responsible staff person must record the date, initial the step, and put all material into the claim folder.

Confidential Inter-Office Information

Definitions

- *Business Office* means the District department that provides the District’s fiscal and business management.
- *Change in status* means, without limitation, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the ability for the debt to remain subject to an offset, as provided for in the Intergovernmental Agreement (IGA).
- *Claim* means the demand for payment of a delinquent debt.
- *Claim folder* means the folder containing material for an individual claim; it includes this cover page, the documentation of the Building Principal or designee’s notifications of debt and request(s) for payment, the Notice of Claim, relevant supporting information, and any material or explanation received from the Debtor.
- *Debtor* means the person or entity responsible for satisfying a delinquent debt.
- *IOC* means Illinois Office of the Comptroller.
- *Notice of Claim* means Exhibit 4.45-E2, Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge.
- *Offset* means a deduction of the amount of a debt owed to the District from a future payment that the State makes to an individual or entity that is responsible to satisfy the debt.

Debtor

Contact Information

~~The claim is satisfied.~~

~~The process to seek offset from the Illinois Office of the Comptroller has ended and the claim folder is closed.~~

~~_____~~ ~~_____~~

~~Date~~ ~~Initials~~

When the District enters the IOC Program through an IGA, and the District decides a Claim will be referred to the IOC, the following steps will be documented:

Step	Date	Initials
Building Principal sent written documentation referring a claim for further recovery proceedings. This documentation is placed in the claim folder.		

Adopted: December 12, 2012
 Reviewed: June ~~2015~~2024
 Amended: August 12, 2015

Step	Date	Initials
Superintendent or designee has inspected the Building Principal's written documentation above <u>(including 105 ILCS 123/, requirements if the debt involves school lunch accounts)</u> and agrees that the claim should be referred for recovery through the IOC. Note: Consult the Attorney for the District. Treating claims differently, i.e., referring some and not others, may trigger the Constitution's Equal Protection Clause.		
District sent the Notice of Claim; certified mail, return receipt requested. <u>For unpaid meal charges, District staff have followed procedures to prevent meal charges from accumulating and made reasonable efforts to collect all funds due to the District on a regular basis before the end of the school year (105 ILCS 123/).</u> Note: While certified mail is not required, it is a best practice <u>to send regular and certified, first-class mail.</u>		
Receipt of certificated receipt showing delivery of the Notice of Claim on _____ .		
Receipt of the Debtor's challenge to the claim. <i>If no challenge is received by the deadline in the Notice of Claim, send the claim folder to the Superintendent's office for review and continued processing.</i>		
Receipt of Debtor's written explanation and/or any documentation.		
Arrangements made for informal proceeding with Debtor; scheduled for _____. <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person		
Informal proceeding held with Debtor. <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person Attendees: _____ _____		
<p>Decision of the Business Office Business office <i>[name]</i> _____, found that the claim should be considered: <input type="checkbox"/> Satisfied or <input type="checkbox"/> Enforceable. <i>(Check boxes below that apply).</i></p> <p><input type="checkbox"/> Debtor asserted waiver of student fees as a challenge to paying the claim. <input type="checkbox"/> Exhibit 4.140-E1, <u>Application for Fee Waiver or 4.140-E2, Application for Fee Waiver Based on Federal Free Meals Program</u> was provided to Debtor and documented in the claim folder. <input type="checkbox"/> Exhibit 4.140-E2-E3, <u>Response to Application for Fee Waiver, Appeal, and Response to Appeal</u> is placed in folder.</p> <p><input type="checkbox"/> Debtor asserted application for meal benefits as a challenge to paying the claim. <input type="checkbox"/> <u>4.130-E1, Free and Reduced-Price Food Services; Meal Charge Notifications</u> was provided to Debtor and is documented and placed in the claim folder. <input type="checkbox"/> <u>Documentation of the student's eligibility for free and reduced-price food services is documented and placed in the claim folder.</u></p> <p><input type="checkbox"/> Debtor fee waiver request <u>or application for meal benefits request</u> was: <input type="checkbox"/> Granted or <input type="checkbox"/> Denied. _____ If denied, did Debtor appeal the denial? <input type="checkbox"/> Yes or <input type="checkbox"/> No. Note: Fee waivers <u>and/or eligibility for free and reduced-price food services</u> satisfy a claim.</p>		

Step	Date	Initials
Business office <u>[name]</u> , forwarded the claim folder to the Superintendent's office.		
If the Business office found that the claim is satisfied, the Superintendent or designee notified the Debtor that the claim is considered satisfied. He or she Closed this claim folder and checked the "claim is satisfied" box above.		
<p>Review by Superintendent or designee If the Business office found the debt to be enforceable, the Superintendent or designee independently reviewed the claim and made the following finding:</p> <p><input type="checkbox"/> Satisfied. Debtor sent a notification on _____. The "claim is satisfied" box is checked and the claim folder is closed.</p> <p><input type="checkbox"/> Enforceable. Debtor notified on _____ that the claim must be paid by _____ to <u>avoid</u> further collection efforts.</p>		
<p>Certification of Past Due Debt to the IOC The Superintendent or designee certifies the debt as required in the terms of the IGA between District and the IOC.</p>		
<p>Offset Processing with the IOC The Superintendent or designee updates a Debtor's records as required by the terms of the IGA between the District and the IOC <u>and/or 105 ILCS 123/.</u></p>		



CROSS REF.: 4.45
ADMIN. REF.: 4.45-E2

**Exhibit – Notice of Claim and Intent to Seek Debt Recovery;
Challenge; and Response to Challenge**

Print On-on District Letterhead or on Form with District Name and Address

**The information in this Notice of Claim is confidential; disclosure is limited
to staff members who have a business need to be informed.**

Section 1 - Notice of Claim and Intent to Seek Payment of a Delinquent Debt. *The District completes this section and sends the entire Notice of Claim to the person or entity that is the subject of the claim.*

To: _____
Name Address

Our records show that you owe the District \$ _____ for: *[describe the reason for the debt and date(s) incurred]* _____

After attempts at the school-building level to notify you of this debt and obtain payment, your debt has been referred to the District’s Business Office. This debt is past due and legally enforceable. Unless this debt is paid on or before _____, the District will seek collection to the fullest extent of the law. That means that you may see a decrease in a future payment(s) that the State makes to you by the amount of the debt that you owe the District, plus a recovery fee until your debt is paid.

You may challenge this claim any time before _____ by completing Section 2 below and returning this *Notice of Claim* to the Superintendent’s office. If you challenge the debt, you will be invited to an informal proceeding in which the District Business Office will describe the claim and you can explain why you believe the claim is invalid and/or the amount is wrong. A decision finding the debt enforceable will be automatically reviewed by me or my designee (who is not a subordinate of the individual making the enforceability finding.)

Superintendent Date

Section 2 – Challenge. *The individual or entity who wants to challenge the claim must complete this section and return the entire Notice of Claim to the Superintendent’s office.*

I am challenging the claim. *Please check all that apply.*

- I am submitting with this Notice of Claim a written explanation of why I believe the claim is invalid or the amount is wrong.
- I would like to explain why I believe the claim is invalid or the amount is wrong during an informal proceeding by telephone or at a meeting in the District office.
- I am requesting a copy of this Challenge to my Notice of Claim.

Adopted: December 12, 2012
Reviewed: June ~~2015~~2024
Amended: August 12, 2015

Individual or entity challenging the claim

Date

Contact Number

Section 3 - Findings. *The Business Office completes this section and forwards the entire Notice of Claim to the Superintendent's office along with relevant supporting information and any material or explanation received from the individual or entity challenging the claim.*

The Business Office finds that this debt should be considered: **Satisfied.**
 Enforceable.

Business Office

Date

Section 4 – Review of Findings and Response to Challenge. *The Superintendent or designee who reviewed the findings completes this section and sends a copy of the Notice of Claim to the person or entity who challenged the claim.*

This debt is satisfied.
 Your challenge is denied. You must pay the debt by _____ to avoid further collection efforts.

Superintendent

Date

Section 5 – Certification of Past Due Debt to the Ill. Office of the Comptroller (IOC). *The Superintendent or designee who reviewed the findings completes the process of certifying to the IOC Local Debt Recovery Program that the District has provided the Debtor with the due process necessary to begin the IOC Offset process pursuant to an existing Intergovernmental Agreement with the IOC and/or the requirements of 105 ILCS 123/.*

~~CROSS REF.: 4.45~~
~~ADMIN. REF.: 4.45-E1~~
Adopted: December 12, 2012
Reviewed: June ~~2015~~2024
Amended: August 12, 2015

Administrative Procedure / General Personnel
Workplace Accommodations for Nursing Mothers

The District accommodates mothers who choose to continue breastfeeding after returning to work. An employee who is a nursing mother may take reasonable unpaid breaks each day to express breast milk or breastfeed her infant. The employee's supervisor shall help the employee arrange a break schedule accommodating the nursing mother while minimizing disruption. The break time must, if possible, run concurrently with any break time already provided to the employee.

Each Building Principal or chief administrator in another District building shall identify a private room or space where, if a request is made, an employee may express milk or breastfeed her infant. The private space must:

- (1) be in close proximity to the work area and be other than a bathroom; and
- (2) be free from intrusion from coworkers and the public; and
- (3) include an electrical outlet for the use of an electric breast pump.

Supervisors should consider ways to accommodate an employee's needs with minimal disruption of the school environment. If possible, supervisors will ensure that employees are aware of these workplace accommodations prior to maternity leave.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. §207(r).
740 ILCS 137/, Right to Breastfeed Act, 740 ILCS 137/1 et seq.
820 ILCS 260/, Nursing Mothers in the Workplace Act, 820 ILCS 260/1 et seq.
Fair Labor Standards Act, 29 U.S.C. §207(r) added by P.L. 111-148.

CROSS REF.: 5.200 (Terms and Conditions of Employment and Dismissal), 5.300 (Schedules and Employment Year)

Adopted: October 28, 2009
Reviewed: ~~July 2015~~ June 2024
Amended: August 26, 2015

School Wellness

Unit 5 will work to promote a culture of wellness within the entire school community.

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board Policy 6.60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board Policies 6.60, *Curriculum Content* and 7.260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board Policies 6.60, *Curriculum Content* and 7.260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

Goals for Other School-Based Activities

The goals for school-based activities include the following:

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

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices consistent with Board policy 4.120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rule). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4.120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent or designee shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy;
- The extent to which schools in the District are in compliance with the policy;
- The extent to which the policy compare to model local school wellness policies;
- A description of the progress made in attaining the goals of the policy;
- How the District will make the results of the assessment available to the public; and
- Where the District will retain records of the assessment.

The Board will monitor and adjust the policy pursuant to policy 2.240, *Board Policy Development*.

Community Involvement

The Board and Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to Board policy 2.140, *Communications To and From the Board* and/or the **Community Engagement** subheading in Board policy 8.10, *Connection with the Community*.

Adopted: August 9, 2006
Reviewed: December 2023
Amended: March 15, 2023

Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: PL 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.
42 U.S.C. §1751 et seq., Richard B. Russell National School Lunch Act.
42 U.S.C. §1758b, PL 111-296, Healthy, Hunger-Free Kids Act of 2010.
42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11 and 210.31.
50 ILCS 205/, Local Records Act
105 ILCS 5/2-3.139.
23 Ill. Admin. Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF: 2.140 (Communications To and From the Board), 2.150 (Committees), 2.240 (Board Policy Development), 4.120 (Food Services), 5.100 (Staff Development Program), 6.60 (Curriculum Content), 7.285 (Anaphylaxis Prevention, Response, and Management Program), 8.10 (Connection with the Community)

Comprehensive Health Education Program

105 ILCS 110/3 requires the District to implement a Comprehensive Health Education Program. Comprehensive Health Education Program is a systematic and extensive educational program designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment which will favorably influence the knowledge, attitudes, values and practices of Illinois [students]; and which will aid [students] in making wise personal decisions in matters of health.

Unless limited to specific grades, the following major educational areas are the basis for curricula in the District's Comprehensive Health Education Program in all elementary and secondary schools:

1. Human ecology and health;
2. Human growth and development;
3. In all grades, age-appropriate sexual abuse and assault awareness and prevention education. Pursuant to 105 ILCS 5/27-13.2, no student in grades pre-K through 8 shall be required to take or participate in any instruction for *recognizing and avoiding* sexual abuse if the student's parent/guardian submits written objection thereto. Refusal to participate in the instruction shall not be reason for failing, suspending, or expelling the student. Through grade 12, an age-appropriate and evidence-informed curriculum pursuant to *Erin's Law* will provide instruction pursuant to [Board policy Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#). The Superintendent must ensure all parent(s)/guardian(s) of students in any of grades K through 8 receive not less than five days' written notice before commencing the instruction.
4. In all grades, a minimum of 16 hours of safety education in the courses of study regularly taught with instruction about:
 - a. Automobile safety, including traffic regulations, highway safety, and the consequences of alcohol consumption and the operation of a motor vehicle;
 - b. Safety in the home, including safe gun storage;
 - c. Safety in connection with recreational activities;
 - d. Safety in and around school buildings;
 - e. Safety in connection with vocational work or training;
 - f. For students in grades 9 through 11, CPR subject to the excusal limitations in the first aid item 26, below; and
 - g. For students in grades 6 through 8, CPR and how to use an AED by watching a training video on those subjects.
 - g-h. [For students enrolled in pre-K through grade 6, water safety that incorporates evidence-based water safety instructional materials and resources.](#)
5. In all grades, tobacco and e-cigarettes and other vapor devices;

Adopted: January 27, 2010
Reviewed: [February-June 2024](#)
Amended: March 20, 2024

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6. In grades K through 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.
7. In grades K through 8, instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse that are integrated into the curricula and designed to promote effective methods for the prevention and avoidance of drug and substance abuse.
8. In grades K through 8, annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum.
9. In grades 5 through 12, alcohol and drug use and abuse, including the medical and legal ramifications of alcohol, drug, and tobacco use that integrates into existing curricula, instruction related to:
 - a. The physical and legal effects and ramifications of drug and substance abuse (including use during pregnancy);
 - b. Ill. State Board of Education (ISBE) instructional materials and guidelines developed to assist the District with incorporating this instruction topic into its curricula; and
 - c. Either as part of existing curricula during the school day or as part of an after-school program, support services and instruction for students who are or students whose parent(s)/guardian(s) are chemically dependent.
10. Beginning with the 2024-2025 school year, in grades 9-12, instruction, study, and discussion on the dangers of fentanyl that includes the following:
 - a. Information on fentanyl itself including its variations, an explanation of the differences between synthetic and nonsynthetic opioids and illicit drugs, and the differences between the legal and illegal uses of fentanyl.
 - b. Side effects and risk factors of using fentanyl, along with information comparing the lethal amounts of fentanyl to other drugs. Information on risk factors may include:
 - (1) the lethal dose of fentanyl,
 - (2) how often fentanyl is placed in drugs without a person's knowledge,
 - (3) an explanation of what fentanyl does to a person's body and the severity of its addictive properties, and
 - (4) how the consumption of fentanyl can lead to hypoxia, as well as an explanation of precisely what hypoxia does to a person's body.
 - c. Details about the process of lacing fentanyl in drugs and why drugs get laced with fentanyl.
 - d. Details about how to detect fentanyl in drugs and how to save someone from an overdose of fentanyl, including:
 - (1) how to buy and use fentanyl strips,
 - (2) how to buy and use naloxone, either through a nasal spray or an injection, and

Adopted: January 27, 2010
Reviewed: ~~February~~ June 2024
Amended: March 20, 2024

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- (3) how to detect if someone is overdosing on fentanyl.
11. In grades 6-12, parenting education that includes instruction in the following:
- a. Child growth and development, including prenatal development.
 - b. Childbirth and child care.
 - c. Family structure, function, and management.
 - d. Prenatal and postnatal care for mothers and infants.
 - e. Prevention of child abuse.
 - f. The physical, mental, emotional, social, economic, and psychological aspects of interpersonal and family relationships.
 - g. Parenting skill development.
12. Family life, specifically its emotional, psychological, physiological, hygienic and social responsibilities, including sexual abstinence until marriage and evidence-based and medically accurate information regarding sexual abstinence; and in grades 6 through 12, instruction on the prevention, transmission, and spread of AIDS. No student shall be required to take or participate in any class or course on family life or AIDS prevention instruction if the student's parent/guardian submits written objection to taking or participating in the family life course or AIDS prevention instruction. Refusal to take or participate in the family life course or AIDS prevention instruction shall not be reason for suspension or expulsion of the student. See 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*.
13. Comprehensive sexual health education (NSES) in grades 8 and 9. No student shall be required to take or participate in any NSES class or course, and a student's parent/guardian may opt the student out of NSES by submitting the request in writing or using 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. Refusal to take or participate in an NSES course or program may not be a reason for disciplinary action, academic penalty, suspension, or expulsion or any other sanction of a student. Active parental consent for their child to participate in NSES is not required; however, because NSES mandates instruction about sexual violence (defined to include sexual abuse) and instruction in recognizing and avoiding sexual abuse required by 105 ILCS 5/27-13.2 requires a minimum of five days' notice to parents/guardians of students in grades K through 8, the District will notify students in grades K through 8 using the **Notice of Sexual Abuse and Assault Awareness and Prevention Education** subhead of 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs*. See also 6:60-AP2, *Comprehensive Sexual Health Education Program (Grades 8 & 9) (National Sex Education Standards (NSES))*.
14. Course materials and instruction to advise students about the Abandoned Newborn Infant Protection Act, 325 ILCS 2/;
15. The prevention and control of disease;

Adopted: January 27, 2010
Reviewed: ~~February~~ June 2024
Amended: March 20, 2024

Page 3 of 5

16. In grades 7 through 12, teen dating violence awareness;
17. In grades 7 through 12, instruction about the prevention of abuse of anabolic steroids in science, health, drug abuse, physical education or other appropriate courses of study. Instruction shall emphasize that the use of anabolic steroids presents a serious health hazard to persons who use steroids to enhance athletic performance or physical development. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students participating in these programs.
18. In grade 9 or 10, one unit of instruction in either grade about donations and transplants of organs/tissue and blood, except if a student's parent/guardian files written objection on constitutional grounds, but refusal to take or participate in the instruction shall not be reason for suspension or expulsion of a student or result in any academic penalty.
19. Public and environmental health;
20. Consumer health;
21. Safety education and disaster survival;
22. Mental health and illness that evaluates the multiple dimensions of health by reviewing the relationship between physical and mental health to enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity and must include how and where to find mental health resources and specialized treatment in the State.
23. Personal health habits;
24. Nutrition;
25. Dental health;
26. Cancer, including, without limitation, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help;
27. Basic first aid including, but not limited to:
 - a. Cardiopulmonary resuscitation (CPR) and the Heimlich maneuver, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization, except if a student's parent/guardian submits written objection, but refusal to participate in the training shall not be a reason for suspension or expulsion of the student; and
 - b. In secondary schools, how to use an automated external defibrillator (AED) shall be included, except if a student's parent/guardian submits written objection, but refusal to participate in the training shall not be a reason for suspension or expulsion of the student.
28. Beginning with the 2024-2025 school year, in grades 9 through 12, instruction, study, and discussion on the dangers of allergies, including recognizing the signs and symptoms of

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an allergic reaction, the steps to take to prevent exposure to allergens, and safe emergency epinephrine administration.

29. Heart disease;
30. Diabetes;
31. Stroke;
32. The prevention of child abuse and neglect;
33. Suicide prevention pursuant to policy 7:290, *Suicide and Depression Awareness and Prevention*;
34. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.

Notice to Parent/Guardian; Requirements; Written Objection(s) and/or Opt-outs

Refusal to take or participate in any course or program that allows parents/guardians to object in writing and/or opt their children out shall not be reason for disciplinary action or academic penalty to the student. The District will provide 6:60-AP1, E1, *Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs* to parents/guardians wishing to provide written objection or opt out of content in the Comprehensive Health Education Program.

LEGAL REF.: 105 ILCS 110/, Comprehensive Critical Health Problems and Comprehensive Health Education Act.

ADMIN PROC.: 6:60-AP2 (Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))); 6:60-AP3 (Developmentally Appropriate Consent Education)

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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 504 plan or 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.

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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)

**Administrative Procedure – Transgender, Nonbinary, and Gender
Non-Conforming Students**

This procedure's accommodation and support guidelines advance the District's goals of (1) providing all students equal access to a safe, non-hostile learning environment, and (2) implementing risk management controls in a developing and unsettled area of the law in which the federal Office of Civil Rights (OCR) and Department of Justice (DOJ) have issued guidance.

While there is no mandate requiring procedures for accommodating transgender, nonbinary, and gender non-conforming students, this procedure guides school officials through the: (1) application of State and federal anti-discrimination laws to this student population, and (2) common needs for which transgender, nonbinary, or gender non-conforming students may request accommodations and support at school. This procedure applies to all school activities, school-provided transportation, and school-sponsored events regardless of where they occur.

The Building Principal, Nondiscrimination Coordinator, and/or Complaint Manager, with input from others as appropriate, will implement this procedure. They will work with each transgender, nonbinary, or gender non-conforming student, and as appropriate with the student's parent(s)/guardian(s), to manage a student's accommodations and supports on a case-by-case basis. The Attorney for the District will be consulted concerning legal compliance.

Gender-Based Discrimination Is Prohibited

School districts must provide equal educational opportunities to transgender, nonbinary, and gender non-conforming students. Under State law, *sex discrimination* extends to claims of discrimination based on *sexual orientation* and *gender identity*. 775 ILCS [5/1-103\(O-1\)](#); 775 ILCS [5/5-101\(11\)](#); 23 Ill. Admin. Code §1.240. The Ill. Human Rights Act ([IHRA](#)) defines *sexual orientation* as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." 775 ILCS [5/1-103\(O-1\)](#). The ~~Act~~ [IHRA](#) permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms. 775 ILCS [5/5-103](#).

Federal law prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a), Title IX of the Education Amendments of 1972. The U.S. Dept. of Education has taken varying positions on the application of Title IX to transgender or gender non-conforming students depending upon the administration in power. However, the Seventh Circuit U.S. Court of Appeals (which has jurisdiction over the State of Illinois) has ruled that a school's practice of denying a transgender student access to the bathroom that aligned with his gender identify violated Title IX because it was a sex-based classification. See [Whitaker by Whitaker v. Kenosha Unified Sch. Dist. No. 1 Bd of Educ.](#), 858 F.3d 1034 (7th Cir. 2017); [A.C. v. Metropolitan Sch. Dist. Of Martinsville](#), [45 F.4th 760 \(7th Cir. 2023\)](#), cert. denied, [2024 WL 156480 \(2024\)](#).

Board ~~policy~~ [Policy](#) 7.10, *Equal Educational Opportunities*, recognizes the legal requirements described above. This procedure's guidance on accommodating transgender, nonbinary, or gender nonconforming students is based on non-regulatory guidance from the Ill. State Board of Education's (ISBE) and the Ill. Dept. of Human Rights (IDHR), as well as OCR pronouncements. See the last section, **Resources**.

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Gender-Based Bullying and/or Harassment Prohibited

The laws prohibiting gender discrimination require the District to protect transgender, nonbinary and gender non-conforming students from bullying and harassment by other students. Under Title IX of the Education Amendments of 1972 (Title IX), a school district is responsible for damages suffered by a student who was the victim of protected sex-based harassment: unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity. 34 C.F.R. §106.30(a). Board ~~policy~~ Policy 2-.265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and its accompanying procedures are used to address sex-based harassment as defined in Title IX.

The School Code prohibits bullying on the basis of actual or perceived sexual orientation, gender-related identity or expression, and/or association with a person or group with one of the aforementioned actual or perceived characteristics. 105 ILCS 5/27-23.7(a). See Board ~~policy~~ Policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, on bullying and the District's suite of bullying prevention materials are used to address and resolve peer bullying and harassment of transgender or gender non-conforming students.

Terminology and Definitions

The District uses the following terms and definitions when discussing accommodations for a transgender student, nonbinary, or gender non-conforming student (from the *Arcadia Resolution Agreement*, 7-24-2013, www.justice.gov/crt/about/edu/documents/arcadiaagree.pdf and ISBE *Non-Regulatory Guidance, Supporting Transgender, Nonbinary and Gender Nonconforming Students*, at: www.isbe.net/supportallstudents). **Note:** Definitions are not intended to label students, but rather to assist with understanding. ~~Gender identity, sex assigned at birth, transgender, and gender transition are defined slightly differently in a Dear Colleague Letter issued jointly by the U.S. Departments of Education and Justice on May 13, 2016 (see Resources below).~~

Gender-based discrimination - a form of sex discrimination, and refers to differential treatment or harassment of a student based on the student's sex, including gender identity, gender expression, and non-conformity with gender stereotypes, that results in the denial or limitation of education services, benefits, or opportunities. Conduct may constitute gender-based discrimination regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

Sex assigned at birth and assigned sex - a label a person is given at birth, often based on a medical professional's interpretation of the newborn's physical characteristics. Common examples may be male or female. This is typically the sex reflected on one's original birth certificate.

Gender expression - an individual's characteristics and behaviors such as appearance, dress, grooming, mannerisms, voice or speech patterns, activities, and social interactions that are perceived as masculine, feminine, both, or neither.

Gender identity - a person's internal, deeply held sense or psychological knowledge of their own gender that can include being female, male, another gender, nonbinary, gender nonconforming, or no gender, and is unrelated to the person's sex assigned at birth. Gender identity is an innate

part of a person's identity, and the responsibility for determining an individual's gender identity rests with the individual. Unlike gender expression, gender identity is not visible to others.

Nonbinary – a term used to describe people whose gender identity is not exclusively male or female, including those who identify as a gender other than male or female, as more than one gender, or as no gender.

Transgender - an individual whose gender identity is different from the individual's assigned sex at birth. Being transgender is not dependent on appearance, body parts, or medical procedures. Transgender can also be used as an umbrella term that encompasses diversity of gender identities and expressions. For purposes of this procedure, a transgender student is a student who consistently and uniformly asserts a gender identity different from the student's assigned sex, or for whom there is documented legal or medical evidence that the gender identity is sincerely held as part of the student's core identity.

Intersex – a term used for a variety of conditions in which a person is born with a reproductive and/or sexual anatomy that does not seem to fit the typical, binary definitions of female or male. Intersex conditions are not always discernable at birth or the awareness of internal anatomy present at birth may not be known to the person until puberty, if it is known at all. A derogatory term previously used for intersex individuals is hermaphrodite.

Gender transition - the process whereby people may change their gender expression, bodies, and/or identity documents to match their gender identity. Transition can be social (changing gender expression, using facilities, using a different name/pronouns), medical (hormones and/or surgeries), and/or legal (changing name/gender marker on identity documents), and is different for every individual. It is common for gender transition to be an ongoing process and is unique to each person.

Gender stereotypes - stereotypical notions of masculinity and femininity, including expectations of how boys or girls represent or communicate one's gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.

Gender non-conforming or gender expansive - one's gender expression or gender identity that does not conform to traditional, societal, or stereotyped expectations based on the sex assigned at birth. Gender expansive individuals may identify as male, female, some combination of both, or neither.

Gender pronouns - The set of words used to refer to someone without using their name. Common examples include, but are not limited to, "she/her/hers," "he/him/his," "they/them/theirs," and "ze/zir/zirs."

Gender support plan - a document that may be used to create a shared understanding about the way in which a student's gender identity will be accounted for and supported at school.

Facilities - facilities and accommodations used by students at school or during school-sponsored activities and trips, and include, but are not limited to, restrooms, locker rooms, and overnight facilities.

Relevant Board Policies for Accommodations, Supports, and Inclusion of Transgender, Nonbinary, or Gender Non-conforming Students

- 2.260 *Uniform Grievance Procedure* - contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
- 2:265 *Title IX ~~Sexual Harassment~~ Grievance Procedure* - contains the process for an individual to report or complain of sexual harassment in violation of Title IX. The District Nondiscrimination Coordinator shall address the report or complaint promptly and equitably.
- 6:60 *Curriculum Content* - requires the history curriculum to include a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois and, if offered by the District, requires the implementation of a comprehensive health education program in accordance with State law, which may include the National Sex Education Standards (NSES) sex education curriculum. If NSES is offered, it must be inclusive and sensitive to students' needs on many bases, including based on their status as intersex and based on their gender, gender identity, and gender expression. See 6:60-AP2, *Comprehensive Personal Health and Safety and Sexual Health Education Program (National Sex Education Standards (NSES))*.
- 6.65 *Student Social and Emotional Development* - requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
- 7.10 *Equal Educational Opportunities* - requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
- 7.20 *Harassment of Students Prohibited* - prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
- 7.130 *Student Rights and Responsibilities* - recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
- 7.160 *Student Appearance* - prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
- 7.180 *Prevention of and Response to Bullying, Intimidation, and Harassment* - contains the comprehensive structure for the District's bullying prevention program.
- 7:185 *Teen Dating Violence Prohibited* - prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7.250 *Student Support Services* - directs the Superintendent or designee to develop protocols for responding to students' social, emotional, or mental health problems that impact learning.
- 7:290 *Suicide and Depression Awareness and Prevention*, directs the Superintendent to develop, implement, and maintain a suicide and depression awareness and prevention program

- 7.330 *Student Use of Buildings – Equal Access* – grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.
- 7.340 *Student Records* – contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

Common Needs for Transgender, Nonbinary, or Gender Non-conforming Students: Accommodations and Supports

The goal of an accommodation is to allow a transgender, nonbinary, or gender non-conforming student to equally participate in educational and co-curricular opportunities. The right of transgender students to accommodations is generally found in legislation (~~Ill. Human Rights Act~~^{HRA} and Title IX) but has not been fully interpreted by the courts. Determining appropriate accommodations must be made on a case-by-case basis depending upon the needs expressed by the student.

The Superintendent may establish a gender support team that will identify accommodations for a specific student. Those accommodations may be documented in a gender support plan or other written document. The Attorney for the District should be consulted and invited to be a member of the team.

This following list of possible accommodation considerations is not exhaustive, and each student's request must be managed on a case-by-case basis. A particular student may not be interested in an accommodation for each item listed. This area of the law is rapidly evolving. **Seek the Attorney for the District's advice concerning the scope and extent of accommodations.**

1. Gender transition
2. Names and gender pronouns. ~~See Kluge v. Brownsburg Cmty. Sch. Corp., 432 F.Supp.3d 823 (S.D. Ind. 2020) (upholding discipline of a teacher for violating written policy requiring employees to address students by their preferred names and genders)~~
3. School student records

For managing demographic information in the ISBE Student Information System, see www.isbe.net/sis/pdf/student_demographics.pdf.

~~ISBE has postponed this not required to collection of student sex, and sexual orientation, or gender identity data for its major programs, unless required for federal reporting by the Data Governance and Organization to Support Equity and Racial Justice Act (20 ILCS 65/20-15(a-), amended by P.A. 103-175 until the 2023-2024 school year. See wwwwww.isbe.net/Documents/Memorandum-Collective-of-Student-Sex-Sexual-Orientation.pdf.~~

4. Student privacy and confidentiality
5. Access to gender-segregated areas (e.g. locker rooms and restrooms)

6. Sports and physical education classes participation in competitive athletic activities and contact sports is resolved pursuant to IHSA policy #34, *Policy and School Recommendations for Transgender Participation* at: www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies
7. Dress codes
8. Gender segregation in other activities (e.g., class discussions and field trips including any overnight school trips)
9. Communication with a new school about gender-specific accommodations upon transfer or graduation.

A transgender, nonbinary, or gender non-conforming student shall be allowed access to gender-segregated areas upon presenting a certified new or amended birth certificate indicating a change in the student's sex designation, an affidavit from a physician indicating the student has a medical diagnosis of gender dysphoria ([7.10-E2 Physician's Affidavit](#)), or name or gender identity change request signed by the student and the student's parent or guardian if the student is a minor ([7.10E3 Name or Gender Identity Change Request](#)).

Training for School Staff Members

Professional development for staff members should include regular opportunities to gain a better understanding of equal educational opportunity laws, gender identity, gender expression, and gender diversity; the development of gender identity in children and adolescents; developmentally appropriate strategies for communicating with students and parents/guardians about issues related to gender identity; gender-affirming approaches to ensuring the safety and support of transgender, nonbinary, and gender non-conforming students; developmentally appropriate strategies for preventing and intervening in bullying incidents; and Board policies regarding equal educational opportunities, bullying, discrimination, and student privacy.

Resources

IDHR, *Non-Regulatory Guidance Relating to Protection of Transgender, Nonbinary, and Gender Nonconforming Students Under the Ill. Human Rights Act* (December 2021), at:

~~www2.illinois.gov/dhr/Publications/Pages/Guidance-Relating-to-Protection-of-Transgender-Nonbinaryand-Gender-Nonconforming-Students.aspx~~
<https://dhr.illinois.gov/publications/guidance-re-illinois-students-1221.html>.

ISBE, *Supporting Transgender, Nonbinary, and Gender Nonconforming Students* (March 1, 2020), at: www.isbe.net/supportallstudents.

Gender Spectrum, an organization whose mission is to help create gender sensitive and inclusive environments for all children and teens, at www.genderspectrum.org.

~~Massachusetts~~ Mass. Department of Elementary and Secondary Education, *Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment Nondiscrimination on the Basis of Gender Identity* (undated), at www.doe.mass.edu/ssce/GenderIdentity.pdf.

Adopted: October 28, 2015

Reviewed: ~~September 2022~~ June 2024

Amended: December 14, 2022

~~OCR Dear Colleague Letter, harassment and bullying (2010), at
www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html.~~

~~OCR and DOJ Consent Decrees and Resolution Agreements:
www2.ed.gov/about/offices/list/ocr/docs/investigations/05115901.html (Anoka-Hennepin School District, MN, 3-5-2012).
www2.ed.gov/about/offices/list/ocr/docs/investigations/09111031.html (Tehachapi Unified School District, CA, 7-7-2011).
www.justice.gov/crt/about/edu/documents/arcadiaagree.pdf (Arcadia Unified School District, CA, 7-24-2013).~~

~~OCR Resources for LGBTQI+ Students, at: www2.ed.gov/about/offices/list/ocr/lgbt.html~~

~~Executive Order No. 11,246, 30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339, (1965), as amended on July 21, 2014, prohibits discrimination by the federal government or federal contractors on the basis of sexual orientation or gender identity. The Secretary of Labor was directed to prepare implementing regulations within 90 days (or by 10-19-2014).~~

~~The School Leaders Risk Management Association. *District Transgender and Gender Nonconforming Student Practice and Policy*, May 2014 (Copyright – Chicago: Brokers Risk Placement Service, Inc., 2014).Ill. Association of School Boards, *Transgender, Nonbinary, and Gender Nonconforming Students: Legal Issues* (Sept. 2023), at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/transgender,-nonbinary,-and-gender-nonconforming-s/.~~

~~CROSS REF.: 2.260, 6.65, 7.10, 7.20, 7.50, 7.60, 7.130, 7.160, 7.180, 7.250, 7.330, 7.340, 8.20~~

~~ADMIN. PROC.: 7.10-E1, 7.10-E2, 7.10-E3, 7.20-AP1, 7.50-AP1, 7.50-E1~~

Administrative Procedure - Harassment of Students Prohibited

~~The intent of t~~This procedure ~~is to~~informs: (1) ~~inform~~ the Building Principal of specific steps to prevent harassment of students; and (2) ~~inform~~ staff members of the appropriate response to allegations of harassment. ~~See the U.S. Department of Education's pamphlet, *Sexual Harassment: It's Not Academic*, ed.gov/about/offices/list/ocr/docs/ocrshpam.html~~

Actor	Action
Building Principal or Designee	<ul style="list-style-type: none"> ▪ Informs staff members and students that the District prohibits harassment of students. ▪ Distributes or references Board policies <u>Policies 7.20 and 2.260, Uniform Grievance Procedure; 2.265, Title IX Grievance Procedure; 2.270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited; and 7.20, Harassment of Students Prohibited</u>, using various methods. ▪ Takes measures to prevent harassment of students, which may include: <ol style="list-style-type: none"> 1. Conducts periodic <u>regular</u> harassment awareness training for all school staff, including administrators, teachers, and <u>guidance school</u> counselors, <u>and ensures all new employees are trained</u>. 2. Conducts periodic <u>regular</u> age-appropriate harassment awareness training for students. 3. Provides a means for students to learn and discuss what constitutes harassment and how to respond to it in the school setting. 4. Surveys students to determine if harassment is occurring at school. 5. Conducts periodic <u>regular</u> harassment awareness training for parents/guardians. 6. Works with parents/guardians and students to develop and implement age-appropriate, effective measures for addressing harassment. 7. Determines when extra supervision and precaution should be taken, such as, when: two or more students seem to be in conflict with one another; there have been previous incidents of harassment, sexual assaults, threats, or bullying around perceived sexual orientation <u>or gender identity or expression</u>; or a specific student has had multiple disciplinary violations. 8. Has a process in place to: (1) inform a staff member when a student that he or she supervises has a history of violent or sexually inappropriate behaviors, and (2) keep such a student constantly supervised. 9. Regularly trains staff members regarding: (1) their classroom and non-classroom supervisory responsibilities, e.g., during a school-sponsored event, before and after school, while students wait for the school bus, between classes, during lunch, and at recess, (2) behaviors that may be an indicator of sexual or physical violence against another student, and (3) what to do when they observe an unusual and disruptive student.

Adopted: January 27, 2010
 Reviewed: ~~October 2014~~ June 2024
 Amended: November 12, 2014

	<ol style="list-style-type: none"> 10. Identifies areas in the school building that are isolated (e.g., restrooms, locker rooms, hallways while classes are in session, stairwells, and empty rooms) and take extra steps to make them safe. 11. Immediately notifies the police and relevant parents/guardians when an assault or attempted assault has occurred. 12. Notify <u>Notifies</u> the Nondiscrimination Coordinator of all reports of harassment.
<p>Nondiscrimination Coordinator and/or Grievance Complaint Manager</p>	<ul style="list-style-type: none"> ▪ Thoroughly and promptly investigates allegations of harassment by: <ol style="list-style-type: none"> 1. Recording all reports of harassment including the names of the persons who made the report, the date the report was made, the alleged harassment, and the school where the harassment allegedly occurred. 2. Distributing Board policy <u>Policies 2.260, <i>Uniform Grievance Procedure</i>; 2.265, <i>Title IX Grievance Procedure</i>; 2.270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>; and 7.20, <i>Harassment of Students Prohibited</i></u>, to any person upon request; 3. Following Board policy <u>Policies 2.260, <i>Uniform Grievance Procedure</i>; 2.265, <i>Title IX Grievance Procedure</i>; 2.270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i>; and 7.20, <i>Harassment of Students Prohibited</i></u>; 4. Notifying a student's parents/guardians that they may attend any investigatory meetings in which their child is present; 5. Keeping the complaining parents/guardians informed of any investigation's progress; and 6. Keeping confidential all information about an investigation and the statements of students and other witnesses. The Superintendent shall be kept informed of an investigation's progress, <u>unless the Superintendent is the subject of the complaint. If a complaint contains allegations involving the Superintendent, the Board President shall be kept informed of an investigation's progress.</u> 7. Notify school administrators of all reports of harassment at their schools, regardless of whether substantiated. Notification should be repeated for all previous reports of harassment of students currently in a school building each time there is a change in administration at the school building.
<p>All District Staff Members</p>	<ul style="list-style-type: none"> ▪ Immediately report to the Illinois <u>Ill. Department</u> of Children and Family Services any situation that provides you with reasonable cause to believe that a child may be an abused child or a neglected child. <u>See Board Policy 5.90, <i>Abused and Neglected Child Reporting</i>.</u> ▪ Promptly notify <u>notifies</u> the Superintendent and Building Principal that you made a report. <u>If a report contains allegations involving the Superintendent, only notifies the Building Principal who shall contact the Board President. If a report contains allegations involving the Building Principal, only notifies the Superintendent.</u>

Exhibit ~ Equal Educational Opportunities Within the School Community

The District welcomes diversity in its schools. Board ~~policy~~ Policy 7.10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District.

These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. ~~2.260~~, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. ~~2.265~~, *Title IX Grievance Procedure*, contains the process that must be followed for complaints of Title IX harassment.
3. ~~2.270~~, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
- ~~2.4.6.65~~, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
- ~~3.5.7.10~~, *Equal Educational Opportunities*, requires that equal educational and co-curricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
- ~~4.6.7.20~~, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
- ~~5.7.7.130~~, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
- ~~6.8.7.160~~, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity, or other characteristic protected by State law.
- ~~7.9.7.180~~, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
- ~~8.10.7.250~~, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health problems that impact learning.

Adopted: October 12, 2016

Reviewed: June 2024

Amended:

| ~~9-11.7-330~~, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.

| ~~10-12.7-340~~, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

Exhibit - Student Handbook Checklist

The Checklist contains mandatory and recommended notices that schools should give to their students and the students' parents/guardians. *Mandatory* means the notices are legally required. *Recommended* means including the notices are a best practice. The Checklist is in the IASB Policy Reference Manual (PRM) format, and it lists corresponding policies, procedures, and exhibits in numerical order within each sub-headed category. A corresponding citation to the ~~Illinois~~ [Illinois-III](#), Principals Association **Online Model Student Handbook (MSH)** is also listed, if one exists. Any handbook should be reviewed by the Board Attorney before distribution to ensure that all mandatory notices are included as this Checklist is subject to change without notice. This Checklist is not a substitute for legal advice.

Mandatory Notices

Student Services

Mandatory Topics	IASB PRM	IPA MSH
Transportation	4.110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Transportation reimbursement eligibility and dispute resolution Note: this program has been withdrawn due to lack of funding	4.110, <i>Transportation</i>	4.10, <i>Bus Transportation</i>
Eligibility criteria for free and reduced lunch	4.130, <i>Free and Reduced-Price Food Services</i> 4.130-E, <i>Free and Reduced-Price Food Services; Meal Charge Notifications</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i>
Waiver of school fees along with the fee waiver application form	4.140, <i>Waiver of Student Fees</i> 4.140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i> 4.140-E1, <i>Application for Fee Waiver</i> 4.140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>	3.10, <i>Fees, Fines & Charges; Waiver of Student Fees</i> 3.10-E1, <i>Application for Fee Waiver</i>
<u>Names of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school within the District.</u>	<u>5.100. Staff Development Program</u>	
School Wellness (required if the District participates in the National School Lunch Program or Breakfast Program)	6.50, <i>School Wellness</i>	
Alternative learning opportunities	6.110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i>	2.90, <i>Credit for Proficiency, Non-District Experiences, Course</i>

Adopted: June 21, 2023

Reviewed: ~~May 2023~~ [June 2024](#)

Amended:

Mandatory Topics	IASB PRM	IPA MSH
		<i>Substitutions and Accelerated Placement</i>
Notification to parents/guardians of English Learners regarding their child's placement in, and information about, the District's English Learners programs	6.160, <i>English Learners</i>	12.60, <i>English Learners</i>
Parental involvement under Title I (only when the district receives Title I funds)	6.170, <i>Title 1 Programs</i> 6.170-AP1, <i>Checklist of Development, Implementation, and Maintenance of Parent and Family Engagement Compacts for Title I Programs</i> 6.170-AP1, E1, <i>District-Level Parent and Family Engagement Compact</i> 6.170-AP1, E2, <i>School-Level Parent and Family Engagement Compact</i> 6.170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Notice to parents required by the Elementary and Secondary Education Act	6.170-AP2, <i>Notice to Parents Required by Elementary and Secondary Education, McKinney-Vento Homeless Assistance, and Protection of Pupil Rights Laws</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Surveys that request personal information from students	7.15, <i>Student and Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Birth certificate requirements for enrollment	7.50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> 7.50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>	
Dental examinations	7.100, <i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>	5.10, <i>Immunization, Health, Eye & Dental Examination</i>
Eye examinations (K and students enrolling in public school for the first time only)	7.100, <i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>	5.10, <i>Immunization, Health, Eye & Dental Examination</i>

Mandatory Topics	IASB PRM	IPA MSH
Vaccinations (influenza and meningococcal)	7.100, <i>Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</i>	5.10, <i>Immunization, Health, Eye & Dental Examination</i>
Administration of medications (includes asthma inhalers and epinephrine injectors, opioid antagonists, and glucagon)	7.270, <i>Administering Medicines to Students</i> 7.270-AP1, <i>Dispensing Medication</i> 7.270-E1, <i>School Medication Authorization Form</i>	5.20, <i>Student Medication</i> 5.20-E1, <i>Student Medication Authorization Form</i>

Student Programs

Mandatory Topics	IASB PRM	IPA MSH
Notice of instruction in recognizing and avoiding sexual abuse	6.60-AP1, <i>Comprehensive Health Education Program</i> 6.60-AP1, E1, <i>Notice to Parents/Guardians Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs</i>	12.40, <i>Sex Education Instruction</i> 12.40-E1, <i>Notice to Parents on Sex Education Instruction</i>
Free appropriate public education to students with disabilities Special education services to eligible children whether or not enrolled in the District	6.120, <i>Education of Children with Disabilities</i> 6.120-AP1, <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (downloadable from IASB website, www.iasb.com) 6.120-AP1, E1, <i>Notice to Parents/Guardians Regarding Section 504 Rights</i>	10.10, <i>Education of Children with Disabilities</i>
<u>Opportunities for registered apprenticeship programs for students in grades 9-12 who are 16 years or older</u>	<u>6.310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</u>	<u>2.90, Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</u>
Counseling options for students who are affected by sexual abuse and grooming behaviors, along with options for victims of sexual abuse and grooming behavior to obtain assistance and intervention	7.250, <i>Student Support Services</i> 7.250-AP2, <i>Protocol for Responding to Students with Social, Emotional, or Mental Health Needs</i>	5.30, <i>Guidance and Counseling</i>

Student Responsibilities

Mandatory Topics	IASB PRM	IPA MSH
IHSA policy on banned substances (required only for IHSA schools)	6.190, <i>Extracurricular and Co-Curricular Activities</i> 6.190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i> 7.240, <i>Conduct Code for Participants in Extracurricular Activities</i> 7.240-AP1, <i>Code of Conduct for Extracurricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Absenteeism and truancy	7.70, <i>Attendance and Truancy</i>	2.10, <i>Attendance</i> 2.50, <i>Truancy</i>
Statement of district ownership of and right to search student lockers	7.140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Search procedures for school grounds and lockers	7.140, <i>Search and Seizure</i>	8.10, <i>Search and Seizure</i>
Notification regarding access to student accounts or profiles on social networking websites	7.140, <i>Search and Seizure</i> 7.140-E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i>	8.10, <i>Search and Seizure</i>
Bullying prohibited and reporting encouraged	7.180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>	6.40, <i>Prevention of and Response to Bullying, Intimidation, & Harassment</i> 6.40-E1, <i>Aggressive Behavior Reporting Form</i>
Teen dating violence prohibited and reporting encouraged	7.185, <i>Teen Dating Violence Prohibited</i>	6.45, <i>Harassment and Teen Dating Violence Prohibited</i>
Prohibition of electronic paging devices and making threat by Internet	7.190, <i>Student Behavior</i>	6.30, <i>Student Behavior</i>
All prohibited conduct in the school discipline code, including, but not limited to: 1. Controlled substances 2. Firearms and other weapons 3. E-cigarettes 4. Gangs and gang-related activity 5. Sexting prohibited	4.170-AP2, E4, <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i> 7.190, <i>Student Behavior</i> 7.190-AP5, <i>Student Handbook - Electronic Devices</i> 7.190-AP6, <i>Guidelines for Investigating Sexting Allegations</i>	6.30, <i>Student Behavior</i>

Mandatory Topics	IASB PRM	IPA MSH
Inform parents/guardians when their child engaged in aggressive behavior along with the school's early intervention procedures	7.190-E1, <i>Aggressive Behavior Reporting Letter and Form</i>	6.40-E1, <i>Aggressive Behavior Reporting Form</i>
Suspension and expulsion, and due process requirements	7.200, <i>Suspension Procedures</i> 7.210, <i>Expulsion Procedures</i>	6.30-E1, <i>Short Term Out-of-School Suspension (1-3 Days) Reporting Form</i> 6.30-E2, <i>Long Term Out-of-School Suspension (4-10 Days) Reporting Form</i>
School bus safety	7.220, <i>Bus Conduct</i> 4.110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i>
Videotape surveillance of buses (if applicable)	7.220, <i>Bus Conduct</i> 7.220-AP, <i>Electronic Recordings on School Buses</i>	4.10, <i>Bus Transportation</i>
Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one)	7.230, <i>Misconduct by Students With Disabilities</i>	10.20, <i>Discipline of Students with Disabilities</i>
Dress code	7.160, <i>Student Appearance</i>	6.20, <i>School Dress Code & Student Appearance</i>
All other conduct prohibited by Board policy - school discipline code	7.190, <i>Student Behavior</i>	6.30, <i>Student Behavior</i>

Student Rights

Mandatory Topics	IASB PRM	IPA MSH
Notice of contact information for nondiscrimination and Title IX coordinator(s) and making reports or complaint of discrimination or sexual harassment	2.260, <i>Uniform Grievance Procedure</i> 2.265, Title IX <i>Sexual Harassment Grievance Procedure</i>	6.40, <i>Prevention of and Response to Bullying, Intimidation & Harassment</i>
Prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy	7.10, <i>Equal Educational Opportunities</i> 2.265, Title IX <i>Sexual Harassment Grievance Procedure</i>	1.50, <i>Equal Opportunity & Sex Equity</i>

Mandatory Topics	IASB PRM	IPA MSH
Sex equity and grievance procedures	2.260, <i>Uniform Grievance Procedure</i> 2.265, Title IX <i>Sexual Harassment</i> <i>Grievance Procedure</i> 7.10, <i>Equal Educational Opportunities</i> 7.20, <i>Harassment of Students Prohibited</i>	1.50, <i>Equal Opportunity & Sex Equity</i>
Sexual harassment prohibited and grievance procedures and age-appropriate information about the sexual harassment policy	2.260, <i>Uniform Grievance Procedure</i> 2.265, Title IX <i>Sexual Harassment</i> <i>Grievance Procedure</i> 7.20, <i>Harassment of Students Prohibited</i> 7.185, <i>Teen Dating Violence Prohibited</i>	6.45, <i>Sexual Harassment & Teen Dating Violence Prohibited</i>
<u>Board Policy prohibiting discrimination and harassment based on race, color, and national origin, and retaliation, and an accessible and age-appropriate summary of the policy</u>	<u>2.270, <i>Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited</i></u>	
Notify parents of their right to request their child's classroom teachers' qualifications	5.190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>
Educational rights of homeless students in the location where homeless children receive services	6.140, <i>Education of Homeless Children</i> 6.140-AP, <i>Education of Homeless Children</i>	12.30, <i>Homeless Child's Right to Education</i>
Notice of parent/ <u>guardian</u> and student rights under the <i>Children's Privacy Protection and Parental Empowerment</i> <u>Protection of Pupil Rights</u> Act	7.15, <i>Student and Family Privacy Rights</i> 7.15-E, <i>Notification to Parents of Family Privacy Rights</i>	11.10, <i>Student Privacy Protections</i>
Notice to parents/guardians about social network passwords	7.140, <i>Search and Seizure</i> 7.140- E, <i>Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act</i>	6.70, <i>Access to Student Social Networking Passwords & Websites</i>
Notice concerning privacy and access rights to school student records	7.340, <i>Student Records</i> 7.340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7.340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>

Mandatory Topics	IASB PRM	IPA MSH
Disclosure of directory information	7.340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i> 7.340-AP1, E2, <i>Using a Photograph or Video Recording of a Student</i>	11.20, <i>Student Records</i>
Information classified as directory information and for objecting to disclosure of information	7.340-AP1, E1, <i>Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records</i>	11.20, <i>Student Records</i>
Military recruiting	7.340-AP1, E3, <i>Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information</i> 7.340-AP1, E4, <i>Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information</i>	11.20, <i>Student Records</i>
Student biometric information (when applicable)	7.340, <i>Student Records</i> 7.340-AP1, E5, <i>Biometric Information Collection Authorization</i>	11.30, <i>Student Biometric Information</i>
Notice to parents/guardians concerning student data collected by schools and operators under the Student Online Personal Protection Act	7.345-AP, E2, <i>Student Data Privacy; Notice to Parents About Educational Technology Vendors</i>	7.40, <i>Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act</i>
Notice of disability accommodation	8.70, <i>Accommodating Individuals with Disabilities</i>	1.110, <i>Accommodating Individuals with Disabilities</i>

General Information

Mandatory Topics	IASB PRM	IPA MSH
Notice before a pesticide application	4.160, <i>Environmental Quality of Buildings and Grounds</i> 4.160-AP, <i>Environmental Quality of Buildings and Grounds</i>	12.80, <i>Pesticide Application Notice</i>
Availability of information concerning sex offenders	4.175-AP1, <i>Criminal Offender Notification Laws; Screening</i> 4.175-AP1, E1, <i>Informing Parents/Guardians About</i>	12.120, <i>Violent Offender Community Notification</i>

Mandatory Topics	IASB PRM	IPA MSH
	<i>Offender Community Notification Laws</i>	
School bus safety	4.110-AP3, <i>School Bus Safety Rules</i>	4.10, <i>Bus Transportation</i>
Asbestos management plan, notice of availability		
Notice to parents/guardians and staff of IHSA's online training video about hands-only CPR and AED	4.170, <i>Safety</i> 4.170-AP6, E1, <i>School Staff AED Notification Letter</i>	
Evidence-informed educational information for parents/guardians on the warning signs of child sexual abuse and assistance, referral, or resource information	4.165, <i>Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors</i>	1.180, <i>Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations</i>
Contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and either the Safe2Help Illinois helpline and/or a local suicide prevention hotline	7.290, <i>Suicide and Depression Awareness and Prevention</i> 7.290-AP, <i>Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program</i>	
Notice that a student athlete and his/her parent must sign acknowledgement of receiving the concussion policy (required only for IHSA schools)	7.305, <i>Student Athlete Concussions and Head Injuries</i> 7.305-AP, <i>Program for Managing Student Athlete Concussions and Head Injuries</i>	9.30, <i>Student Athlete Concussions and Head Injuries</i>
School visitation rights notice	8.95-E1, <i>Letter Notifying Parents/Guardians of School Visitation Rights</i> 8.95-E2, <i>Verification of School Visitation</i>	12.70, <i>School Visitation Rights</i>
Ill. State Board of Elections one-page document explaining voter registration process, available at www.elections.il.gov/ (high schools only)		
Employee code of professional conduct	5.120, <i>Employee Ethics; Code of Professional Conduct; and Conflicts of Interest</i>	
<u>Notice to parents/guardians of the availability of the Ill. State Board of Education's Sexual Abuse Response and Prevention Resource Guide, at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf</u>	<u>5.120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest</u>	

Recommended Notices

Student Services

Recommended Topics	IASB PRM	IPA MSH
Information regarding waiver of student fees	4.140, <i>Waiver of Student Fees</i>	3.10, <i>Fee, fines and Charges: Waiver of Student Fees</i>
Fire drill program, building specific plan	4.170, <i>Safety</i> 4.170-AP1, <i>Comprehensive Safety and Security Plan</i>	5.40, <i>Safety Drill Procedures and Conduct</i>
School safety plans, including severe weather and injury or sudden illness	4.170, <i>Safety</i> 4.170-AP1, <i>Comprehensive Safety and Security Plan</i> 4.170-AP1, E1, <i>Accident or Injury Form</i>	2.100, <i>Home and Hospital Instruction</i>
Targeted school violence prevention program, including threat assessment teams	4.190, <i>Targeted School Violence Prevention Program</i> 4.190-AP2, <i>Threat Assessment Team (TAT)</i>	
Home and hospital instruction	6.150, <i>Home and Hospital Instruction</i>	2.100, <i>Home and Hospital Instruction</i>
Student residency and tuition	7.60, <i>Residence</i> 7.60-AP1, <i>Challenging a Student's Residence Status</i> 7.60-AP2, <i>Establishing Student Residency</i> 7.60-AP2, E1, <i>Letter of Residence from Landlord in Lieu of Lease</i> 7.60-AP2, E2, <i>Letter of Residence to be Used When the Person Seeking to Enroll a Student is Living with a District Resident</i> 7.60-AP2, E3, <i>Evidence of Non-Parent's Custody, Control and Responsibility of a Student</i>	
Parking, building specific	7.140, <i>Search and Seizure</i>	4.20, <i>Parking</i>
Health and school counselor and social work access	7.250, <i>Student Support Services</i>	5.30, <i>Guidance & Counseling</i>
Communicable and infectious disease	7.280, <i>Communicable and Chronic Infectious Disease</i> 7.280-AP, <i>Managing Students with Communicable and-or Infectious Diseases</i>	5.50, <i>Communicable Disease</i> 5.60, <i>Head Lice</i>
Students with diabetes	6.120-AP4, <i>Care of Students with Diabetes</i>	1.130, <i>Care of Students with Diabetes</i> 1.130-E1, <i>Authorization to</i>

Adopted: June 21, 2023

Reviewed: ~~May 2023~~ June 2024

Amended:

Recommended Topics	IASB PRM	IPA MSH
		<i>Provide Diabetic Care</i>
Medical cannabis administration	<i>7.270-E2, School Medication Authorization Form - Medical Cannabis</i>	
Anaphylaxis prevention and response	<i>7.285, Anaphylaxis Prevention Response, and Management Program 7.285-AP, Anaphylaxis Prevention, Response, and Management Program</i>	<i>1.120, Students with Food Allergies</i>
Telephone use, building specific		

Student Programs

Recommended Topics	IASB PRM	IPA MSH
Weighted grades	<i>6.280-AP, Evaluating and Reporting Student Achievement</i>	
District philosophy and goals	<i>1.30, School District Philosophy 3.10, Goals and Objectives 6.10, Educational Philosophy and Objectives</i>	
Remote Learning and/or e-learning program(s)	<i>6.20, School Year Calendar and Day 6.20-AP, Remote and/or Blended Remote Learning Day Plan(s) 6.185, Remote Educational Program</i>	
Anti-bias curriculum	<i>6.60, Curriculum Content</i>	
Driver education eligibility and requirements (high schools only)	<i>6.60, Curriculum Content</i>	
Parental objections to sex education, family life instruction, and sexually transmitted diseases	<i>6.60-AP1, E1, Notice to Parents/Guardians of Sexual Abuse and Assault Awareness and Prevention Education; Requests to Examine Materials; Written Objection(s) and/or Opt-outs</i>	<i>12.40, Sex Education Instruction 12.40-E1, Notice to Parents on Sex Education Instruction</i>
Biking and Walking Safety Education	<i>6.60-AP1, E2, Resources for Biking and Walking Safety Education</i>	
Accelerated placement availability	<i>6.135, Accelerated Placement Program</i>	<i>2:90, Credit for Proficiency, Non-District Experiences, Course Substitutions and</i>

Recommended Topics	IASB PRM	IPA MSH
		<i>Accelerated Placement</i>
Adaptive physical education program exemption	6.310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption from PE Requirement (Regular Education)</i>
Bilingual education availability	6.160, <i>English Learners</i>	12.60, <i>English Learners</i>
Co-curricular activities	6.190, <i>Extracurricular and Co-Curricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
“No Pass, No Play”	6.190, <i>Extracurricular and Co-Curricular Activities</i> 6.190-AP, <i>Academic Eligibility for Participation in Extracurricular Activities</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Parental right to review instructional materials	6.210, <i>Instructional Materials</i>	11.10, <i>Student Privacy Protections</i>
Acceptable use and Internet safety	6.235, <i>Access to Electronic Networks</i> 6.235-AP1, <i>Acceptable Use of the District’s Electronic Networks</i> 6.235-AP1, E1, <i>Student Authorization for Access to the District’s Electronic Networks</i> 6.235-AP1, E2, <i>Staff Authorization for Access to the District’s Electronic Networks</i>	7.10, <i>Internet Acceptable Use</i> 7.10-E1, <i>Internet Acceptable Use Sign-Off</i>
Social promotion	6.280, <i>Grading and Promotion</i> 6.280-AP, <i>Evaluating and Reporting Student Achievement</i>	2.60, <i>Grading and Promotion</i>
High school graduation requirements (high schools only)	6.300, <i>Graduation Requirements</i>	2.120, <i>Graduation Requirements</i>
Right of students with IEP to participate in graduation ceremony (high schools only)	6.300, <i>Graduation Requirements</i>	10.40, <i>Certificate of High School Completion</i>
Physical education, including waiver of required classes	6.310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students</i>	2.80, <i>Exemption from PE Requirement (Regular Education)</i> 10.30, <i>Exemption from PE Requirement (Special Education)</i>

Recommended Topics	IASB PRM	IPA MSH
Class schedules, building specific		
Schedule of testing programs, building specific	6.340, <i>Student Testing and Assessment Program</i>	
Student distribution of non-curricular material	7.310, <i>Restrictions on Publications; Elementary Schools</i> 7.310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i> 7.315, <i>Restrictions on Publications; High Schools</i> 7.315-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools</i>	7.20, <i>Guidelines for Student Distribution of Non-School Sponsored Publications</i>

General Information

Recommended Topics	IASB PRM	IPA MSH
School calendar	6.20, <i>School Year Calendar and Day</i>	
Field trip	6.240, <i>Field Trips</i> 6.240-AP, <i>Field Trip Guidelines</i>	6.60, <i>Field Trips</i>
Release time for religious instruction/observance	7.80, <i>Release Time for Religious Instruction/Observance</i>	2.30, <i>Release Time for Religious Instruction and Observance</i>
Release time for students voting in elections	7.90, <i>Release During School Hours</i>	
Extra-curricular drug and alcohol testing (if applicable)	7.240-AP2, <i>Extracurricular Drug and Alcohol Testing Program</i> 7.240-AP2, E1, <i>Consent to Participate in Extracurricular Drug and Alcohol Testing Program</i>	9.10, <i>Extracurricular and Athletic Activities Code of Conduct</i>
Eligibility to remove college entrance exams from student transcripts	7.340, <i>Student Records</i>	11.20, <i>Student Records</i>
Equal access to school facilities	8.20, <i>Community Use of School Facilities</i>	
Identification and registration of persons entering the school building	8.30, <i>Visitors to and Conduct on School Property</i>	1.40, <i>Visitors</i>
Statement that the handbook is: 1. Only a summary of board policies governing the district; board policies are available to the public at the district office	2.240, <i>Board Policy Development</i>	1.20, <i>Student Handbook Acknowledgement</i> 1.30, <i>General School Information</i>

Recommended Topics	IASB PRM	IPA MSH
2. A document that may be amended during the year without notice 3. Is a communication tool of all policies to persons expected to execute and comply with them		
Address of District offices, list of administrators, and contact information	2.250, <i>Access to District Public Records</i> 2.250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>
Board members' names	2.250, <i>Access to District Public Records</i> 2.250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>
List of District school addresses	2.250, <i>Access to District Public Records</i> 2.250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i>	1.30, <i>General School Information</i>

Special Circumstance Notifications

Special Circumstance Topics	IASB PRM	IPA MSH
Notification for unsafe school transfer choice	4.170, <i>Safety</i> 4.170-AP5, <i>Unsafe School Choice Option</i>	12.100, <i>Unsafe School - Transfer</i>
Notification of right to review teachers' qualifications	5.190, <i>Teacher Qualifications</i> 5.190-E1, <i>Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications</i> 5.190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i> 5.190-E3, <i>Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment</i>	12.130, <i>Parent Notices Required by the Every Student Succeeds Act</i>

Special Circumstance Topics	IASB PRM	IPA MSH
<p>Notice when:</p> <ol style="list-style-type: none"> 1. Student is being taught by a teacher who is not highly qualified, 2. School identified as in need of improvement, 3. Schools are identified for corrective action, 4. Schools are identified for restructuring, 5. There is eligibility for supplemental educational services, and 6. The district offers voluntary school choice, if applicable. 	<p>5.190-E2, <i>Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements</i> 6.15, <i>School Accountability</i></p>	
<p>Credit for proficiency</p>	<p>6.110, <i>Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program</i></p>	<p>2.90, <i>Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement</i></p>

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

1. Public Data Research - Paul Phillips, responded 06.10.24
2. Evergreen FS - Ray Mohr, responded 06.11.24

District Type:

- School District
- Joint Agreement

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

SCHOOL DISTRICT/JOINT AGREEMENT BUDGET FORM *
July 1, 2023 - June 30, 2024

Accounting Basis:

- Cash
- Accrual

Is this an amended budget? Yes _____

Date of Amended Budget: 05/06/24
(MM/DD/YY)

District Name: McLean County USD 5

District RCDT No: 17064005026

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

If your FY2023 AFR states that you need to do a deficit reduction plan and your FY2024 budget is balanced, please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of McLean County USD 5, County of McLean/Woodford,
State of Illinois, for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

WHEREAS the Board of Education of McLean County USD 5,
County of McLean/Woodford, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 12th day of June, 2024,
notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be
beginning July 1, 2023 and ending June 30, 2024.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be
and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 12th day of June, 2024
by a roll call vote of _____ Yeas, and _____ Nays, to wit:

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.
 ** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.
 (1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).
 (2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted through IWAS: <https://apps.isbe.net/iwas/asp/login.asp?is=true>
 Please type the member signatures before submitting to ISBE. We do not accept PDF copies.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	ESTIMATED BEGINNING FUND BALANCE (without Student Activity Funds) ¹ as of July 1, 2023		18,398,299	1,331,199	18,593,886	1,525,971	2,681,824	0	63,416,170	731,430	560,182	
4	RECEIPTS/REVENUES (without Student Activity Funds)											
5	LOCAL SOURCES	1000	83,571,669	14,004,718	36,725,740	5,353,456	5,197,966	0	3,538,197	6,187,921	1,329,197	
6	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
7	STATE SOURCES	3000	26,944,030	50,000	0	6,186,619	0	0	0	0	0	
8	FEDERAL SOURCES	4000	16,920,866	0	0	400,000	0	0	0	0	0	
9	Total Direct Receipts/Revenues ⁸		127,436,565	14,054,718	36,725,740	11,940,075	5,197,966	0	3,538,197	6,187,921	1,329,197	
10	Receipts/Revenues for "On Behalf" Payments ²	3998										
11	Total Receipts/Revenues		127,436,565	14,054,718	36,725,740	11,940,075	5,197,966	0	3,538,197	6,187,921	1,329,197	
12	DISBURSEMENTS/EXPENDITURES (without Student Activity Funds)											
13	INSTRUCTION	1000	95,914,830				2,241,336			1,003,929		
14	SUPPORT SERVICES	2000	38,255,911	14,024,290		18,369,979	2,430,003	0		5,592,909	1,690,000	
15	COMMUNITY SERVICES	3000	963,899	0		0	94,945			0	0	
16	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,091,044	0	0	0	0	0		0	0	
17	DEBT SERVICES	5000	0	0	38,020,549	46,224	0			0	0	
18	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0		0	0	
19	Total Direct Disbursements/Expenditures ⁹		136,225,684	14,024,290	38,020,549	18,416,203	4,766,284	0		6,596,838	1,690,000	
20	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0		0	0	
21	Total Disbursements/Expenditures		136,225,684	14,024,290	38,020,549	18,416,203	4,766,284	0		6,596,838	1,690,000	
22	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(8,789,119)	30,428	(1,294,809)	(6,476,128)	431,682	0	3,538,197	(408,917)	(360,803)	
23	OTHER SOURCES/USES OF FUNDS											
24	OTHER SOURCES OF FUNDS (7000)											
25	PERMANENT TRANSFER FROM VARIOUS FUNDS											
26	Abolishment the Working Cash Fund ¹⁶	7110										
27	Abatement of the Working Cash Fund ¹⁶	7110	7,700,000			5,149,446						
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130										
30	Transfer of Interest	7140										
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int ^{3a} Proceeds to Debt Service Fund	7170			0							
34	SALE OF BONDS (7200)											
35	Principal on Bonds Sold ⁴	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets ⁵	7300		28,000						3,924		
39	Transfer to Debt Service to Pay Principal on GASB 87 Leases	7400			1,415,262							
40	Transfer to Debt Service to Pay Interest on GASB 87 Leases	7500			36,869							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						0				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990	2,916,974	132,798		128,128						
46	Total Other Sources of Funds ⁸		10,616,974	160,798	1,452,131	5,277,574	0	0	0	3,924	0	

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	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
47	OTHER USES OF FUNDS (8000)											
49	TRANSFER TO VARIOUS OTHER FUNDS (8100)											
50	Abolishment or Abatement of the Working Cash Fund ¹⁶	8110							12,849,446			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest ⁶	8140										
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest ³ Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond ^{3a} and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on GASB 87 Leases	8410	1,307,222	108,040								
58	Grants/Reimbursements Pledged to Pay Principal on GASB 87 Leases	8420										
59	Other Revenues Pledged to Pay Principal on GASB 87 Leases	8430										
60	Fund Balance Transfers Pledged to Pay Principal on GASB 87 Leases	8440										
61	Taxes Pledged to Pay Interest on GASB 87 Leases	8510	23,184	13,685								
62	Grants/Reimbursements Pledged to Pay Interest on GASB 87 Leases	8520										
63	Other Revenues Pledged to Pay Interest on GASB 87 Leases	8530										
64	Fund Balance Transfers Pledged to Pay Interest on GASB 87 Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830										
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990										
79	Total Other Uses of Funds ⁹		1,330,406	121,725	0	0	0	0	12,849,446	0	0	
80	Total Other Sources/Uses of Fund		9,286,568	39,073	1,452,131	5,277,574	0	0	(12,849,446)	3,924	0	
81	ESTIMATED ENDING FUND BALANCE (without Student Activity Funds) as of June 30, 2024		18,895,748	1,400,700	18,751,208	327,417	3,113,506	0	54,104,921	326,437	199,379	
82												
83	Student Activity (Fund 11) ESTIMATED BEGINNING FUND BALANCE as of July 1, 2023		1,804,899									
84	RECEIPTS/REVENUES (For Student Activity Funds)											
85	Total Student Activity Direct Receipts/Revenues (Local Sources)	1799	2,500,000									
86	DISBURSEMENTS/EXPENDITURES (For Student Activity Funds)											
87	Total Student Activity Direct Disbursements/Expenditures	1999	2,500,000									
88	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		0									
89	Student Activity ESTIMATED ENDING FUND BALANCE as of June 30, 2024		1,804,899									
90												

	A	B	C	D	E	F	G	H	I	J	K	L
1	<i>Begin entering data on EstRev 6-11 and EstExp 12-20 tabs.</i>		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
91	Total ESTIMATED BEGINNING FUND BALANCE (All Sources Including Student Activity Funds) as of July 1, 2023		20,203,198	1,331,199	18,593,886	1,525,971	2,681,824	0	63,416,170	731,430	560,182	
92	RECEIPTS/REVENUES (All Sources with Student Activity Funds)											
93	LOCAL SOURCES	1000	86,071,669	14,004,718	36,725,740	5,353,456	5,197,966	0	3,538,197	6,187,921	1,329,197	
94	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0	0	0	0	0	0	
95	STATE SOURCES	3000	26,944,030	50,000	0	6,186,619	0	0	0	0	0	
96	FEDERAL SOURCES	4000	16,920,866	0	0	400,000	0	0	0	0	0	
97	Total Direct Receipts/Revenues ⁸		129,936,565	14,054,718	36,725,740	11,940,075	5,197,966	0	3,538,197	6,187,921	1,329,197	
98	Receipts/Revenues for "On Behalf" Payments ²	3998	0	0	0	0	0	0	0	0	0	
99	Total Receipts/Revenues		129,936,565	14,054,718	36,725,740	11,940,075	5,197,966	0	3,538,197	6,187,921	1,329,197	
100	DISBURSEMENTS/EXPENDITURES (All Sources with Student Activity Funds)											
101	INSTRUCTION	1000	98,414,830				2,241,336			1,003,929		
102	SUPPORT SERVICES	2000	38,255,911	14,024,290		18,369,979	2,430,003	0		5,592,909	1,690,000	
103	COMMUNITY SERVICES	3000	963,899	0		0	94,945			0		
104	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS	4000	1,091,044	0	0	0	0	0	0	0	0	
105	DEBT SERVICES	5000	0	0	38,020,549	46,224	0			0	0	
106	PROVISION FOR CONTINGENCIES	6000	0	0	0	0	0	0	0	0	0	
107	Total Direct Disbursements/Expenditures ⁹		138,725,684	14,024,290	38,020,549	18,416,203	4,766,284	0		6,596,838	1,690,000	
108	Disbursements/Expenditures for "On Behalf" Payments ²	4180	0	0	0	0	0	0	0	0	0	
109	Total Disbursements/Expenditures		138,725,684	14,024,290	38,020,549	18,416,203	4,766,284	0		6,596,838	1,690,000	
110	Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures		(8,789,119)	30,428	(1,294,809)	(6,476,128)	431,682	0	3,538,197	(408,917)	(360,803)	
111	OTHER SOURCES/USES OF FUNDS											
112	OTHER SOURCES OF FUNDS (7000)											
113	Total Other Sources of Funds ⁸		10,616,974	160,798	1,452,131	5,277,574	0	0	0	3,924	0	
114	OTHER USES OF FUNDS (8000)											
116	Total Other Uses of Funds ⁹		1,330,406	121,725	0	0	0	0	12,849,446	0	0	
117	Total Other Sources/Uses of Fund		9,286,568	39,073	1,452,131	5,277,574	0	0	(12,849,446)	3,924	0	
118	ESTIMATED ENDING FUND BALANCE (All Sources with Student Activity Funds) as of June 30, 2024		20,700,647	1,400,700	18,751,208	327,417	3,113,506	0	54,104,921	326,437	199,379	
119												
120	SUMMARY OF EXPENDITURES Without Student Activity Funds (by Major Object)											
121	Description	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	Total By Object
122			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
123	Object Name											
124	Salaries	100	96,875,579	6,612,022		234,719		0		2,398,213	0	106,120,533
125	Employee Benefits	200	18,236,418	1,273,844		57,919	4,766,284	0		978,185	0	25,312,650
126	Purchased Services	300	3,521,911	1,602,895	0	13,790,985		0		2,714,079	310,000	21,939,870
127	Supplies & Materials	400	9,079,442	3,789,002		1,439,002		0		149,121	0	14,456,567
128	Capital Outlay	500	3,230,619	712,798		2,827,574		0		94,324	1,380,000	8,245,315
129	Other Objects	600	4,942,787	2,954	38,020,549	48,624	0	0		40,458	0	43,055,372
130	Non-Capitalized Equipment	700	338,928	30,775		17,380		0		222,458	0	609,541
131	Termination Benefits	800	0	0		0				0		0
132	Total Expenditures		136,225,684	14,024,290	38,020,549	18,416,203	4,766,284	0		6,596,838	1,690,000	219,739,848

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	BEGINNING CASH BALANCE ON HAND (without Student Activity Funds)7 as of July 1, 2023		18,821,095	1,328,868	18,593,886	1,525,971	2,681,824	0	20,319,339	731,909	560,182
4	Total Direct Receipts & Other Sources ⁸		138,053,539	14,215,516	38,177,871	17,217,649	5,197,966	0	3,538,197	6,191,845	1,329,197
5	OTHER RECEIPTS										
6	Interfund Loans Payable (Loans from Other Funds)	411									
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199	392	2,331					12,849,446		
10	Total Other Receipts		392	2,331	0	0	0	0	12,849,446	0	0
11	Total Direct Receipts, Other Sources, & Other Receipts		138,053,931	14,217,847	38,177,871	17,217,649	5,197,966	0	16,387,643	6,191,845	1,329,197
12	Total Amount Available		156,875,026	15,546,715	56,771,757	18,743,620	7,879,790	0	36,706,982	6,923,754	1,889,379
13	Total Direct Disbursements & Other Uses ⁹		137,556,090	14,146,015	38,020,549	18,416,203	4,766,284	0	12,849,446	6,596,838	1,690,000
14	OTHER DISBURSEMENTS										
15	Interfund Loans Receivable (Loans to Other Funds) ¹⁰	141									
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499	437,488							478	
19	Total Other Disbursements		437,488	0	0	0	0	0	0	478	0
20	Total Direct Disbursements, Other Uses, & Other Disbursements		137,993,578	14,146,015	38,020,549	18,416,203	4,766,284	0	12,849,446	6,597,316	1,690,000
21	ENDING CASH BALANCE ON HAND (without Student Activity Funds) as of June 30, 2024		18,881,448	1,400,700	18,751,208	327,417	3,113,506	0	23,857,536	326,438	199,379
22											
23	Activity Funds BEGINNING CASH BALANCE ON HAND⁷ as of July 1, 2023		1,804,899								
24	Total Direct Receipts & Other Sources ⁸		2,500,000								
25	Total Amount Available		4,304,899								
26	Total Direct Disbursements & Other Uses ⁹		2,500,000								
27	Activity funds ENDING CASH BALANCE ON HAND⁷ as of June 30, 2024		1,804,899								
28											
29	Total BEGINNING CASH BALANCE ON HAND (with Student Activity Funds)7 as of July 1, 2023		20,625,994	1,328,868	18,593,886	1,525,971	2,681,824	0	20,319,339	731,909	560,182
30	Total Direct Receipts & Other Sources ⁸		140,553,539	14,215,516	38,177,871	17,217,649	5,197,966	0	3,538,197	6,191,845	1,329,197
31	Total Other Receipts		392	2,331	0	0	0	0	12,849,446	0	0
32	Total Direct Receipts, Other Sources, & Other Receipts		140,553,931	14,217,847	38,177,871	17,217,649	5,197,966	0	16,387,643	6,191,845	1,329,197
33	Total Amount Available		161,179,925	15,546,715	56,771,757	18,743,620	7,879,790	0	36,706,982	6,923,754	1,889,379
34	Total Direct Disbursements & Other Uses ⁹		140,056,090	14,146,015	38,020,549	18,416,203	4,766,284	0	12,849,446	6,596,838	1,690,000
35	Total Other Disbursements		437,488	0	0	0	0	0	0	478	0
36	Total Direct Disbursements, Other Uses, & Other Disbursements		140,493,578	14,146,015	38,020,549	18,416,203	4,766,284	0	12,849,446	6,597,316	1,690,000
37	Total ENDING CASH BALANCE ON HAND (with Student Activity Funds)7 as of June 30, 2024		20,686,347	1,400,700	18,751,208	327,417	3,113,506	0	23,857,536	326,438	199,379

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)										
4	AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY	1100									
5	Designated Purposes Levies ^{11 (1110-1120)}	-	71,436,039	13,181,585	36,241,783	5,274,186	2,230,334		1,317,046	6,119,303	1,317,046
6	Leasing Purposes Levy ¹²	1130	1,127,091	186,782							
7	Special Education Purposes Levy	1140	1,050,558								
8	FICA and Medicare Only Levies	1150					2,478,222				
9	Area Vocational Construction Purposes Levy	1160									
10	Summer School Purposes Levy	1170									
11	Other Tax Levies (Describe & Itemize)	1190									
12	Total Ad Valorem Taxes Levied by District		73,613,688	13,368,367	36,241,783	5,274,186	4,708,556	0	1,317,046	6,119,303	1,317,046
13	PAYMENTS IN LIEU OF TAXES	1200									
14	Mobile Home Privilege Tax	1210	64,527	11,674	33,957	4,604	4,410		1,151	5,618	1,151
15	Payments from Local Housing Authority	1220									
16	Corporate Personal Property Replacement Taxes ¹³	1230	4,000,000				400,000				
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290									
18	Total Payments in Lieu of Taxes		4,064,527	11,674	33,957	4,604	404,410	0	1,151	5,618	1,151
19	TUITION	1300									
20	Regular Tuition from Pupils or Parents (In State)	1311									
21	Regular Tuition from Other Districts (In State)	1312									
22	Regular Tuition from Other Sources (In State)	1313									
23	Regular Tuition from Other Sources (Out of State)	1314									
24	Summer School Tuition from Pupils or Parents (In State)	1321									
25	Summer School Tuition from Other Districts (In State)	1322									
26	Summer School Tuition from Other Sources (In State)	1323									
27	Summer School Tuition from Other Sources (Out of State)	1324									
28	CTE Tuition from Pupils or Parents (In State)	1331									
29	CTE Tuition from Other Districts (In State)	1332									
30	CTE Tuition from Other Sources (In State)	1333									
31	CTE Tuition from Other Sources (Out of State)	1334									
32	Special Education Tuition from Pupils or Parents (In State)	1341									
33	Special Education Tuition from Other Districts (In State)	1342	323,429								
34	Special Education Tuition from Other Sources (In State)	1343									
35	Special Education Tuition from Other Sources (Out of State)	1344									
36	Adult Tuition from Pupils or Parents (In State)	1351									
37	Adult Tuition from Other Districts (In State)	1352									
38	Adult Tuition from Other Sources (In State)	1353									
39	Adult Tuition from Other Sources (Out of State)	1354									
40	Total Tuition		323,429								
41	TRANSPORTATION FEES	1400									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				2,666					
43	Regular Transportation Fees from Other Districts (In State)	1412									
44	Regular Transportation Fees from Other Sources (In State)	1413									
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415									
46	Regular Transportation Fees from Other Sources (Out of State)	1416									
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421									
48	Summer School Transportation Fees from Other Districts (In State)	1422									
49	Summer School Transportation Fees from Other Sources (In State)	1423									
50	Summer School Transportation Fees from Other Sources (Out of State)	1424									
51	CTE Transportation Fees from Pupils or Parents (In State)	1431									
52	CTE Transportation Fees from Other Districts (In State)	1432									
53	CTE Transportation Fees from Other Sources (In State)	1433									
54	CTE Transportation Fees from Other Sources (Out of State)	1434									
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441									
56	Special Education Transportation Fees from Other Districts (In State)	1442									

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
57	Special Education Transportation Fees from Other Sources (In State)	1443									
58	Special Education Transportation Fees from Other Sources (Out of State)	1444									
59	Adult Transportation Fees from Pupils or Parents (In State)	1451									
60	Adult Transportation Fees from Other Districts (In State)	1452									
61	Adult Transportation Fees from Other Sources (In State)	1453									
62	Adult Transportation Fees from Other Sources (Out of State)	1454									
63	Total Transportation Fees					2,666					
64	EARNINGS ON INVESTMENTS	1500									
65	Interest on Investments	1510	561,000	35,000	450,000	70,000	85,000		2,220,000	23,000	11,000
66	Gain or Loss on Sale of Investments	1520									
67	Total Earnings on Investments		561,000	35,000	450,000	70,000	85,000	0	2,220,000	23,000	11,000
68	FOOD SERVICE	1600									
69	Sales to Pupils - Lunch	1611	2,921,000								
70	Sales to Pupils - Breakfast	1612									
71	Sales to Pupils - A la Carte	1613									
72	Sales to Pupils - Other (Describe & Itemize)	1614									
73	Sales to Adults	1620									
74	Other Food Service (Describe & Itemize)	1690	48,000								
75	Total Food Service		2,969,000								
76	DISTRICT/SCHOOL ACTIVITY INCOME	1700									
77	Admissions - Athletic	1711	113,000								
78	Admissions - Other	1719									
79	Fees	1720	558,000								
80	Book Store Sales	1730									
81	Other District/School Activity Revenue (Describe & Itemize)	1790									
82	Student Activity Fund Revenues	1799	2,500,000								
83	Total District/School Activity Income (without Student Activity Funds 1799)		671,000	0							
84	Total District/School Activity Income (with Student Activity Funds 1799)		3,171,000								
85	TEXTBOOK INCOME	1800									
86	Textbook Rentals - Regular Textbooks	1811	830,000								
87	Textbook Rentals - Summer School Textbooks	1812									
88	Textbook Rentals - Adult/Continuing Education Textbooks	1813									
89	Textbook Rentals - Other (Describe & Itemize)	1819									
90	Textbook Sales - Regular Textbooks	1821									
91	Textbook Sales - Summer School	1822									
92	Textbook Sales - Adult/Continuing Education	1823									
93	Textbook Sales - Other (Describe & Itemize)	1829									
94	Other Textbook Income (Describe & Itemize)	1890									
95	Total Textbooks		830,000								
96	OTHER REVENUE FROM LOCAL SOURCES	1900									
97	Rentals	1910		105,000							
98	Contributions and Donations from Private Sources	1920	318,531	22,721							
99	Impact Fees from Municipal or County Governments	1930									
100	Services Provided Other Districts	1940									
101	Refund of Prior Years' Expenditures	1950	27,099	10,162							
102	Payments of Surplus Moneys from TIF Districts	1960									
103	Drivers' Education Fees	1970	60,000								
104	Proceeds from Vendors' Contracts	1980	6,000	58,066							
105	School Facility Occupation Tax Proceeds	1983									
106	Payment from Other Districts	1991									
107	Sale of Vocational Projects	1992									
108	Other Local Fees (Describe & Itemize)	1993	102,395	284,728							
109	Other Local Revenues (Describe & Itemize)	1999	25,000	109,000		2,000				40,000	
110	Total Other Revenue from Local Sources		539,025	589,677	0	2,000	0	0	0	40,000	0

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	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Acct #	(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2			Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
111	Total Receipts/Revenues from Local Sources (without Student Activity Funds 1799)	1000	83,571,669	14,004,718	36,725,740	5,353,456	5,197,966	0	3,538,197	6,187,921	1,329,197
112	Total Receipts/Revenues from Local Sources (with Student Activity Funds 1799)		86,071,669								
113	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)										
114	Flow-Through Revenue from State Sources	2100									
115	Flow-Through Revenue from Federal Sources	2200									
116	Other Flow-Through Revenue (Describe & Itemize)	2300									
117	Total Flow-Through Receipts/Revenues From One District to Another District	2000	0	0		0	0				
118	RECEIPTS/REVENUES FROM STATE SOURCES (3000)										
119	UNRESTRICTED GRANTS-IN-AID (3001-3099)										
120	Evidence Based Funding Formula (Section 18-8.15)	3001	23,391,843								
121	Reorganization Incentives (Accounts 3005-3021)	3005									
122	Fast Growth District Grants	3030									
123	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099									
124	Total Unrestricted Grants-in-Aid		23,391,843	0	0	0	0	0		0	0
125	RESTRICTED GRANTS-IN-AID (3100-3900)										
126	SPECIAL EDUCATION										
127	Special Education - Private Facility Tuition	3100	1,391,989								
128	Special Education - Funding for Children Requiring Sp Ed Services	3105									
129	Special Education - Personnel	3110									
130	Special Education - Orphanage - Individual	3120	35,421								
131	Special Education - Orphanage - Summer Individual	3130									
132	Special Education - Summer School	3145									
133	Special Education - Other (Describe & Itemize)	3199									
134	Total Special Education		1,427,410	0		0					
135	CAREER AND TECHNICAL EDUCATION (CTE)										
136	CTE - Technical Education - Tech Prep	3200									
137	CTE - Secondary Program Improvement (CTEI)	3220									
138	CTE - WECEP	3225									
139	CTE - Agriculture Education	3235	25,889								
140	CTE - Instructor Practicum	3240									
141	CTE - Student Organizations	3270									
142	CTE - Other (Describe & Itemize)	3299									
143	Total Career and Technical Education		25,889	0			0				
144	BILINGUAL EDUCATION										
145	Bilingual Education - Downstate - TPI and TBE	3305									
146	Bilingual Education - Downstate - Transitional Bilingual Education	3310									
147	Total Bilingual Education		0				0				
148	State Free Lunch & Breakfast	3360	49,424								
149	School Breakfast Initiative	3365									
150	Driver Education	3370	47,593								
151	Adult Education (from ICCB)	3410									
152	Adult Education - Other (Describe & Itemize)	3499									
153	TRANSPORTATION										
154	Transportation - Regular and Vocational	3500				2,262,822					
155	Transportation - Special Education	3510				3,887,530					
156	Transportation - Other (Describe & Itemize)	3599									
157	Total Transportation		0	0		6,150,352	0				
158	Learning Improvement - Change Grants	3610									
159	Scientific Literacy	3660									
160	Truant Alternative/Optional Education	3695									

116

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
161	Early Childhood - Block Grant	3705	1,587,707			36,267					
162	Chicago General Education Block Grant	3766									
163	Chicago Educational Services Block Grant	3767									
164	School Safety & Educational Improvement Block Grant	3775									
165	Technology - Technology for Success	3780									
166	State Charter Schools	3815									
167	Extended Learning Opportunities - Summer Bridges	3825									
168	Infrastructure Improvements - Planning/Construction	3920									
169	School Infrastructure - Maintenance Projects	3925		50,000							
170	Other Restricted Revenue from State Sources <i>(Describe & Itemize)</i>	3999	414,164								
171	Total Restricted Grants-In-Aid		3,552,187	50,000	0	6,186,619	0	0	0	0	0
172	Total Receipts/Revenues from State Sources	3000	26,944,030	50,000	0	6,186,619	0	0	0	0	0
173	RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)										
174	UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)										
175	Federal Impact Aid	4001									
176	Other Unrestricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4009									
177	Total Unrestricted Grants-In-Aid Received Directly from Fed Govt		0	0	0	0	0	0	0	0	0
178	RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)										
179	Head Start	4045									
180	Construction (Impact Aid)	4050									
181	MAGNET	4060									
182	Other Restricted Grants-In-Aid Received from Fed. Govt. <i>(Describe & Itemize)</i>	4090									117
183	Total Restricted Grants-In-Aid Received Directly from Federal Govt.		0	0		0	0	0			0
184	RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)										
185	TITLE V										
186	Title V - Flexibility and Accountability	4100									
187	Title V - SEA Projects	4105									
188	Title V - Rural Education Initiative (REI)	4107									
189	Title V - Other <i>(Describe & Itemize)</i>	4199									
190	Total Title V		0	0		0	0				
191	FOOD SERVICE										
192	Breakfast Start-Up Expansion	4200									
193	National School Lunch Program	4210	2,918,211								
194	Special Milk Program	4215									
195	School Breakfast Program	4220	657,352								
196	Summer Food Service Admin/Program	4225	51,564								
197	Child and Adult Care Food Program	4226									
198	Fresh Fruit and Vegetables	4240									
199	Food Service - Other <i>(Describe & Itemize)</i>	4299									
200	Total Food Service		3,627,127				0				
201	TITLE I										
202	Title I - Low Income	4300	1,561,036								
203	Title I - Low Income - Neglected, Private	4305									
204	Title I - Migrant Education	4340									
205	Title I - Other <i>(Describe & Itemize)</i>	4399	258,318								
206	Total Title I		1,819,354	0		0	0				
207	TITLE IV										
208	Title IV - Student Support & Academic Enrichment Grant	4400	115,089								
209	Title IV - Part A - Student Support & Academic Enrichment Grants Safe and Drug Free Schools	4415									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
210	Title IV - 21st Century	4421									
211	Title IV - Other (Describe & Itemize)	4499									
212	Total Title IV		115,089	0		0	0				
213	FEDERAL - SPECIAL EDUCATION										
214	Federal Special Education - Preschool Flow-Through	4600	42,765								
215	Federal Special Education - Preschool Discretionary	4605									
216	Federal Special Education - IDEA Flow Through	4620	2,740,987								
217	Federal Special Education - IDEA Room & Board	4625	246,400								
218	Federal Special Education - IDEA Discretionary	4630									
219	Federal Special Education - IDEA - Other (Describe & Itemize)	4699									
220	Total Federal Special Education		3,030,152	0		0	0				
221	CTE - PERKINS										
222	CTE - Perkins-Title III E Tech Prep	4770									
223	CTE - Other (Describe & Itemize)	4799									
224	Total CTE - Perkins		0	0			0				
225	Federal - Adult Education	4810									
226	ARRA - General State Aid - Education Stabilization	4850									
227	ARRA - Title I - Low Income	4851									
228	ARRA - Title I - Neglected, Private	4852									
229	ARRA - Title I - Delinquent, Private	4853									
230	ARRA - Title I - School Improvement (Part A)	4854									
231	ARRA - Title I - School Improvement (Section 1003g)	4855									
232	ARRA - IDEA - Part B - Preschool	4856									
233	ARRA - IDEA - Part B - Flow-Through	4857									
234	ARRA - Title IID - Technology - Formula	4860									118
235	ARRA - Title IID - Technology - Competitive	4861									
236	ARRA - McKinney - Vento Homeless Education	4862									
237	ARRA - Child Nutrition Equipment Assistance	4863									
238	Impact Aid Formula Grants	4864									
239	Impact Aid Competitive Grants	4865									
240	Qualified Zone Academy Bond Tax Credits	4866									
241	Qualified School Construction Bond Credits	4867									
242	Build America Bond Tax Credits	4868									
243	Build America Bond Interest Reimbursement	4869									
244	ARRA - General State Aid - Other Government Services Stabilization	4870									
245	Other ARRA Funds - II	4871									
246	Other ARRA Funds - III	4872									
247	Other ARRA Funds - IV	4873									
248	Other ARRA Funds - V	4874									
249	ARRA - Early Childhood	4875									
250	Other ARRA Funds - VII	4876									
251	Other ARRA Funds - VIII	4877									
252	Other ARRA Funds - IX	4878									
253	Other ARRA Funds - X	4879									
254	Other ARRA Funds - Ed Job Fund Program	4880									
255	Total Stimulus Programs		0	0	0	0	0	0		0	0
256	Race to the Top Program	4901									
257	Race to the Top - Preschool Expansion Grant	4902									
258	Title III - Instruction for English Learners & Immigrant Students	4905	11,947								
259	Title III - English Language Acquisition	4909	75,452								
260	McKinney Education for Homeless Children	4920									
261	Title II - Eisenhower - Professional Development Formula	4930									
262	Title II - Teacher Quality	4932	426,982								
263	Title II - Part A - Supporting Effective Instruction - State Grants	4935									
264	Federal Charter Schools	4960									
265	State Assessment Grants	4981									

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
266	Grant for State Assessments and Related Activities	4982									
267	Medicaid Matching Funds - Administrative Outreach	4991	200,000								
268	Medicaid Matching Funds - Fee-For-Service Program	4992	600,000								
269	Other Restricted Grants Received from Fed. Govt. thru State <i>(Describe & Itemize)</i>	4998	7,014,763			400,000					
270	Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State		16,920,866	0	0	400,000	0	0		0	0
271	TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES	4000	16,920,866	0	0	400,000	0	0	0	0	0
272	TOTAL DIRECT RECEIPTS/REVENUES (without Student Activity Funds 1799)		127,436,565	14,054,718	36,725,740	11,940,075	5,197,966	0	3,538,197	6,187,921	1,329,197
273	TOTAL DIRECT RECEIPTS/REVENUES (with Student Activity Funds 1799)		129,936,565								

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
3	10 - EDUCATIONAL FUND (ED)										
4	INSTRUCTION (ED)										
5	Regular Programs	1100	45,994,631	7,543,236	769,289	1,944,211		425,425	15,800		56,692,592
6	Tuition Payment to Charter Schools	1115									0
7	Pre-K Programs	1125									0
8	Special Education Programs (Functions 1200 - 1220)	1200	22,419,925	4,829,197	236,500	434,222		3,400,000			31,319,844
9	Special Education Programs Pre-K	1225	1,749,564	335,351	50,300	74,382					2,209,597
10	Remedial and Supplemental Programs K-12	1250	1,474,639	400,232		177,586					2,052,457
11	Remedial and Supplemental Programs Pre-K	1275									0
12	Adult/Continuing Education Programs	1300									0
13	CTE Programs	1400	18,818	600	1,305	9,129					29,852
14	Interscholastic Programs	1500	724,830	35,385	203,135	137,762	45,067	58,600	11,128		1,215,907
15	Summer School Programs	1600	380,098	68,442							448,540
16	Gifted Programs	1650									0
17	Driver's Education Programs	1700	40,156	1,943							42,099
18	Bilingual Programs	1800	1,639,551	244,518		19,873					1,903,942
19	Truant Alternative & Optional Programs	1900									0
20	Pre-K Programs - Private Tuition	1910									0
21	Regular K-12 Programs Private Tuition	1911									0
22	Special Education Programs K-12 Private Tuition	1912									0
23	Special Education Programs Pre-K Tuition	1913									0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
26	Adult/Continuing Education Programs Private Tuition	1916									0
27	CTE Programs Private Tuition	1917									0
28	Interscholastic Programs Private Tuition	1918									0
29	Summer School Programs Private Tuition	1919									0
30	Gifted Programs Private Tuition	1920									120
31	Bilingual Programs Private Tuition	1921									0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
33	Student Activity Fund Expenditures	1999						2,500,000			2,500,000
34	Total Instruction¹⁴ (Without Student Activity Funds 1999)	1000	74,442,212	13,458,904	1,260,529	2,797,165	45,067	3,884,025	26,928	0	95,914,830
35	Total Instruction¹⁴ (With Student Activity Funds 1999)	1000	74,442,212	13,458,904	1,260,529	2,797,165	45,067	6,384,025	26,928	0	98,414,830
36	SUPPORT SERVICES (ED)										
37	Support Services - Pupil										
38	Attendance & Social Work Services	2110	1,539,783	253,134	13,500						1,806,417
39	Guidance Services	2120	1,641,906	305,692	150,000						2,097,598
40	Health Services	2130	1,102,926	258,036	2,000	20,500					1,383,462
41	Psychological Services	2140	1,345,423	224,943	187,000						1,757,366
42	Speech Pathology & Audiology Services	2150	740,423	131,382							871,805
43	Other Support Services - Pupils (Describe & Itemize)	2190	2,996	7							3,003
44	Total Support Services - Pupil	2100	6,373,457	1,173,194	352,500	20,500	0	0	0	0	7,919,651
45	Support Services - Instructional Staff										
46	Improvement of Instruction Services	2210	1,878,321	468,691	323,178	287,488		25,568			2,983,246
47	Educational Media Services	2220	1,358,852	205,474		131,050					1,695,376
48	Assessment & Testing	2230			205,000						205,000
49	Total Support Services - Instructional Staff	2200	3,237,173	674,165	528,178	418,538	0	25,568	0	0	4,883,622
50	Support Services - General Administration										
51	Board of Education Services	2310	13,143	1,848	69,000	17,000		35,000			135,991
52	Executive Administration Services	2320	276,927	127,828	94,800	20,300		6,700			526,555
53	Special Area Administration Services	2330	404,610	101,477	20,000	1,200					527,287
54	Tort Immunity Services	2361, 2365									0
55	Total Support Services - General Administration	2300	694,680	231,153	183,800	38,500	0	41,700	0	0	1,189,833
56	Support Services - School Administration										
57	Office of the Principal Services	2410	6,243,667	1,702,453	8,000			18,600			7,972,720
58	Other Support Services - School Administration (Describe & Itemize)	2490		24,211							24,211
59	Total Support Services - School Administration	2400	6,243,667	1,726,664	8,000	0	0	18,600	0	0	7,996,931

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
60	Support Services - Business	2500									
61	Direction of Business Support Services	2510	153,687	22,741	14,800	5,000		700			196,928
62	Fiscal Services	2520	461,127	167,780	4,000	36,300		170,000			839,207
63	Operation & Maintenance of Plant Services	2540			15,000	48,500	146,000		22,000		231,500
64	Pupil Transportation Services	2550					80,000				80,000
65	Food Services	2560	2,693,154	435,604	99,691	3,541,858	173,652	5,694	30,000		6,979,653
66	Internal Services	2570	66,550		275,000	22,000					363,550
67	Total Support Services - Business	2500	3,374,518	626,125	408,491	3,653,658	399,652	176,394	52,000	0	8,690,838
68	Support Services - Central	2600									
69	Direction of Central Support Services	2610									0
70	Planning, Research, Development & Evaluation Services	2620									0
71	Information Services	2630	92,433	20,702	56,300	24,322		3,500			197,257
72	Staff Services	2640	439,741	78,919	45,000	75,000		3,000			641,660
73	Data Processing Services	2660	1,229,252	120,114	313,000	1,988,600	2,785,900		260,000		6,696,866
74	Total Support Services - Central	2600	1,761,426	219,735	414,300	2,087,922	2,785,900	6,500	260,000	0	7,535,783
75	Other Support Services - Misc. (Describe & Itemize)	2900				39,253					39,253
76	Total Support Services	2000	21,684,921	4,651,036	1,895,269	6,258,371	3,185,552	268,762	312,000	0	38,255,911
77	COMMUNITY SERVICES (ED)	3000	748,446	126,478	65,069	23,906					963,899
78	PAYMENTS TO OTHER DIST & GOVT UNITS (ED)	4000									
79	Payments to Other Dist & Govt Units (In-State)	4100									
80	Payments for Regular Programs	4110									0
81	Payments for Special Education Programs	4120									0
82	Payments for Adult/Continuing Education Programs	4130									0
83	Payments for CTE Programs	4140									0
84	Payments for Community College Programs	4170			50,000						50,000
85	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190			251,044						251,044
86	Total Payments to Other Dist & Govt Units (In-State)	4100			301,044			0			121,301,044
87	Payments for Regular Programs - Tuition	4210						250,000			250,000
88	Payments for Special Education Programs - Tuition	4220						40,000			40,000
89	Payments for Adult/Continuing Education Programs - Tuition	4230									0
90	Payments for CTE Programs - Tuition	4240						450,000			450,000
91	Payments for Community College Programs - Tuition	4270									0
92	Payments for Other Programs - Tuition	4280						50,000			50,000
93	Other Payments to In-State Govt Units - Tuition (Describe & Itemize)	4290									0
94	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						790,000			790,000
95	Payments for Regular Programs - Transfers	4310									0
96	Payments for Special Education Programs - Transfers	4320									0
97	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
98	Payments for CTE Programs - Transfers	4340									0
99	Payments for Community College Program - Transfers	4370									0
100	Payments for Other Programs - Transfers	4380									0
101	Other Payments to In-State Govt Units - Transfers (Describe & Itemize)	4390									0
102	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
103	Payments to Other Dist & Govt Units (Out of State)	4400									0
104	Total Payments to Other Dist & Govt Units	4000			301,044			790,000			1,091,044
105	DEBT SERVICE (ED)	5000									
106	Debt Service - Interest on Short-Term Debt	5100									
107	Tax Anticipation Warrants	5110									0
108	Tax Anticipation Notes	5120									0
109	Corporate Personal Property Repl Tax Anticipated Notes	5130									0
110	State Aid Anticipation Certificates	5140									0
111	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
112	Total Debt Service - Interest on Short-Term Debt	5100						0			0
113	Debt Service - Interest on Long-Term Debt	5200									0
114	Total Debt Service	5000						0			0
115	PROVISION FOR CONTINGENCIES (ED)	6000									0
116	Total Direct Disbursements/Expenditures (without Student Activity Funds (1999))		96,875,579	18,236,418	3,521,911	9,079,442	3,230,619	4,942,787	338,928	0	136,225,684

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1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
117	Total Direct Disbursements/Expenditures (with Student Activity Funds (1999))		96,875,579	18,236,418	3,521,911	9,079,442	3,230,619	7,442,787	338,928	0	138,725,684
118	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (without Student Activity Funds 1999)										(8,789,119)
119	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures (with Student Activity Funds 1999)										(8,789,119)
120											
121	20 - OPERATIONS AND MAINTENANCE FUND (O&M)										
122	SUPPORT SERVICES (O&M)	2000									
123	Support Services - Pupil	2100									
124	Other Support Services - Pupils (Describe & Itemize)	2190				700					700
125	Support Services - Business	2500									
126	Direction of Business Support Services	2510									0
127	Facilities Acquisition & Construction Services	2530			70,000						70,000
128	Operation & Maintenance of Plant Services	2540	6,612,022	1,273,844	1,532,895	3,788,302	712,798	2,954	30,775		13,953,590
129	Pupil Transportation Services	2550									0
130	Food Services	2560									0
131	Total Support Services - Business	2500	6,612,022	1,273,844	1,602,895	3,788,302	712,798	2,954	30,775	0	14,023,590
132	Other Support Services - Misc. (Describe & Itemize)	2900									0
133	Total Support Services	2000	6,612,022	1,273,844	1,602,895	3,789,002	712,798	2,954	30,775	0	14,024,290
134	COMMUNITY SERVICES (O&M)	3000									0
135	PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)	4000									
136	Payments to Other Dist & Govt Units (In-State)	4100									
137	Payments for Regular Programs	4110									0
138	Payments for Special Education Programs	4120									0
139	Payments for CTE Program	4140									0
140	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
141	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			122
142	Payments to Other Dist & Govt Units (Out of State) ¹⁴	4400									0
143	Total Payments to Other Dist & Govt Unit	4000			0			0			0
144	DEBT SERVICE (O&M)	5000									
145	Debt Service - Interest on Short-Term Debt	5100									
146	Tax Anticipation Warrants	5110									0
147	Tax Anticipation Notes	5120									0
148	Corporate Personal Prop Repl Tax Anticipated Notes	5130									0
149	State Aid Anticipation Certificates	5140									0
150	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
151	Total Debt Service - Interest on Short-Term Debt	5100						0			0
152	Debt Service - Interest on Long-Term Debt	5200									0
153	Total Debt Service	5000						0			0
154	PROVISION FOR CONTINGENCIES (O&M)	6000									0
155	Total Direct Disbursements/Expenditures		6,612,022	1,273,844	1,602,895	3,789,002	712,798	2,954	30,775	0	14,024,290
156	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										30,428
157											
158	30 - DEBT SERVICE FUND (DS)										
159	PAYMENTS TO OTHER DIST & GOVT UNITS (DS)	4000									
160	Payments to Other Dist & Govt Units (In-State)	4100									
161	Payments for Regular Programs	4110									0
162	Payments for Special Education Programs	4120									0
163	Other Payments to In-State Govt Units - Programs (Describe & Itemize)	4190									0
164	Total Payments to Other Dist & Govt Units (In-State)	4000						0			0
165	DEBT SERVICE (DS)	5000									
166	Debt Service - Interest on Short-Term Debt	5100									
167	Tax Anticipation Warrants	5110									0
168	Tax Anticipation Notes	5120									0
169	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
170	State Aid Anticipation Certificates	5140									0

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1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
171	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
172	Total Debt Service - Interest On Short-Term Debt	5100						0			0
173	Debt Service - Interest on Long-Term Debt	5200						2,655,286			2,655,286
174	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300						35,365,263			35,365,263
175	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
176	Total Debt Service	5000			0			38,020,549			38,020,549
177	PROVISION FOR CONTINGENCIES (DS)	6000									0
178	Total Direct Disbursements/Expenditures				0			38,020,549			38,020,549
179	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(1,294,809)
180											
181	40 - TRANSPORTATION FUND (TR)										
182	SUPPORT SERVICES (TR)	2000									
183	Support Services - Pupils	2100									
184	Other Support Services - Pupils <i>(Describe & Itemize)</i>	2190									0
185	Support Services - Business										
186	Pupil Transportation Services	2550	234,719	57,919	13,790,985	1,439,002	2,827,574	2,400	17,380		18,369,979
187	Other Support Services - Business <i>(Describe & Itemize)</i>	2900									0
188	Total Support Services	2000	234,719	57,919	13,790,985	1,439,002	2,827,574	2,400	17,380	0	18,369,979
189	COMMUNITY SERVICES (TR)	3000									0
190	PAYMENTS TO OTHER DIST & GOVT UNITS (TR)	4000									
191	Payments to Other Dist & Govt Units (In-State)	4100									
192	Payments for Regular Program	4110									0
193	Payments for Special Education Programs	4120									0
194	Payments for Adult/Continuing Education Programs	4130									0
195	Payments for CTE Programs	4140									0
196	Payments for Community College Programs	4170									0
197	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
198	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
199	Payments to Other Dist & Govt Units (Out-of-State) <i>(Describe & Itemize)</i>	4400									0
200	Total Payments to Other Dist & Govt Units	4000			0			0			0
201	DEBT SERVICE (TR)	5000									
202	Debt Service - Interest on Short-Term Debt	5100									
203	Tax Anticipation Warrants	5110									0
204	Tax Anticipation Notes	5120									0
205	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
206	State Aid Anticipation Certificates	5140									0
207	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
208	Total Debt Service - Interest On Short-Term Debt	5100						0			0
209	Debt Service - Interest on Long-Term Debt	5200									0
210	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300						46,224			46,224
211	Debt Service - Other <i>(Describe & Itemize)</i>	5400									0
212	Total Debt Service	5000						46,224			46,224
213	PROVISION FOR CONTINGENCIES (TR)	6000									0
214	Total Direct Disbursements/Expenditures		234,719	57,919	13,790,985	1,439,002	2,827,574	48,624	17,380	0	18,416,203
215	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(6,476,128)
216											
217	50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)										
218	INSTRUCTION (MR/SS)	1000									
219	Regular Program	1100		726,663							726,663
220	Pre-K Programs	1125									0
221	Special Education Programs (Functions 1200-1220)	1200		1,344,845							1,344,845
222	Special Education Programs Pre-K	1225		70,915							70,915
223	Remedial and Supplemental Programs K-12	1250		20,572							20,572

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only		(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2		Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
224	Remedial and Supplemental Programs Pre-K	1275									0
225	Adult/Continuing Education Programs	1300									0
226	CTE Programs	1400		254							254
227	Interscholastic Programs	1500		32,036							32,036
228	Summer School Programs	1600		23,623							23,623
229	Gifted Programs	1650									0
230	Driver's Education Programs	1700		529							529
231	Bilingual Programs	1800		21,899							21,899
232	Truant Alternative & Optional Programs	1900									0
233	Total Instruction	1000		2,241,336							2,241,336
234	SUPPORT SERVICES (MR/SS)	2000									
235	Support Services - Pupil	2100									
236	Attendance & Social Work Services	2110		25,489							25,489
237	Guidance Services	2120		42,159							42,159
238	Health Services	2130		61,030							61,030
239	Psychological Services	2140		18,790							18,790
240	Speech Pathology & Audiology Services	2150		10,147							10,147
241	Other Support Services - Pupils (Describe & Itemize)	2190		187							187
242	Total Support Services - Pupil	2100		157,802							157,802
243	Support Services - Instructional Staff	2200									
244	Improvement of Instruction Services	2210		54,804							54,804
245	Educational Media Services	2220		28,692							28,692
246	Assessment & Testing	2230									0
247	Total Support Services - Instructional Staff	2200		83,496							83,496
248	Support Services - General Administration	2300									
249	Board of Education Services	2310		190							190
250	Executive Administration Services	2320		46,565							124 46,565
251	Special Area Administrative Services	2330		16,620							16,620
252	Claims Paid from Self Insurance Fund	2361									0
253	Risk Management and Claims Services Payments	2365									0
254	Total Support Services - General Administration	2300		63,375							63,375
255	Support Services - School Administration	2400									
256	Office of the Principal Services	2410		364,627							364,627
257	Other Support Services - School Administration (Describe & Itemize)	2490		681							681
258	Total Support Services - School Administration	2400		365,308							365,308
259	Support Services - Business	2500									
260	Direction of Business Support Services	2510		27,809							27,809
261	Fiscal Services	2520		65,359							65,359
262	Facilities Acquisition & Construction Services	2530									0
263	Operation & Maintenance of Plant Service	2540		1,009,540							1,009,540
264	Pupil Transportation Services	2550		34,139							34,139
265	Food Services	2560		351,112							351,112
266	Internal Services	2570		10,388							10,388
267	Total Support Services - Business	2500		1,498,347							1,498,347
268	Support Services - Central	2600									
269	Direction of Central Support Services	2610									0
270	Planning, Research, Development & Evaluation Services	2620									0
271	Information Services	2630		17,311							17,311
272	Staff Services	2640		77,946							77,946
273	Data Processing Services	2660		166,418							166,418
274	Total Support Services - Central	2600		261,675							261,675
275	Other Support Services - Misc. (Describe & Itemize)	2900									0
276	Total Support Services	2000		2,430,003							2,430,003
277	COMMUNITY SERVICES (MR/SS)	3000		94,945							94,945
278	PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)	4000									
279	Payments for Regular Programs	4110									0
280	Payments for Special Education Programs	4120									0
281	Payments for CTE Programs	4140									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
282	Total Payments to Other Dist & Govt Units	4000		0							0
283	DEBT SERVICE (MR/SS)	5000									
284	Debt Service - Interest on Short-Term Debt	5100									
285	Tax Anticipation Warrants	5110									0
286	Tax Anticipation Notes	5120									0
287	Corporate Personal Prop Repl Tax Anticipation Notes	5130									0
288	State Aid Anticipation Certificates	5140									0
289	Other Interest on Short-Term Debt (Describe & Itemize)	5150									0
290	Total Debt Service	5000						0			0
291	PROVISION FOR CONTINGENCIES (MR/SS)	6000									0
292	Total Direct Disbursements/Expenditures			4,766,284				0			4,766,284
293	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										431,682
294											
295	60 - CAPITAL PROJECTS (CP)										
296	SUPPORT SERVICES (CP)	2000									
297	Support Services - Business										
298	Facilities Acquisition & Construction Services	2530									0
299	Other Support Services - Business (Describe & Itemize)	2900									0
300	Total Support Services	2000	0	0	0	0	0	0	0		0
301	PAYMENTS TO OTHER DIST & GOVT UNITS (CP)	4000									
302	Payments to Other Dist & Govt Units (In-State)	4100									
303	Payments to Regular Programs	4110									0
304	Payment for Special Education Programs	4120									0
305	Payment for CTE Programs	4140									0
306	Payments to Other Govt Units - Programs (In-State) (Describe & Itemize)	4190									0
307	Total Payments to Other Districts & Govt Units	4000			0			0			0
308	PROVISION FOR CONTINGENCIES (CP)	6000									125
309	Total Direct Disbursements/Expenditures		0	0	0	0	0	0	0		0
310	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										0
311											
312	70 WORKING CASH FUND (WC)										
313											
314	80 - TORT FUND (TF)										
315	INSTRUCTION (TF)	1000									
316	Regular Programs	1100									0
317	Tuition Payment to Charter Schools	1115									0
318	Pre-K Programs	1125									0
319	Special Education Programs (Functions 1200 - 1220)	1200	934,733								934,733
320	Special Education Programs Pre-K	1225									0
321	Remedial and Supplemental Programs K-12	1250									0
322	Remedial and Supplemental Programs Pre-K	1275									0
323	Adult/Continuing Education Programs	1300									0
324	CTE Programs	1400									0
325	Interscholastic Programs	1500	29,036		40,160						69,196
326	Summer School Programs	1600									0
327	Gifted Programs	1650									0
328	Driver's Education Programs	1700									0
329	Bilingual Programs	1800									0
330	Truant Alternative & Optional Programs	1900									0
331	Pre-K Programs - Private Tuition	1910									0
332	Regular K-12 Programs Private Tuition	1911									0
333	Special Education Programs K-12 Private Tuition	1912									0
334	Special Education Programs Pre-K Tuition	1913									0
335	Remedial/Supplemental Programs K-12 Private Tuition	1914									0
336	Remedial/Supplemental Programs Pre-K Private Tuition	1915									0
337	Adult/Continuing Education Programs Private Tuition	1916									0
338	CTE Programs Private Tuition	1917									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
339	Interscholastic Programs Private Tuition	1918									0
340	Summer School Programs Private Tuition	1919									0
341	Gifted Programs Private Tuition	1920									0
342	Bilingual Programs Private Tuition	1921									0
343	Truants Alternative/Opt Ed Programs Private Tuition	1922									0
344	Total Instruction¹⁴	1000	963,769	0	40,160	0	0	0	0	0	1,003,929
345	SUPPORT SERVICES (TF)	2000									
346	Support Services - Pupil	2100									
347	Attendance & Social Work Services	2110									0
348	Guidance Services	2120									0
349	Health Services	2130	580,211		1,529	785					582,525
350	Psychological Services	2140									0
351	Speech Pathology & Audiology Services	2150									0
352	Other Support Services - Pupils (Describe & Itemize)	2190									0
353	Total Support Services - Pupil	2100	580,211	0	1,529	785	0	0	0	0	582,525
354	Support Services - Instructional Staff	2200									
355	Improvement of Instruction Services	2210	73,170								73,170
356	Educational Media Services	2220									0
357	Assessment & Testing	2230									0
358	Total Support Services - Instructional Staff	2200	73,170	0	0	0	0	0	0	0	73,170
359	Support Services - General Administration	2300									
360	Board of Education Services	2310									0
361	Executive Administration Services	2320	199,729	25,070							224,799
362	Special Area Administration Services	2330									0
363	Claims Paid from Self Insurance Fund	2361									0
364	Risk Management and Claims Services Payments	2365			1,910,620	16,659		40,458	28,000		1,995,737
365	Total Support Services - General Administration	2300	199,729	25,070	1,910,620	16,659	0	40,458	28,000	0	126220,536
366	Support Services - School Administration	2400									
367	Office of the Principal Services	2410	379,626								379,626
368	Other Support Services - School Administration (Describe & Itemize)	2490									0
369	Total Support Services - School Administration	2400	379,626	0	0	0	0	0	0	0	379,626
370	Support Services - Business	2500									
371	Direction of Business Support Services	2510	23,159								23,159
372	Fiscal Services	2520									0
373	Facilities Acquisition & Construction Services	2530									0
374	Operation & Maintenance of Plant Services	2540	96,237	19,421	668,524	131,677	94,324		194,458		1,204,641
375	Pupil Transportation Services	2550									0
376	Food Services	2560									0
377	Internal Services	2570									0
378	Total Support Services - Business	2500	119,396	19,421	668,524	131,677	94,324	0	194,458	0	1,227,800
379	Support Services - Central	2600									
380	Direction of Central Support Services	2610									0
381	Planning, Research, Development & Evaluation Services	2620									0
382	Information Services	2630									0
383	Staff Services	2640	82,312	933,694	93,246						1,109,252
384	Data Processing Services	2660									0
385	Total Support Services - Central	2600	82,312	933,694	93,246	0	0	0	0	0	1,109,252
386	Other Support Services - Misc. (Describe & Itemize)	2900									
387	Total Support Services	2000	1,434,444	978,185	2,673,919	149,121	94,324	40,458	222,458	0	5,592,909
388	COMMUNITY SERVICES (TF)	3000									
389	PAYMENTS TO OTHER DIST & GOVT UNITS (TF)	4000									
390	Payments to Other Dist & Govt Units (In-State)	4100									
391	Payments for Regular Programs	4110									0
392	Payments for Special Education Programs	4120									0
393	Payments for Adult/Continuing Education Programs	4130									0
394	Payments for CTE Programs	4140									0
395	Payments for Community College Programs	4170									0

1	A	B	C	D	E	F	G	H	I	J	K
2	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
396	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
397	Total Payments to Other Dist & Govt Units (In-State)	4100			0			0			0
398	Payments for Regular Programs - Tuition	4210									0
399	Payments for Special Education Programs - Tuition	4220									0
400	Payments for Adult/Continuing Education Programs - Tuition	4230									0
401	Payments for CTE Programs - Tuition	4240									0
402	Payments for Community College Programs - Tuition	4270									0
403	Payments for Other Programs - Tuition	4280									0
404	Other Payments to In-State Govt Units - Tuition <i>(Describe & Itemize)</i>	4290									0
405	Total Payments to Other Dist & Govt Units - Tuition (In State)	4200						0			0
406	Payments for Regular Programs - Transfers	4310									0
407	Payments for Special Education Programs - Transfers	4320									0
408	Payments for Adult/Continuing Ed Programs - Transfers	4330									0
409	Payments for CTE Programs - Transfers	4340									0
410	Payments for Community College Program - Transfers	4370									0
411	Payments for Other Programs - Transfers	4380									0
412	Other Payments to In-State Govt Units - Transfers <i>(Describe & Itemize)</i>	4390									0
413	Total Payments to Other Dist & Govt Units-Transfers (In State)	4300			0			0			0
414	Payments to Other Dist & Govt Units (Out of State)	4400									0
415	Total Payments to Other Dist & Govt Units	4000			0			0			0
416	DEBT SERVICE (TF)	5000									
417	Debt Service - Interest on Short-Term Debt										
418	Tax Anticipation Warrants	5110									0
419	Tax Anticipation Notes	5120									0
420	Corporate Personal Property Replacement Tax Anticipation Notes	5130									0
421	State Aid Anticipation Certificates	5140									0
422	Other Interest or Short-Term Debt <i>(Describe & Itemize)</i>	5150									127
423	Debt Service - Interest on Long-Term Debt	5200									0
424	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0
425	Debt Service - Other (Describe & Itemize)	5400									0
426	Total Debt Service	5000			0			0			0
427	PROVISION FOR CONTINGENCIES (TF)	6000									0
428	Total Direct Disbursements/Expenditures		2,398,213	978,185	2,714,079	149,121	94,324	40,458	222,458	0	6,596,838
429	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(408,917)
430											
431	90 - FIRE PREVENTION & SAFETY FUND (FP&S)										
432	SUPPORT SERVICES (FP&S)	2000									
433	Support Services - Business	2500									
434	Facilities Acquisition & Construction Services	2530			130,000						130,000
435	Operation & Maintenance of Plant Service	2540			180,000		1,380,000				1,560,000
436	Total Support Services - Business	2500	0	0	310,000	0	1,380,000	0	0		1,690,000
437	Other Support Services - Misc. (Describe & Itemize)	2900									0
438	Total Support Services	2000	0	0	310,000	0	1,380,000	0	0		1,690,000
439	PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)	4000									
440	Payments to Regular Programs	4110									0
441	Payments to Special Education Programs	4120									0
442	Other Payments to In-State Govt Units - Programs <i>(Describe & Itemize)</i>	4190									0
443	Total Payments to Other Districts & Govt Units (FPS)	4000						0			0
444	DEBT SERVICE (FP&S)	5000									
445	Debt Service - Interest on Short-Term Debt	5100									
446	Tax Anticipation Warrants	5110									0
447	Other Interest on Short-Term Debt <i>(Describe & Itemize)</i>	5150									0
448	Total Debt Service - Interest on Short-Term Debt	5100						0			0
449	Debt Service - Interest on Long-Term Debt	5200									0
450	Debt Service - Payments of Principal on Long-Term Debt ¹⁵ <i>(Lease/Purchase Principal Retired) (Describe & Itemize)</i>	5300									0

	A	B	C	D	E	F	G	H	I	J	K
1	Description: Enter Whole Numbers Only	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
2											
451	Total Debt Service	5000						0			0
452	PROVISIONS FOR CONTINGENCIES (FP&S)	6000									0
453	Total Direct Disbursements/Expenditures		0	0	310,000	0	1,380,000	0	0		1,690,000
454	Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures										(360,803)

	B	C	D	E	F	G	H
1	If there is an amount in column C or column G, please describe the type of revenue or expenditure in column D or column H.						
2	Revenue Check:	OK					
3	Expenditure Check:	OK					
4	Revenues Acct. (EstRev tab)	Amount	Describe Revenue	Expenditures Fund-Function (EstExp tab)	Amount	Describe Expenditures	
5	1190			10-2190	\$ 3,003	PBIS substitutes	
6	1290			10-2490	\$ 24,211	Salary for administrative mentor to support building admin	
7	1614			10-2900	\$ 39,253	Supplies for homeless students	
8	1690	\$ 48,000	Food provided for events	10-4190	\$ 251,044	39,444 - Purchased services from Juvenile Delinquent Center 100,000 - Counseling services for high schools 110,000 - JDC services 1,600 - Other services	
9	1790			10-4290			
10	1819			10-4390			
11	1829			10-4400			
12	1890			10-5150			
13	1993	\$ 387,123	244,000 - Custodial insurance contributions 52,000 - Union president reimbursement 91,123 - Other miscellaneous fees	20-2190	\$ 700	Supplies for parking passes	
14	1999	\$ 176,000	50,000 - Workers Compensation revenue 75,000 - HS parking pass revenue 25,000 - Fund 10: E-Rate and other miscellaneous revenue 5,000 - Fund 20: miscellaneous revenue 21,000 - Fund 80: background check fees and other revenue	20-2900			
15	2300			20-4190			
16	3099			20-4400			
17	3199			20-5150			
18	3299			30-4190			
19	3499			30-5150			
20	3599			30-5300	\$ 35,365,263	33,950,000 - Principal payments for bonded debt 1,415,263 - Principal payments for leases & financed purchases	
21	3999	\$ 414,164	203,855 - Regular Orphanage Tuition (18-3) 10,500 - SOS Library Grant 23,009 - STEP Grant State Matching 176,493 - Teacher Vacancy Grant 277 - Other miscellaneous state revenue	30-5400			
22	4009			40-2190			
23	4090			40-2900			
24	4199			40-4190			
25	4299			40-4400			
26	4399	\$ 258,318	51,871 - Title I Delinquent 206,447 - Title I School Improvement	40-5150			
27	4499			40-5300	\$ 46,224	Principal payments for leases	
28	4699			40-5400			
29	4799			50-2190	\$ 187	PBIS substitutes	
30	4998	\$ 7,414,763	85,013 - STEP Grant 40,435 - ESSER 2 6,947,843 - ESSER 3 215,139 - ARP IDEA Flow-through 14,565 - ARP IDEA Preschool 18,379 - ARP McKinney-Vento Homeless 79,530 - Freedom Schools 13,859 - Elevating Educators - Bilingual	50-2490	\$ 681	Benefits for administrative mentor to support building admin	
31				50-2900			
32				50-5150			
33				60-2900			
34				60-4190			
35				80-2190			
36				80-2490			
37				80-2900			
38				80-4190			
39				80-4290			
40				80-4390			
41				80-4400			
42				80-5150			
43				80-5300			
44				80-5400			
45				90-2900			
46				90-4190			
47				90-5150			
48				90-5300			

DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only (School Districts Only)					
Description	EDUCATIONAL FUND (10)	OPERATIONS & MAINTENANCE FUND (20)	TRANSPORTATION FUND (40)	WORKING CASH FUND (70)	TOTAL
Direct Revenues	127,436,565	14,054,718	11,940,075	3,538,197	156,969,555
Direct Expenditures	136,225,684	14,024,290	18,416,203		168,666,177
Difference	(8,789,119)	30,428	(6,476,128)	3,538,197	(11,696,622)
Estimated Fund Balance - June 30, 2024	18,895,748	1,400,700	327,417	54,104,921	74,728,787

Unbalanced budget; however, a Deficit Reduction Plan is not required at this time.

A deficit reduction plan is required if the local board of education adopts (or amends) the 2023-2024 school district budget in which the "operating funds" listed above result in direct revenues (line 9, BudgetSum 2-4) being less than direct expenditures (line 19, BudgetSum 2-4) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81, BudgetSum 2-4).

Note: The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.

Per School Code (105 ILCS 5/17-1) - If the Deficit AFR Summary Information tab from the 2022-2023 Annual Financial Report (AFR) reflects a deficit as defined above, then the school district shall adopt and submit a deficit reduction plan (found here on page 23-27) to ISBE within 30 days after acceptance of the AFR.

The deficit reduction plan, if required, is developed using ISBE guidelines and format.

	A	B	C	D	E	F	G	
1	*School Districts Only		DEFICIT REDUCTION PLAN ESTIMATED BUDGET FY2023-2024					
2								
3	17064005026							
4	<i>District Number</i>							
5	McLean County USD 5							
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total	
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		18,398,299	1,331,199	1,525,971	63,416,170	84,671,640	
8	RECEIPTS/REVENUES		Acct #					
9	LOCAL SOURCES		1000	83,571,669	14,004,718	5,353,456	3,538,197	106,468,040
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT		2000	0	0	0		0
11	STATE SOURCES		3000	26,944,030	50,000	6,186,619	0	33,180,649
12	FEDERAL SOURCES		4000	16,920,866	0	400,000	0	17,320,866
13	Total Receipts/Revenues			127,436,565	14,054,718	11,940,075	3,538,197	156,969,555
14	DISBURSEMENTS/EXPENDITURES		Funct #					
15	INSTRUCTION		1000	95,914,830				95,914,830
16	SUPPORT SERVICES		2000	38,255,911	14,024,290	18,369,979		70,650,180
17	COMMUNITY SERVICES		3000	963,899	0	0		963,899
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS		4000	1,091,044	0	0		1,091,044
19	DEBT SERVICES		5000	0	0	46,224		46,224
20	PROVISION FOR CONTINGENCIES		6000	0	0	0		0
21	Total Disbursements/Expenditures			136,225,684	14,024,290	18,416,203		168,666,177
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures			(8,789,119)	30,428	(6,476,128)	3,538,197	(11,696,622)
23	OTHER SOURCES/USES OF FUNDS							
24	OTHER SOURCES OF FUNDS (7000)			10,616,974	160,798	5,277,574	0	16,055,346
25	OTHER USES OF FUNDS (8000)			1,330,406	121,725	0	12,849,446	14,301,577
26	TOTAL OTHER SOURCES/USES OF FUNDS			9,286,568	39,073	5,277,574	(12,849,446)	1,753,769
27	ESTIMATED ENDING FUND BALANCE			18,895,748	1,400,700	327,417	54,104,921	74,728,787

	A	B	H	I	J	K	L
1	*School Districts Only		ESTIMATED BUDGET FY2024-2025				
2							
3	17064005026						
4	<i>District Number</i>						
5	McLean County USD 5						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		18,895,748	1,400,700	327,417	54,104,921	74,728,787
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Func #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		18,895,748	1,400,700	327,417	54,104,921	74,728,787

	A	B	M	N	O	P	Q
1	*School Districts Only		ESTIMATED BUDGET FY2025-2026				
2							
3	17064005026						
4	<i>District Number</i>						
5	McLean County USD 5						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		18,895,748	1,400,700	327,417	54,104,921	74,728,787
8	RECEIPTS/REVENUES		Acct #				
9	LOCAL SOURCES		1000				0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT		2000				0
11	STATE SOURCES		3000				0
12	FEDERAL SOURCES		4000				0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES		Funct #				
15	INSTRUCTION		1000				0
16	SUPPORT SERVICES		2000				0
17	COMMUNITY SERVICES		3000				0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS		4000				0
19	DEBT SERVICES		5000				0
20	PROVISION FOR CONTINGENCIES		6000				0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		18,895,748	1,400,700	327,417	54,104,921	74,728,787

	A	B	R	S	T	U	V
1	*School Districts Only		ESTIMATED BUDGET FY2026-2027				
2							
3	17064005026						
4	<i>District Number</i>						
5	McLean County USD 5						
6	<i>District Name</i>		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE (must equal prior Ending Fund Balance)		18,895,748	1,400,700	327,417	54,104,921	74,728,787
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000					0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000					0
11	STATE SOURCES	3000					0
12	FEDERAL SOURCES	4000					0
13	Total Receipts/Revenues		0	0	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000					0
16	SUPPORT SERVICES	2000					0
17	COMMUNITY SERVICES	3000					0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000					0
19	DEBT SERVICES	5000					0
20	PROVISION FOR CONTINGENCIES	6000					0
21	Total Disbursements/Expenditures		0	0	0		0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		0	0	0	0	0
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)						0
25	OTHER USES OF FUNDS (8000)						0
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	0	0	0	0
27	ESTIMATED ENDING FUND BALANCE		18,895,748	1,400,700	327,417	54,104,921	74,728,787

	A	B	W	X	Y	Z
1	*School Districts Only		SUMMARY BUDGET ADDENDUM - DEFICIT REDUCTION PLAN ESTIMATED BUDGET Date of Adoption: <input type="text"/> <i>(Enter as MM/DD/YY)</i>			
2						
3	17064005026					
4	District Number					
5	McLean County USD 5					
6	District Name		FY2023-2024	FY2024-2025	FY2025-2026	FY2026-2027
7	ESTIMATED BEGINNING FUND BALANCE <i>(must equal prior Ending Fund Balance)</i>		84,671,640	74,728,787	74,728,787	74,728,787
8	RECEIPTS/REVENUES	Acct #				
9	LOCAL SOURCES	1000	106,468,040	0	0	0
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	0	0	0	0
11	STATE SOURCES	3000	33,180,649	0	0	0
12	FEDERAL SOURCES	4000	17,320,866	0	0	0
13	Total Receipts/Revenues		156,969,555	0	0	0
14	DISBURSEMENTS/EXPENDITURES	Funct #				
15	INSTRUCTION	1000	95,914,830	0	0	0
16	SUPPORT SERVICES	2000	70,650,180	0	0	0
17	COMMUNITY SERVICES	3000	963,899	0	0	0
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	1,091,044	0	0	0
19	DEBT SERVICES	5000	46,224	0	0	0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0	0
21	Total Disbursements/Expenditures		168,666,177	0	0	0
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(11,696,622)	0	0	0
23	OTHER SOURCES/USES OF FUNDS					
24	OTHER SOURCES OF FUNDS (7000)		16,055,346	0	0	0
25	OTHER USES OF FUNDS (8000)		14,301,577	0	0	0
26	TOTAL OTHER SOURCES/USES OF FUNDS		1,753,769	0	0	0
27	ESTIMATED ENDING FUND BALANCE		74,728,787	74,728,787	74,728,787	74,728,787

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

**Fiscal Year 2023-2024
through Fiscal Year 2026-2027**

McLean County USD 5 17064005026

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. Background and Narrative of Budget Reductions:

2. Assumptions Used in the Deficit Reduction Plan:

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

Deficit Reduction Plan-Background/Assumptions (School Districts Only)

Fiscal Year 2023-2024

through Fiscal Year 2026-2027

- Short- and Long-Term Borrowing:

- Educational Impact:

- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance)? If yes, please explain:

Evidence-Based Funding: Fiscal Year 2024 Spending Plan

MCLEAN COUNTY UNIT DIST NO 5

Part I: Achieving Student Growth and Making Progress Toward State Education Goals

The questions below allow you to indicate the strategic priorities and strategies that will drive your efforts to achieve student growth and make progress toward state education goals. These may involve investing in any combination of an Organizational Unit's core resources: time, money, people, and programs.

Collaboration Opportunity - Organizational Units may find that Part I is most easily and effectively completed if led by program leaders in consultation with finance leaders.

1)	What are the Organizational Unit's strategic goals for student success for the 2023-24 school year? What measures will be used to evaluate progress? (No more than 2000 characters, including spaces.)												
	<p>Objective 1: By the end of Third Grade, students will be able to read within range for their grade level. Indicator: 90% or more of our third graders will be reading at grade level</p> <p>Objective 2: By the end of 8th grade, students will be prepared for high school and will be on track for college and career success. Indicator: The percentage of 8th grade students that have passed Algebra and/or are Algebra ready by the end of 8th grade will increase.</p> <p>Objective 3: After four years of high school enrollment, students will earn a high school diploma Indicator: 90% of our students will graduate with their respective class.</p> <p>Objective 4: To prepare students for college and careers, high school course work will be appropriately rigorous and aligned to student college or career pathways. Indicator: Student enrollment in AP courses, dual credit, and experiential career related courses/internships will increase.</p>												
	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 35%;"></th> <th style="width: 20%;">Top Strategy 1</th> <th style="width: 20%;">Top Strategy 2</th> <th style="width: 25%;">Top Strategy 3</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">2) Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)</td> <td>Focus increased time and attention on special student groups</td> <td>Maintain or decrease class sizes</td> <td>Increase the number of high-quality educators dedicated to special student groups</td> </tr> <tr> <td style="text-align: left;">If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)</td> <td colspan="3"></td> </tr> </tbody> </table>		Top Strategy 1	Top Strategy 2	Top Strategy 3	2) Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)	Focus increased time and attention on special student groups	Maintain or decrease class sizes	Increase the number of high-quality educators dedicated to special student groups	If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)			
	Top Strategy 1	Top Strategy 2	Top Strategy 3										
2) Select the top three strategies that the Organizational Unit will employ to achieve student growth and make progress toward state education goals. (Select three different responses from the dropdown list.)	Focus increased time and attention on special student groups	Maintain or decrease class sizes	Increase the number of high-quality educators dedicated to special student groups										
If "Other" was selected in question 2, please describe. (No more than 1000 characters, including spaces.)													

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Part II: Planned Use of Evidence-Based Funding

The questions below provide an opportunity to document the stakeholders with whom you consulted and the data you analyzed as you determined your strategic allocations of FY 2024 EBF dollars. Key statistics related to EBF distributions are provided for your reference. Form 50-36/50-39 is typically released before current-year appropriations are known. Therefore, the figures provided are for the prior fiscal year.

Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed if led by finance leaders in consultation with program leaders.

Evidence-Based Funding Organizational Unit Results (FY 2023)	<i>Final Resources / Adequacy Target = Percent of Adequacy</i>	Average Student Enrollment	12,536.78	Adequacy Target	\$161,266,354.70
		Final Resources	\$122,846,815.92	Percent of Adequacy	76%
	<i>Base Funding Minimum + Tier Funding = Gross State Contribution</i>	Tier Assignment	2	Gross State Contribution	\$22,348,991.60
		FY23 Base Funding Minimum	\$21,809,181.47	FY 2023 Tier Funding	\$539,810.13
	<i>Within FY 2023 Gross State Contribution, Resources Attributable to Specific Populations</i>	Low-Income Students	\$2,291,258.74		
		English Learners (ELs)	\$248,511.25		
		Special Education	\$4,550,360.20		
		FY 2024 Tier Funding		Funding Type (Select)	
1)	FY 2024 Tier Funding Allocation*: Enter the dollar amount of Tier Funding allocated to the Organizational Unit within the FY 2024 Gross State Contribution. Enter "0" if current-year appropriations did not include Tier Funding. Select whether the amount is estimated or actual funding.	\$720,219.11		Actual	*Note: Tier Funding allocations are published annually at https://www.isbe.net/Pages/ebfdistribution.aspx . Amounts are available in early August. Districts are encouraged to use actual funding amounts if they are available before transmitting the budget to ISBE.

		Data Source 1	Data Source 2	Data Source 3			
2)	Select the top three sources of data used to inform the Organizational Unit's planned allocation of EBF dollars. (Select three different responses.)	Climate and culture survey data (e.g., Five Essentials Survey)	Student growth and achievement data, disaggregated by student groups	Financial projections			
3)	Indicate with which groups the Organizational Unit engaged to inform its intended allocation of EBF dollars. (Select any that apply; otherwise leave blank.)	Bilingual Program Director(s)	Yes	Principals	Yes	Bilingual Parent Advisory Committee	Yes
		Special Ed. Program Director(s)	Yes	School Improvement Teams		Other Parent Group(s)	
		Other Program Leaders	Yes	Teacher or Support Staff Unions		Community Focus Group(s)	Yes
		School Board Members	Yes	Other School Staff	Yes	Other	
[Optional] Provide a brief description of the Organizational Unit's process for consulting with internal and external stakeholders in determining the allocation of EBF dollars. (No more than 1000 characters, including spaces.)							
		Priority Investment 1	Priority Investment 2	Priority Investment 3			
4)	Given the data analyzed, the stakeholders consulted, and the priorities identified in Part I, indicate the top three priority investments the Organizational Unit will make with its FY 2024 Base Funding Minimum (e.g., excluding Tier Funding). Choose "Other" if investments do not match the provided list. (Select three different responses. "Other" may be selected more than once if needed.)	Core Teachers	Professional Development	School Site Staff			
If "Other" was selected in question 4, please describe. (No more than 1000 characters, including spaces.)							

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Cost Factor Table

The table below presents the regionally adjusted amount embedded in the Organizational Unit's FY 2023 Adequacy Target for each of the 34 cost factors in the Evidence-Based Funding model (Column F). Column G is required for all Organizational Units that receive at least \$5,000 in Tier Funding, while column H is optional. Organizational Units may choose to provide additional narrative context in Columns I-M to elaborate on the figures included in the table. ISBE has produced guidance for populating the cost factor table. The guidance includes a definition for each cost factor, along with suggestions for using Employee Information System position codes and common expenditure accounts to support a determination of expenditures. This guidance is available at <https://www.isbe.net/ebfspendingplan>.

Column G: If the Organizational Unit will receive at least \$5,000 in FY 2024 Tier Funding (as entered in Q2.1/cell G31), column G is required. Please indicate the Organizational Unit's planned expenditures in FY 2024 from Tier Funds only. Organizational Units are not expected to place a value in each cell. Rather, the table allows for the communication of priority investments with new state resources for the current fiscal year. During years in which there is no new Tier Funding, column G will not be required. During years in which Tier Funding is available, the amount of new Tier Funding entered in Q2.1/cell G31 above must equal the sum in cell G90 below. If some or all Tier Funding is invested outside of the cost factors, enter a dollar amount in cell G89 and provide additional context in the space for a narrative beginning in row 93.

Column H: Optionally, Organizational Units may populate column H with total planned expenditures in FY 2024 for each cost factor from all revenue sources (e.g., not just from EBF). By comparing the figures in column F to the figures entered in column H, the Organizational Unit may engage local stakeholders in productive dialogue about resource allocation decisions.

Cost Factors	Amount in FY 2023 Adjusted Adequacy Target	Budgeted FY 2024 Investments with New Tier Funding [Required]	Budgeted FY 2024 Expenditures (All Resources) [Optional]	Optional District Narratives
Core Investments	Core Teachers	\$37,055,533.06	\$720,219.11	Enter optional context for core investment decisions.
	Specialist Teachers	\$8,951,035.84		
	Instructional Facilitator	\$4,018,504.34		
	Core Intervention Teacher	\$1,636,137.26		
	Substitute Teachers	\$1,269,666.40		
	Guidance Counselor	\$2,807,309.50		
	Nurse	\$913,791.10		
	Supervisory Aide	\$1,478,021.13		
	Librarian	\$1,810,610.70		
	Librarian Aide	\$1,067,743.73		
	Principal	\$2,703,772.08		
	Assistant Principal	\$2,332,013.56		
	School Site Staff	\$1,773,531.58		
	Subtotal	\$67,817,670.28	\$720,219.11	

Per Student Investments	Gifted	\$1,116,760.50			Enter optional context for per student investment decisions.
	Professional Development	\$1,567,097.50			
	Instructional Materials	\$3,372,393.82			
	Assessments	\$363,566.62			
	Computer & Tech Equipment	\$7,158,501.38			
	Student Activities	\$4,275,618.34			
	Maintenance & Operations	\$15,382,629.06			
	Central Office	\$11,069,976.74			
	Employee Benefits	\$31,728,090.30			
Subtotal*		\$74,913,225.07			
Additional Investments	Low-Income Intervention Teacher	\$1,959,045.60			Enter optional context for additional investment decisions.
	Low-Income Pupil Support Staff	\$1,959,045.60			
	Low-Income Extended Day Teacher	\$2,040,216.19			
	Low-Income Summer School Teacher	\$2,040,216.19			
	EL Intervention Teacher	\$307,932.85			
	EL Pupil Support Staff	\$307,932.85			
	EL Extended Day Teacher	\$320,817.07			
	EL Summer School Teacher	\$320,817.07			
	EL Core Teacher	\$385,238.16			
	Sp Ed Teacher	\$5,727,679.87			
	Sp Ed Instructional Assistant	\$2,272,757.85			
	Sp Ed Psychologist	\$893,759.91			
	Subtotal		\$18,535,459.21		
Other Investments					
Total**		\$161,266,354.70	\$720,219.11		Tier Funding Check (Cell G90) Complete, G90=G31
<p>*The subtotal for Per Student Investments is a calculated figure that adjusts salary portions of Central Office and Maintenance & Operations to account for regional salary differences. As a result, the sum of each individual cost factor will not equal the subtotal.</p> <p>**The total is the Final Adequacy Target (adjusted for Regionalization Factor) calculated in the Full FY 2023 EBF Calculation file. Due to differences in rounding, this figure may vary slightly from the sum of the subtotals in this table.</p>					
<p>If some or all Tier Funding was invested outside of the cost factors, please describe. (No more than 1000 characters, including spaces.)</p>					
Part III: Support for Special Student Groups					
<p>EBF statute sets aside specific allocations to be spent for special education, English learners, and low-income students. Per statute these designated funds must be spent on programs and services benefiting these specific student groups. Funds for English learners and low-income students must be spent in addition to, and not in lieu of, funding that supports general programs of instruction for all students. Funds attributable to special education must be used for the provision of special education facilities and services as outlined in ILCS 14-1.08. Current-year EBF amounts attributable to each of the special student groups must be reported in cells G100-G102 below. If the Organizational Unit received at least \$5,000 for any of the student groups, a response to the questions below is required. For amounts less than \$5,000, a response is optional. All other EBF funds may be spent in any manner deemed appropriate by the school district.</p> <p>Collaboration Opportunity - Organizational Units may find that questions in this section are most easily and effectively completed through collaboration between program leaders affiliated with each student group and finance leaders.</p>					
1)	FY 2024 Student Population Allocations*: Enter the dollar amount of resources attributable to Specific Populations within the FY24 Gross State Contribution. Enter "0" if no funds are allocated for a student group. Select whether amounts are estimated or actual.		Enter Amounts	Select type	*Note: Allocations for each of the three student groups are published annually at isbe.net/ebfdist under "Reports." Amounts are typically available by September 1. Districts are encouraged to use actual amounts if they are available before transmitting the budget to ISBE.
	Low-Income Students		\$2,356,942.72	Actual	
	English Learners		\$260,034.75	Actual	
	Special Education		\$4,603,512.37	Actual	

2)	Organizational Unit investment of EBF dollars for low-income students: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Low-Income Intervention Teacher	Yes	Low-Income Extended Day Teacher	Yes	Other Investments	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		Low-Income Pupil Support Staff	Yes	Low-Income Summer School Teacher	Yes			
		[Optional - Enter \$]		[Optional - Enter \$]				
Additional context for the Organizational Unit's planned use of dollars attributable to low-income students in FY 2024. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required		In addition to the major investments above, the district plans to invest in early childhood services, family and community engagement services, instructional materials, and computer and tech equipment.						

3)	Organizational Unit investment of EBF dollars for English learners: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	English Learner Intervention Teacher	Yes	English Learner Extended Day Teacher	Yes	English Learner Core Teacher	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
		English Learner Pupil Support Staff		English Learner Summer School Teacher	Yes	Other Investments	Yes	
		[Optional - Enter \$]		[Optional - Enter \$]		[Optional - Enter \$]		
Additional context for the Organizational Unit's planned use of dollars attributable to English learners in FY 2024. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required		Other investments include professional development and curriculum development, workshop and conferences, curriculum resources and materials, and other supplies and materials.						

4)	Organizational Units investment of EBF dollars for Special Education: Select the investments that apply. (Optionally, dollar amounts for each investment may be entered.) Response Required	Special Education Teacher	Yes	Special Education Psychologist	Yes			
		[Optional - Enter \$]		[Optional - Enter \$]				
		Special Education Instructional Assistant	Yes	Other Investments	Yes			
		[Optional - Enter \$]		[Optional - Enter \$]				
Additional context for the Organizational Unit's planned use of dollars attributable to Special Education students in FY 2024. (Required if "Other Investments" selected above. No more than 500 characters, including spaces.) Required		Other investments include early childhood special education services, family and community engagement services, college and career readiness services, adapted instructional materials, and technology to access learning.						

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Plan Assurances

Please complete the assurances below related to Article 14C of the Illinois School Code, which stipulates allowable expenditures for English learners. Organizational Units should maintain supporting documentation (e.g., sign-in sheets, meeting agendas) to affirm the veracity of the below assurances. Note that a separate collection of the Bilingual Service Plan takes place before each school year and must be separately reviewed by the Bilingual Parent Advisory Committee (BPAC). Responses in this plan should be aligned with information contained in the Bilingual Service Plan. Responses in this section are only required if an Organizational Unit receives any amount of EBF dollars attributable to English learners.

Collaboration Opportunity - Organizational Units may find that the plan assurances are most easily and effectively completed if led by program leaders.

- "I hereby affirm that at least 60% of the school district's state funds attributable to English learners will be used for instructional costs of programs and services for English learners (function 1000), in accordance with Article 14C of the Illinois School Code. The remaining balance of state funds attributable to English learners will also be used to serve English learners."
 Required
- "My school district has at least one attendance center with 20 or more English learners (including parental refusals) who speak the same home language other than English in grades K-12. Alternatively and/or additionally, my school district has at least one attendance center with 20 or more English learners (including parent refusals) who speak the same home language other than English in pre-K."
 Required
- "I hereby affirm that the school district's BPAC will review this EBF Spending Plan by or before October 31, 2023."
 Required
- Enter the anticipated date on which the BPAC review will take place and the name of the BPAC chair for SY 2023-24.
 Required

BPAC Meeting (MM/DD/YYYY)	9/25/2023
Name of Chair	Mariana Diaz

Spending Plan Completion Tracker		
Use the information below to confirm completion of all required questions. Note that the "status" column adjusts to responses, so the tracker is most helpful to consult after you have completed the spending plan.		
Question	Status	Acceptance Criteria
Part 1, Q1	Complete	Character length of response must be >10 and <=2000, including spaces.
Part 1, Q2	Complete	A different response must be selected in G11, I11, and L11; cells cannot be blank.
Part 1, Q2 (Narrative)	Complete	Response required only if "Other" selected in G11, I11, or L11; character length of response must be >10 and <=1000, including spaces.
Part 2, Q1	Complete	A numeric value must be entered in cell G31 (estimated or actual Tier Funding, or 0 if appropriations did not include Tier Funding). A type must be selected in cell H31.
Part 2, Q2	Complete	A different response must be selected in G35, I35, and L35; cells cannot be blank.
Part 2, Q3	Complete	At least one response must be selected.
Part 2, Q4	Complete	Cells G43, I43, and L43 cannot be blank. "Other" may be selected more than once, but other responses may not be repeated.
Part 2, Q4 (Narrative)	Complete	Response required only if "Other" selected in G43, I43, or L43; character length of response must be >10 and <=1000, including spaces.
Part 2, Q5 (Cell G90)	Complete	Cell G90 must be equal to the value in cell G31.
Part 2, Q5 (Narrative)	Complete	Response required only if a value was entered in cell G89; character length of response must be >10 and <=1000, including spaces.
Part 3, Q1 Low-Income Funds	Complete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H100.
Part 3, Q1 English Learner Funds	Complete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H101.
Part 3, Q1 Spec. Ed. Funds	Complete	A numeric value must be entered, which may be "0" if the organizational unit received no funding for the specified student group. A type must be selected in cell H102.
Part 3, Q2	Complete	At least one response must be selected.
Part 3, Q2 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q3	Complete	At least one response must be selected.
Part 3, Q3 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Part 3, Q4	Complete	At least one response must be selected.
Part 3, Q4 (Narrative)	Complete	Response required only if "Other Investments" was selected in the previous question; character length of response must be >10 and <=500, including spaces.
Assurances 1	Complete	Response required if the value entered in cell G101>0.
Assurances 2	Complete	Response required if the value entered in cell G101>0.
Assurances 3	Complete	Response required if "Yes" selected in cell E133.
Assurances 4 (Meeting Date)	Complete	Response required if "Yes" selected in cell E133; enter date in MM/DD/YYYY format.
Assurances 4 (Name of Chair)	Complete	Response required if "Yes" selected in cell E133.

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS (School Districts Only)

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet.

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2024 budgeted expenditures over actual FY2023 expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at: [Limitation of Administrative Costs](#)

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **McLean County USD 5**

RCDT Number: **17064005026**

		Estimated Actual Expenditures, Fiscal Year 2023				Budgeted Expenditures, Fiscal Year 2024			
		(10)	(20)	(80)		(10)	(20)	(80)	
Description	Funct. No.	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total	Educational Fund	Operations & Maintenance Fund	Tort Fund	Total
1. Executive Administration Services	2320	483,042		215,741	698,784	526,555		224,799	751,354
2. Special Area Administration Services	2330	446,384			446,384	527,287		0	527,287
3. Other Support Services - School Administration	2490	68,432			68,432	24,211		0	24,211
4. Direction of Business Support Services	2510	188,675		25,260	213,935	196,928	0	23,159	220,087
5. Internal Services	2570	435,341			435,341	363,550		0	363,550
6. Direction of Central Support Services	2610				0	0		0	0
7. Deduct - Early Retirement or other pension obligations required by state law and included above.					0				0
8. Totals		1,621,874	0	241,001	1,862,875	1,638,531	0	247,958	1,886,489
9. Estimated Percent Increase (Decrease) for FY2024 (Budgeted) over (Actual) FY 2023									1%

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Reference Description

- 1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).
- 2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).
- 3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.
- 3^a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14
- 4 Principal on Bonds Sold:
 - (1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.
 - (2) Refunding Bonds can be entered in the Debt Services Fund only.
 - (3) Building Bonds can be entered in the Capital Projects Fund only.
 - (4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.
- 5

The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.
- 6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.
- 7 Cash plus investments must be greater than or equal to zero.
- 8

For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).
- 9

For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).
- 10

Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).
- 11

Include revenue accounts 1110 through 1115, 1117,1118 & 1120.
- 12

The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.
- 13

Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.
- 14

Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.
- 15

Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)
- 16

Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money (see 105 ILCS 5/20-10 for further explanation)

CHECK FOR ERRORS

This worksheet checks various cells to assure that selected items are in balance.

Please fix errors below before submitting to ISBE.

Budget Item References	Message
1. Deficit Reduction Plan (DefReductPlan 23-27 tab)	
Is Deficit Reduction Plan Required? (Joint Agreements do not complete Deficit Reduction Plan.)	Deficit Reduction Plan is not required
If required, is Deficit Reduction Plan completed? (DefReductPlan 23-27 tab)	
2. Cover Page (Cover tab)	
District Name must be selected from drop-down. (Cell H13)	OK
Accounting Basis must be selected on Cover sheet.	OK
Dates (Day, Month, Year) must be input on Cover sheet.	OK
Board Names must be typed on Cover sheet.	ERROR - TYPE BOARD NAMES
3. Budget Summary: Other Sources (BudgetSum 2-4 tab - Acct 7000) must equal Other Uses (BudgetSum 2-4 tab - Acct 8000).	
Estimated Beginning Fund Balance July, 1 2023 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Estimated Activity Fund Beginning Fund Balance July, 1 2023 (Cell C83) (Cell must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on GASB 87 Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on GASB 87 Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
4. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2023 (CashSum 5 tab, All Funds) cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
Activity Funds (Cell C23)	OK
5. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2024 (CashSum 5 tab - All Funds) cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - Cell F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - Cell H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
6. Summary of Cash Transactions: Other Receipts (CashSum 5 tab) must equal Other Disbursements (CashSum 5 tab).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40, 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK
7. Estimated Revenue (EstRev 6-11 tab)	
Amounts must be input for revenue.	OK
8. Estimated Expenditures (EstExp 12-20 tab)	
Amounts must be input for expenditures.	OK
9. Itemization Notes: Revenues/Expenditures reported that require note on Itemize 21 tab.	
Include brief note(s) describing revenue source.	OK
Include brief note(s) describing expenditure use.	OK
10. EBF Spending Plan	
All required questions have been answered.	OK

End of Balancing

Personnel Matters - 6/12/24

New Hires

Administrators

Homebase	First Name	Last Name	Position	FTE	Effective
Hoose	Kelli	Ward	BEST Coordinator	1.0	7/29/2024

Certified

Homebase	First Name	Last Name	Position	Salary Placement: Lane / Step	FTE	Effective
Cedar Ridge	Skylar	Maggio	3rd GRade	B+0/ New Teacher Step	1.0	8/12/2024
Cedar Ridge	Kacie	Manahan	2nd Grade	B+0/Step 10	1.0	8/12/2024
CJHS	Allyson	James	7th Grade Math	B+0/Step 2	1.0	8/12/2024
CJHS	Imarii	Anderson	6th Grade Lit and Comp	M+0/Step 6	1.0	8/12/2024
CJHS	James	Miller	PE	TBD	1.0	8/12/2024
CJHS	LaLanya	Oswalt	LBS1	M+0/Step 6	1.0	8/12/2024
Fox Creek	Susan	Downing	1st Grade	B+0/ New Teacher Step	1.0	8/12/2024
Grove	Avery	Bach	Kindergarten	B+0/Step 4	1.0	8/12/2024
NCHS	Justin	Bromagen	Social Studies - LEAVE REPLACEMENT	TBD	1.0	8/12/2024
NCWHS	Casey	Winstead	LBS1	M+0/Step 22	1.0	8/12/2024
NCWHS	Justin	Smith	English	B+0/Step 4	1.0	8/12/2024
Northpoint	Andy	Sohn	5th Grade	B+0/New Teacher Step	1.0	8/12/2024
Northpoint	Gracie	Friend	5th Grade	B+0/New Teacher Step	1.0	8/12/2024
Oakdale	Kari	Maubach	LBS1	B+0/Step 7	1.0	8/12/2024
Towanda	Ryann	Cowe	5th Grade	B+0/ New Teacher Step	1.0	8/12/2024

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Educational Support Personnel

Homebase	First Name	Last Name	Position	Salary Placement	FTE	Effective
Benjamin	Brittany	Roland	Para - Spec Ed	Step 1	1.0	8/12/2024
Brigham	Jessica	Rhoades	Para - Spec Ed	Step 4	1.0	8/12/2024
Brigham	Gabriella	Rogers	Social Worker Intern		1	8/12/2024
Brigham	Nandhini	Devi	Para - Spec Ed	Step 2	1.0	8/12/2024
Cedar Ridge	Desirea	Bailey	Para - Spec Ed	Step 3	1.0	8/12/2024
CJHS	Manjula	Bhookya	Para - Spec Ed	Step 1	1.0	8/12/2024
Eugene Field	Catherine	Baker	Para - Spec Ed	Step 1	1.0	8/12/2024
EJHS	Elena	Dagner	Para - Spec Ed	Step 5	1.0	8/12/2024
EJHS	Chastity	Jacob	Para - Spec Ed	TBD	1.0	8/12/2024
Fox Creek	Morgan	Bunn	Para - Spec Ed	Step 1	1.0	8/12/2024
Grove	Ashleigh	Erickson	Noon Hour Supervisor		0.25	8/12/2024
Hoose	Akanksha	Thakur	Para - Spec Ed	Step 1	1.0	8/12/2024
Hoose	Sangeeta	Yadav	Para - Spec Ed	Step 1	1.0	8/12/2024
Hudson	Treyton	Stillwell	Custodian/Maintenance	Step 0	1.0	5/6/2024
NCWHS	Dimitri	O'Brian	Custodian/Maintenance	Step 0	1.0	5/24/2023
NCWHS	Lindsay	Allen-Richmond	Para - Spec Ed	Step 3	1.0	8/12/2024
Northpoint	Lauren	Kramer	Noon Hour Supervisor		0.25	5/17/2024
Northpoint	Tassia	Patrick	Para - Spec Ed	Step 2	1.0	8/12/2024
Oakdale	Chelsea	Hood	Para - Spec Ed	Step 1	1.0	8/12/0204
Oakdale	Logan	Davis	Para - Spec Ed	Step 1	1.0	8/12/2024
PJHS	Mariah	Stelte	Para - Spec Ed	Step 1	1.0	8/12/2024
PJHS	Tyler	Chapman	Para - Spec Ed	Step 1	1.0	8/12/2024
Parkside	Faith	Hageman	Para - Spec Ed	Step 1	1.0	8/12/2024
Pepper Ridge	Sylvia	Collins	Para - Spec Ed	Step 2	1.0	8/12/2024

Pepper Ridge	George	Jackson	Para - Spec Ed	Step 1	1.0	8/12/2024
Pepper Ridge	Tiffany	Henderson	Para - Spec Ed	Step 1	1.0	8/12/2024
Parkside	Jyoti	Anand	Para - Spec Ed	Step 5	1.0	8/12/2024
TBD	Kasie	Santos	Occupational Therapy Assistant		1.0	8/12/2024

*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
Glenn	Holly	Taylor	3rd Grade	Resignation	5/23/2024
Fairview	Bryan	Michalak	5th Grade	Resignation	5/23/2024
Fox Creek	Sierra	Miles	1st Grade	Resignation	5/23/2024
PJHS	Mandy	Bruce	8th Grade Math	Resignation	5/23/2024
Towanda	Lynde	Scribano	Kindergarten	Resignation	5/23/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Action	Effective
Hoose	Patricia	Burton	Food Service Manager	Retirement	8/15/2024
KJHS	Tyrone	Allen	Custodian/Maintenance	Termination	5/21/2024
NCHS	Daniel	Kaupp	Para - Spec Ed	Resignation	5/23/2024
NCWHS	Jeffrey	Morrow	Custodian/Maintenance	Termination	5/21/2024
NCWHS	Patrick	Gibson	Custodian/Maintenance	Termination	5/13/2024
Northpoint	Judy	Whiting	Para - Spec Ed	Resignation	5/23/2024
Oakdale	Jessie	Liles	Para - Spec Ed	Resignation	5/23/2024
Pepper Ridge	Jason	Penn	Custodian/Maintenance	Resignation	5/17/2024

Contract Revisions

Administration

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
Warehouse	Jeremy	Kruse	6-12 Custodial Manager	Head Day Custodian - HS		6/17/2024
Warehouse	Robert	Bosquez	PreK-5 Custodial Manager	Head Day Custodian - Elementary		6/17/2024

Certified

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
Cedar Ridge	Diana	Prada Camargo	5th Grade	Hoose - Para - Spec Ed	B+0/New Teacher Step	8/12/2024
Hoose	Abirami	Balasubramanian	TAMIL - Bilingual	Northpoint - Para - Spec Ed	B+0/New Teacher Step	8/12/2024
Glenn	Rajani	Mannepalli	Telugu	Northpoint - Para - Spec Ed	M+0/New Teacher Step	8/12/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
Grove	Constance	Nelson	Para - Spec Ed	Grove - Noon Hour Supervisor	Step 1	8/12/2024
Pepper Ridge	Brittany	Odierno	Para - Spec Ed	Cedar Ridge - Noon Hour Supervisor	Step 1	8/12/2024
Pepper Ridge	Laurin	McCaslin	Para - Spec Ed	Cedar Ridge - Noon Hour Supervisor	Step 1	8/12/2024
EJHS	Carol	Heidenreich	Para - Spec Ed	Full Time Substitute	TBD	8/12/2024

Leave Requests

Certified

Homebase	First Name	Last Name	Position	Leave Requested	Effective
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Educational Support Personnel

Homebase	First Name	Last Name	Position	Leave Requested	Effective
NCWHS	Kevin	Pascal	Custodian/Maintenance	Return from leave	6/3/2024

Schedule B

Homebase	First Name	Last Name	Revision	Effective
CJHS	Andrew	Bennett	Drop 8th Grade Boys Basketball	6/6/2024
CJHS	Andrew	Legett	Drop JH Wrestling	6/2/2024
CJHS	Bonnie	Serone	Drop 8th Grade Volleyball	6/6/2024
CJHS	Corey	Yokel	Drop JH Wrestling	6/6/2024
CJHS	Dave	Leathery	Drop JH Softball	6/5/2024
CJHS	Edward	Cimoch	Drop 8th Grade Girls	6/6/2024
CJHS	James	Wayne	Drop 7th Grade Girls Basketball	6/5/2024
CJHS	Jamie	Tate	Drop JH Wrestling	6/6/2024
CJHS	Justin	Gorzcyca	Drop JH Baseball	6/6/2024
CJHS	Karonji	Carr	Add 7th Grade Basketball	5/30/2024
CJHS	Ryan	Hoke	Drop 7th Grade Boys Basketball	6/6/2024
CJHS	Ryan	Sunderland	Drop 8th Grade Track	6/6/2024
CJHS	Kendall	Keller	Drop Cross Country	5/6/2024
EJHS	Annika	Brown	Add JH Softball	6/3/2024
EJHS	Austin	Peters	Add 6th Assignment - Non Instructional- 2 Semesters	7/20/2023
EJHS	Caroline	Franks	Add PBIS Tier 2	8/18/2023
EJHS	Jacoby	Ford	Drop JH Baseball	6/5/2024
EJHS	Stephanie	Buhrow	Add PBIS Tier 2	8/18/2023
Hudson	Hannah	Webb	Drop Elementary Patrol	5/23/2024
NCHS	Kent	Simmons	Add Sophomore Cheer	4/20/2024
NCHS	Megan	Wright	Add Chess	8/16/2023
NCWHS	Kim	McHenry	Drop HS Girls Tennis	6/4/2024
NCWHS	Kylah	Rolfs	Add Varsity Football Cheer	4/25/2024
NCWHS	Kylah	Rolfs	Add Competitive Cheer	4/25/2024
NCWHS	Sara	Eckert	Add Winter Drumline	1/30/2024
NCWHS	Tessa	Belkowski	Add JV Sophomore Cheer	4/25/2024
PJHS	Paul	Bliss	Add JH Boys Cross Country	8/19/2024

Information Only Changes

Homebase	First Name	Last Name	Position	Change	Effective
Benjamin	Kenneth	Harrell	Custodian/Maintenance	Building Transfer - Prairieland	5/28/2024
Cedar Ridge	Emily	Volker	Certified Teacher - 2nd Grade	Parkside/Pepper Ridge - Certified Teacher - Reading Recovery	8/12/2024
Cedar Ridge	Linda	Hernandez	Certified Teacher - LBS1	Building Transfer - Grove	8/12/2024
CJHS	Carley	Pfleger	Certified Teacher- 7th Grade Math/LA	EJHS - Certified Teacher - 6th Grade Math/LA	8/12/2024
CJHS	Katy	Klokkenga	Certified Teacher - 6th Grade Science	NCWHS - Certified Teacher - Science	8/12/2024
CJHS	JoAnn	Cavanaugh	Admin Asst - 9.5 Month	CJHS - Admin Asst - 10 Month	8/12/2024
CJHS	Kathy	Carey	Certified Teacher - 6th LA	CJHS - Certified Teacher - 7th Grade Lit	8/12/2024
CJHS	Sandy	Kohlhase	Admin Asst - 10 Month	Admin Asst to Middle School Athletic Director - 0.6 FTE	8/12/2024
CJHS	Shea	Temples	Certified Teacher - PE	Building Transfer - Cedar Ridge	8/12/2024
EJHS	Christina	Hahn	Para- Spec Ed	Building Transfer - PJHS	8/12/2024
Hoose	Margaret	Longman	Para- Spec Ed	Building Transfer - Brigham	8/12/2024
Hoose	Robyn	Walker	Para- Spec Ed	Building Transfer - Sugar Creek	8/12/2024
Hudson	Ginger	Easton	Para- Spec Ed	Building Transfer - Benjamin	8/12/2024

NCHS	Erin	Sanders	Certified Teacher - LBS1	Benjamin - Certified Teacher - LBS1		8/12/2024
Pepper Ridge	Alexadra	Gross	Para- Spec Ed	Building Transfer - Prairieland		8/12/2024
Pepper Ridge	Emily	Henrichs	Para- Spec Ed	Building Transfer - Sugar Creek		8/12/2024
Sugar Creek	Anthony T.	Cottone	Custodian/Maintenance	Building Transfer - KJHS		5/6/2024
Towanda	Carlee	Streenz	Certified Teacher - 5th Grade	Parkside - Certified Teacher - 3rd Grade		8/12/2024
Unit Office	Candid	Omachel	Payroll Manager	Director of Payroll and Benefits		7/1/2024
Unit Office	Darrin	Cooper	Director of Teaching and Learning	Director of Assessment and Accountability		7/1/2024
Unit Office	Molly	Yerke	Human Resources Coordinator	Human Resources Generalist		7/1/2024
Unit Office	Dr. Kristal	Shelvin	Director of Diversity, Equity, and Inclusion	Executive Director of Student Supports		7/1/2024
Warehouse	Tom	Rockwell	Manager of Special Maintenance	Director of Facilities		7/1/2024

New Substitutes

Substitute Type	First Name	Last Name				
Substitute Teacher	Anabella	Chlada				
Substitute Teacher	Charles	Cryer				
Substitute Teacher	Connor	Bland				
Substitute Teacher	Ireland	Feit				
Substitute Teacher	Katie	Westerholm				
Substitute Teacher	Lauren	McClure				
Sub Teaching Assistant	Smirali	Soni				
Substitute Custodian	Pierce	Daniels				

Expenditure Summary Report

From Date: 6/12/2024
To Date: 6/12/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A DRAIN DOCTOR	6719	2405599	260492	6/12/2024	542.50
A DRAIN DOCTOR Total					542.50
ADELANTE ED. SPECIALISTS GROUP, INC.	1390	2405564	260493	6/12/2024	9,500.00
	1373	2405541	260493	6/12/2024	9,000.00
ADELANTE ED. SPECIALISTS GROUP, INC. Total					18,500.00
ADVANCE AUTO PARTS	6.25341E+12	2400202	260494	6/12/2024	225.27
	6.25341E+12	2400202	260494	6/12/2024	6.48
	4.81141E+12	2400202	260494	6/12/2024	132.42
	6.25341E+12	2400202	260494	6/12/2024	103.00
	6.25341E+12	2400202	260494	6/12/2024	11.94
	6.25341E+12	2400202	260494	6/12/2024	26.65
ADVANCE AUTO PARTS Total					505.76
AMAYA, ELYSIA M	MILES202405	(blank)	260368	6/12/2024	70.75
AMAYA, ELYSIA M Total					70.75
AMAZON CAPITAL SERVICES	1413-RWCR-GXWR	2405543	260495	6/12/2024	415.61
	1C14-HMWY-D6NK	2405554	260495	6/12/2024	180.40
	11D3-47KL-43GK	2405502	260495	6/12/2024	59.99
	1R43-MJ7H-6CXC	2405527	260495	6/12/2024	1,141.09
	1XHM-PQH-Q-1P9Y	2405486	260495	6/12/2024	996.54
	1KNC-VHX4-444J	2405501	260495	6/12/2024	322.95
	1XJD-N7CF-7F9K	2405503	260495	6/12/2024	204.96
	1WF1-GF4M-3DYD	2405455	260495	6/12/2024	219.90
	1QFC-1HCI-WCLV	2405402	260495	6/12/2024	28.57
	1XQX-T4VG-W3HC	2405485	260495	6/12/2024	63.51
	14xj-19fj-p3nl	2405298	260495	6/12/2024	24.78
	1Q9L-DT4G-MPWR	2405469	260495	6/12/2024	182.15
	1RCK-7NNG-C9G7	2405402	260495	6/12/2024	646.44
	1RDY-F3Y9-3H3C	2405355	260495	6/12/2024	118.98
	1QYF-VV11-3L7K	2405175	260495	6/12/2024	6.99
	1Q46-V1VQ-HXMX	2405322	260495	6/12/2024	13.95
	19FD-4HYK-JD7C	2405418	260495	6/12/2024	34.98
	1J3J-F4TF-LK6H	2405325	260495	6/12/2024	71.24
	1J3K-VYPY-N19C	2405423	260495	6/12/2024	91.92
	1GNN-VYYX-KHF3	2405424	260495	6/12/2024	3,814.82
	1LH4-VW9M-LGMC	2405408	260495	6/12/2024	132.74
	1XYF-TRWT-K46J	2405414	260495	6/12/2024	273.12
	1D37-1J46-F7DD	2405333	260495	6/12/2024	374.89
	1H7X-MH64-H73D	2405407	260495	6/12/2024	283.26
	1C9V-7GTJ-FTVL	2405246	260495	6/12/2024	53.98
	1J3J-F4TF-FY3M	2405301	260495	6/12/2024	179.00
	1LJF-LXNJ-D31T	2405419	260495	6/12/2024	108.48
	1CRJ-MY6W-D9NG	(blank)	260495	6/12/2024	(141.48)
	1C6T-KRV4-MPNY	2404893	260495	6/12/2024	173.59
AMAZON CAPITAL SERVICES Total					10,077.35
AMERICAN PEST CONTROL	679563	2400207	260496	6/12/2024	1,230.00
AMERICAN PEST CONTROL Total					1,230.00
ARJONA, MARTHA B	MILES202405	(blank)	260369	6/12/2024	2.08
ARJONA, MARTHA B Total					2.08
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON	STMT May 2024	2405533	260497	6/12/2024	2,852.15
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total					2,852.15
B & B AWARDS & RECOGNITION	20054117	2405475	260498	6/12/2024	105.72

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B & B AWARDS & RECOGNITION Total					105.72
BABY FOLD	Baby Fold credits	2405556	260499	6/12/2024	(9,667.86)
	18425	2405556	260499	6/12/2024	9,666.14
	18426	2405556	260499	6/12/2024	9,666.14
	18427	2405556	260499	6/12/2024	9,777.02
	18428	2405556	260499	6/12/2024	9,777.02
	18429	2405556	260499	6/12/2024	9,666.14
	18430	2405556	260499	6/12/2024	9,666.14
	18431	2405556	260499	6/12/2024	9,666.14
	18432	2405556	260499	6/12/2024	9,666.14
	18433	2405556	260499	6/12/2024	9,666.14
	18434	2405556	260499	6/12/2024	9,666.14
	18435	2405556	260499	6/12/2024	9,666.14
	18436	2405556	260499	6/12/2024	2,222.05
	18437	2405556	260499	6/12/2024	3,075.59
	18438	2405556	260499	6/12/2024	9,777.02
BABY FOLD Total					111,956.10
BEER, JULIA RENEE	MILES202401	(blank)	260370	6/12/2024	109.34
	MILES202402	(blank)	260370	6/12/2024	115.51
	MILES202403	(blank)	260370	6/12/2024	121.00
	MILES202404	(blank)	260370	6/12/2024	110.15
	MILES202405	(blank)	260370	6/12/2024	82.01
BEER, JULIA RENEE Total					538.01
BELKOWSKI, LAURA MARIE	SUBPAYROLLMAY 2024	(blank)	260371	6/12/2024	1,850.00
BELKOWSKI, LAURA MARIE Total					1,850.00
BENNETT ELECTRONICS	V400995	2405428	260500	6/12/2024	581.00
	36427	2405425	260500	6/12/2024	354.00
	36428	2405426	260500	6/12/2024	118.00
	36429	2405427	260500	6/12/2024	354.00
	36431	2405429	260500	6/12/2024	236.00
BENNETT ELECTRONICS Total					1,643.00
BENNINGTON, MARLYS	MILES202404	(blank)	260372	6/12/2024	36.11
	MILES202406	(blank)	260481	6/12/2024	13.87
BENNINGTON, MARLYS Total					49.98
BISHOP BROS, INC	2405010	2405478	260501	6/12/2024	43,916.00
BISHOP BROS, INC Total					43,916.00
BLUE SPRINGS, INC.	47436	2405449	260502	6/12/2024	420.00
BLUE SPRINGS, INC. Total					420.00
BOOKSOURCE, INC	Q1094379-1	2405445	260503	6/12/2024	5,459.74
BOOKSOURCE, INC Total					5,459.74
BORDNER, KELLY L	MILES202405	(blank)	260373	6/12/2024	59.23
BORDNER, KELLY L Total					59.23
BOSQUEZ, HEIDI	Reimbursement	2405496	260504	6/12/2024	16.42
BOSQUEZ, HEIDI Total					16.42
Boyd, Amy M	MILES202405	(blank)	260374	6/12/2024	34.57
Boyd, Amy M Total					34.57
BRIGGS, SUSAN KAY	MILES202405	(blank)	260375	6/12/2024	56.08

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BRIGGS, SUSAN KAY Total					56.08
BROWN, DEBORAH	CONTSERV 08-05/24	(blank)	260376	6/12/2024	2,518.75
BROWN, DEBORAH Total					2,518.75
BROWN, HAY & STEPHENS	563371	2405495	260505	6/12/2024	400.00
BROWN, HAY & STEPHENS Total					400.00
BSN SPORTS	925408305	2405505	260506	6/12/2024	97.87
	308760035A	2405490	260506	6/12/2024	932.66
	925815269	2405490	260506	6/12/2024	447.49
	925815270	2405490	260506	6/12/2024	797.18
	308754032A	2405490	260506	6/12/2024	2,274.32
	308754033A	2405490	260506	6/12/2024	1,113.50
	308754034A	2405490	260506	6/12/2024	1,268.51
BSN SPORTS Total					8,628.85
BUSHUE BACKGROUND SCREENING	mclean5-20240531	2405526	260377	6/12/2024	6,210.00
	McLean5EHR-20240531	2405526	260377	6/12/2024	2,048.00
	McLean5vols-20240531	2405526	260377	6/12/2024	992.00
BUSHUE BACKGROUND SCREENING Total					9,250.00
CAPSTONE	355582	2404345	260507	6/12/2024	1,239.09
CAPSTONE Total					1,239.09
CARDIFF, BENJAMIN R	MILES202405	(blank)	260378	6/12/2024	20.90
CARDIFF, BENJAMIN R Total					20.90
CARLE BROMENN TC	5724	2405467	260509	6/12/2024	7.00
CARLE BROMENN TC Total					7.00
CARL'S PRO BAND INSTRUMENT REPAIR	NCHS	2405568	260508	6/12/2024	3,000.00
CARL'S PRO BAND INSTRUMENT REPAIR Total					3,000.00
CCMC SOLUTIONS, LLC.	1008	2405551	260510	6/12/2024	2,250.00
CCMC SOLUTIONS, LLC. Total					2,250.00
CDW COMPUTER CENTERS, INC	ZR00496179	2405497	260511	6/12/2024	138.68
	zr00490906	2405123	260511	6/12/2024	530.00
CDW COMPUTER CENTERS, INC Total					668.68
CHILDREN'S DISCOVERY MUSEUM	Mus in Motion Fee	2405523	260512	6/12/2024	495.00
CHILDREN'S DISCOVERY MUSEUM Total					495.00
CITY OF BLOOMINGTON - UTILITIES	121740	2400011	260379	6/12/2024	1,419.97
CITY OF BLOOMINGTON - UTILITIES Total					1,419.97
COMCAST BUSINESS	Svcs 5/26-6/25/2024	2405542	260513	6/12/2024	378.10
COMCAST BUSINESS Total					378.10
CONFIDENTIAL ON-SITE PAPER SHREDDIN	149248	2405557	260514	6/12/2024	65.67
	148924	2405260	260514	6/12/2024	74.34
CONFIDENTIAL ON-SITE PAPER SHREDDIN Total					140.01
CONLEY, REBECCA RENAE	Reimbursement	2405507	260515	6/12/2024	174.35
	Reimbursement.	2405510	260515	6/12/2024	137.60
CONLEY, REBECCA RENAE Total					311.95

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CPG PRINT & MARKETING LLC	42094	2405458	260516	6/12/2024	128.94
CPG PRINT & MARKETING LLC Total					128.94
CUNNINGHAM CHILDREN'S HOME	7944	2405463	260517	6/12/2024	2,671.88
CUNNINGHAM CHILDREN'S HOME Total					2,671.88
DAVIS, LARA	Reimbursement	2405529	260518	6/12/2024	720.00
DAVIS, LARA Total					720.00
DICK BLICK	3136312	2404926	260519	6/12/2024	171.03
DICK BLICK Total					171.03
DISCOUNT PLAYGROUND SUPPLY	177012	2405186	260520	6/12/2024	2,395.95
DISCOUNT PLAYGROUND SUPPLY Total					2,395.95
ECOLAB	6345567650	2405534	260521	6/12/2024	2,236.20
	6345527800	2405534	260521	6/12/2024	2,085.20
ECOLAB Total					4,321.40
EVERGREEN FS	34252936	2405598	260522	6/12/2024	189.72
	34252698	2405598	260522	6/12/2024	206.70
	34252102	2405598	260522	6/12/2024	382.50
	34251029	2405598	260522	6/12/2024	68.24
	34250862	2405598	260522	6/12/2024	215.50
EVERGREEN FS Total					1,062.66
FISHER, CHARLES E	MILES202404	(blank)	260380	6/12/2024	85.09
	MILES202405	(blank)	260380	6/12/2024	66.87
FISHER, CHARLES E Total					151.96
FIVE STAR WATER	Svcs May-June	2405361	260523	6/12/2024	10.00
FIVE STAR WATER Total					10.00
FOGAL, TINA MARIE	Reimbursement	2405421	260524	6/12/2024	25.09
FOGAL, TINA MARIE Total					25.09
FOLLETT CONTENT SOLUTIONS, LLC	401195F	2405334	260525	6/12/2024	90.24
	376601F	2404462	260525	6/12/2024	850.33
	339277F	2403527	260525	6/12/2024	1,010.23
FOLLETT CONTENT SOLUTIONS, LLC Total					1,950.80
FOLLETT SCHOOL SOLUTIONS, LLC.	401197F	2405335	260526	6/12/2024	88.86
	396176F	2405136	260526	6/12/2024	895.08
FOLLETT SCHOOL SOLUTIONS, LLC. Total					983.94
FORD, NATHAN G	MILES202401	(blank)	260381	6/12/2024	18.89
	MILES202402	(blank)	260381	6/12/2024	25.19
	MILES202403	(blank)	260381	6/12/2024	18.89
	MILES202404	(blank)	260381	6/12/2024	22.04
	MILES202405	(blank)	260381	6/12/2024	22.04
FORD, NATHAN G Total					107.05
FREEZE, KIRSTEN E	Reimbursement	2405592	260527	6/12/2024	450.00
FREEZE, KIRSTEN E Total					450.00
FRONTIER	STMT06132024	2400007	260482	6/12/2024	439.79
FRONTIER Total					439.79
FS CUSTOM TURF	34999893	2405597	260528	6/12/2024	975.00

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FS CUSTOM TURF	34999989	2405597	260528	6/12/2024	975.00
	35000473	2405597	260528	6/12/2024	525.00
FS CUSTOM TURF Total					2,475.00
GLOBAL WATER TECHNOLOGY, INC.	114227	2405596	260529	6/12/2024	1,515.95
GLOBAL WATER TECHNOLOGY, INC. Total					1,515.95
GORDON FOOD SERVICE, INC	9010344269	2405535	260530	6/12/2024	654.60
	9010344272	2405535	260530	6/12/2024	351.08
	9010344274	2405535	260530	6/12/2024	211.86
	2001290136	2405532	260530	6/12/2024	(30.89)
	9009987556	2405472	260530	6/12/2024	688.99
	9009987558	2405472	260530	6/12/2024	370.95
	9009987560	2405472	260530	6/12/2024	138.65
	9010005360	2405472	260530	6/12/2024	731.55
	9010005362	2405472	260530	6/12/2024	59.78
	2001258794	2405472	260530	6/12/2024	(36.70)
	2001259970	2405472	260530	6/12/2024	(373.68)
	9009936178	2405472	260530	6/12/2024	591.02
	9009936180	2405472	260530	6/12/2024	396.76
	9009936182	2405472	260530	6/12/2024	99.48
	9009942927	2405472	260530	6/12/2024	1,019.05
	2001250158	2405472	260530	6/12/2024	(18.35)
	2001250589	2405472	260530	6/12/2024	(8.88)
	2001225411	2405472	260530	6/12/2024	(1.08)
	9008432106	2405532	260530	6/12/2024	723.74
	9008432107	2405532	260530	6/12/2024	77.41
	2001055986	2405532	260530	6/12/2024	(35.56)
	2000795032	2405532	260530	6/12/2024	(92.45)
	9005146597	2405532	260530	6/12/2024	4,917.29
	18393728	2405532	260530	6/12/2024	(46.06)
GORDON FOOD SERVICE, INC Total					10,388.56
GOTSCHALL, HEATHER L	Reimbursement	2405481	260531	6/12/2024	35.00
GOTSCHALL, HEATHER L Total					35.00
GRAINGER PARTS OPERATIONS WW GRAING	9126259408	2405595	260532	6/12/2024	80.08
	9117001629	2405595	260532	6/12/2024	31.34
	9113339593	2405595	260532	6/12/2024	45.75
	9109792698	2405595	260532	6/12/2024	82.68
	9106003099	2405595	260532	6/12/2024	245.64
	9104268108	2405595	260532	6/12/2024	57.56
GRAINGER PARTS OPERATIONS WW GRAING Total					543.05
GREENWOOD, SHEILA	HRSUB5/13-5/31/24	(blank)	260382	6/12/2024	7,350.00
GREENWOOD, SHEILA Total					7,350.00
HABEGGER, CALI	5027	2405454	260533	6/12/2024	130.00
	5012	2405454	260533	6/12/2024	168.86
HABEGGER, CALI Total					298.86
HADFIELD, JENNIFER N	MILES202405	(blank)	260383	6/12/2024	43.75
HADFIELD, JENNIFER N Total					43.75
HEGGIE, BAYLEE NICOLE	MILES202405	(blank)	260384	6/12/2024	12.73
HEGGIE, BAYLEE NICOLE Total					12.73
HEINEMANN	956042287	2405506	260534	6/12/2024	875.05
HEINEMANN Total					875.05

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HELLER FORD	5107257	2405370	260535	6/12/2024	468.00
HELLER FORD Total					468.00
HENNEBERG, BRETT	Reimbursement	2405373	260536	6/12/2024	91.21
HENNEBERG, BRETT Total					91.21
HENSLEY, AUDREY JO	MILES202405	(blank)	260385	6/12/2024	59.09
HENSLEY, AUDREY JO Total					59.09
HERREN, KELLY LYNN	MILES202405	(blank)	260386	6/12/2024	65.56
HERREN, KELLY LYNN Total					65.56
HITCHINS, TRACY LYNN	MILES202405	(blank)	260387	6/12/2024	46.57
HITCHINS, TRACY LYNN Total					46.57
HOFFER, SIMONA	MILES202401	(blank)	260388	6/12/2024	10.45
	MILES202402	(blank)	260388	6/12/2024	13.07
	MILES202403	(blank)	260388	6/12/2024	10.45
	MILES202404	(blank)	260388	6/12/2024	13.07
	MILES202405	(blank)	260388	6/12/2024	7.64
HOFFER, SIMONA Total					54.68
HOLLEY, TYRA MICHAEL	MILES202404	(blank)	260389	6/12/2024	274.97
	MILES202405	(blank)	260389	6/12/2024	188.38
HOLLEY, TYRA MICHAEL Total					463.35
HORINE'S PIANOS PLUS	NCHS	2405566	260537	6/12/2024	150.00
HORINE'S PIANOS PLUS Total					150.00
HOUCHIN, PATRICIA L	MILES202405	(blank)	260390	6/12/2024	67.34
HOUCHIN, PATRICIA L Total					67.34
HUDSON MUNICIPAL WATER	STMT05172024	2400008	260391	6/12/2024	268.87
HUDSON MUNICIPAL WATER Total					268.87
ILLINOIS VIRTUAL SCHOOLS AND ACADEMY	8022	2405484	260538	6/12/2024	300.00
	8023	2405484	260538	6/12/2024	300.00
	8417	2405484	260538	6/12/2024	75.00
ILLINOIS VIRTUAL SCHOOLS AND ACADEMY Total					675.00
IRON MOUNTAIN	JMGY242	2405531	260539	6/12/2024	4,269.13
IRON MOUNTAIN Total					4,269.13
ISU STUDENT ACCOUNTS	TravisLindsay Sum 24	2405451	260540	6/12/2024	4,637.70
ISU STUDENT ACCOUNTS Total					4,637.70
J SPENCER CONSTRUCTION LLC	2096	2405521	260541	6/12/2024	9,333.97
	2095	2405521	260541	6/12/2024	9,361.01
J SPENCER CONSTRUCTION LLC Total					18,694.98
J&D AUTO BODY INC.	100730	2405384	260542	6/12/2024	7,801.54
J&D AUTO BODY INC. Total					7,801.54
JOHNSON CONTROLS FIRE PROTECTION LP	41728758	2405674	260555	6/12/2024	93,758.24
	24108704	2405673	260555	6/12/2024	636.71
	24108712	2405673	260555	6/12/2024	636.71
	24108713	2405673	260555	6/12/2024	636.71
	24108714	2405673	260555	6/12/2024	636.71

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JOHNSON CONTROLS FIRE PROTECTION LP	24108715	2405673	260555	6/12/2024	636.71
	24108716	2405673	260555	6/12/2024	636.71
	24108780	2405673	260555	6/12/2024	636.71
	24108781	2405673	260555	6/12/2024	636.71
	24108783	2405673	260555	6/12/2024	636.71
	24108858	2405673	260555	6/12/2024	2,059.45
	51886135	2405673	260555	6/12/2024	976.13
JOHNSON CONTROLS FIRE PROTECTION LP Total					53,331.60
					155,855.81
JOHNSON, CHANEL	MILES202404	(blank)	260392	6/12/2024	63.52
	MILES202405	(blank)	260392	6/12/2024	43.35
JOHNSON, CHANEL Total					106.87
JOSTENS INC.	N003273377	2405448	260393	6/12/2024	225.00
JOSTENS INC. Total					225.00
JOSTENS, INC	34074847	2405483	260543	6/12/2024	1,245.38
	34406019	2405530	260543	6/12/2024	14.70
	34380142	2405504	260543	6/12/2024	24.20
JOSTENS, INC Total					1,284.28
KARR, NATALIE ANN	MILES202405	(blank)	260394	6/12/2024	17.62
KARR, NATALIE ANN Total					17.62
KAUFMAN, MARK E	Reimbursement	2405508	260544	6/12/2024	28.00
KAUFMAN, MARK E Total					28.00
KEARFOTT, NICOLAS	MILES202405	(blank)	260395	6/12/2024	241.87
KEARFOTT, NICOLAS Total					241.87
KEENEY, KIMBERLY K	MILES202309	(blank)	260396	6/12/2024	18.01
	MILES202310	(blank)	260396	6/12/2024	39.37
	MILES202311	(blank)	260396	6/12/2024	39.50
	MILES202312	(blank)	260396	6/12/2024	27.83
	MILES202401	(blank)	260396	6/12/2024	30.15
	MILES202402	(blank)	260396	6/12/2024	40.20
	MILES202403	(blank)	260396	6/12/2024	33.50
	MILES202404	(blank)	260396	6/12/2024	43.55
	MILES202405	(blank)	260396	6/12/2024	30.15
MILES202308	(blank)	260396	6/12/2024	18.01	
KEENEY, KIMBERLY K Total					320.27
KEISER, STACY LYN BARRON	MILES202405	(blank)	260397	6/12/2024	18.22
KEISER, STACY LYN BARRON Total					18.22
KELLEY LETT, DAWN MARIE	MILES202403	(blank)	260398	6/12/2024	185.46
	MILES202404	(blank)	260398	6/12/2024	253.73
	MILES202405	(blank)	260398	6/12/2024	189.68
KELLEY LETT, DAWN MARIE Total					628.87
KENNELL, SHARON	MILES202403	(blank)	260399	6/12/2024	28.94
	MILES202404	(blank)	260399	6/12/2024	32.96
	MILES202405	(blank)	260399	6/12/2024	65.53
KENNELL, SHARON Total					127.43
KERR, SEAN C	Fuel Reimbursement.	2405536	260545	6/12/2024	17.50
KERR, SEAN C Total					17.50

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
KINGS III EMERGENCY COMMUNICATIONS	2732015	2405430	260546	6/12/2024	1,830.00
KINGS III EMERGENCY COMMUNICATIONS Total					1,830.00
KNUDSON, KENDEL	MILES202405	(blank)	260400	6/12/2024	47.50
KNUDSON, KENDEL Total					47.50
KOTOWSKI, LINDA JO	MILES202405	(blank)	260401	6/12/2024	65.66
KOTOWSKI, LINDA JO Total					65.66
KRAFT, MACKENZIE	Reimbursement	2402886	260547	6/12/2024	103.88
	MILES202404	(blank)	260402	6/12/2024	41.54
KRAFT, MACKENZIE Total					145.42
KROGMEIER, PAUL JEFFREY	4CA25844-0002	2404004	260548	6/12/2024	137.99
KROGMEIER, PAUL JEFFREY Total					137.99
KUEBRICH, JENNIFER L	MILES202309	(blank)	260403	6/12/2024	140.89
	MILES202310	(blank)	260403	6/12/2024	101.69
	MILES202311	(blank)	260403	6/12/2024	136.24
	MILES202312	(blank)	260403	6/12/2024	63.86
	MILES202401	(blank)	260403	6/12/2024	109.14
	MILES202402	(blank)	260403	6/12/2024	76.31
	Reimbursement	2405528	260549	6/12/2024	127.81
	MILES202403	(blank)	260403	6/12/2024	106.20
	MILES202404	(blank)	260403	6/12/2024	117.52
	MILES202405	(blank)	260403	6/12/2024	45.02
	MILES202308	(blank)	260403	6/12/2024	43.10
KUEBRICH, JENNIFER L Total					1,067.78
LAN OFFICE FURNISHINGS	9882	2405103	260404	6/12/2024	1,354.95
LAN OFFICE FURNISHINGS Total					1,354.95
LEARNING A-Z	10629391	2405444	260405	6/12/2024	13,584.00
LEARNING A-Z Total					13,584.00
LEARNWELL	INV196052	2405464	260406	6/12/2024	78.80
LEARNWELL Total					78.80
LITERACY RESOURCES, LLC	350920	2405409	260407	6/12/2024	5,349.24
	350770	2405411	260407	6/12/2024	7,754.40
	350922	2405412	260407	6/12/2024	5,428.08
LITERACY RESOURCES, LLC Total					18,531.72
MACKIN EDUCATIONAL FUND	872100	2404273	260408	6/12/2024	314.86
	870313	2404089	260408	6/12/2024	155.79
MACKIN EDUCATIONAL FUND Total					470.65
MARCFIRST PEDIATRIC THERAPY	STMT05152024	2405465	260409	6/12/2024	2,367.54
MARCFIRST PEDIATRIC THERAPY Total					2,367.54
MCCLURE, ELIZABETH A	MILES202309	(blank)	260410	6/12/2024	12.71
	MILES202310	(blank)	260410	6/12/2024	7.66
	MILES202311	(blank)	260410	6/12/2024	9.43
	MILES202312	(blank)	260410	6/12/2024	8.84
	MILES202401	(blank)	260410	6/12/2024	13.94
	MILES202402	(blank)	260410	6/12/2024	15.14
	MILES202403	(blank)	260410	6/12/2024	4.82
	MILES202404	(blank)	260410	6/12/2024	4.82
	MILES202308	(blank)	260410	6/12/2024	12.77

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
MCCLURE, ELIZABETH A Total					90.13
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE	CJ113/CJ114	2405487	260483	6/12/2024	145.75
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total					145.75
MEYER, DAMON	MILES202405	(blank)	260484	6/12/2024	84.42
MEYER, DAMON Total					84.42
MILLER PARK ZOO	V588219	2405524	260485	6/12/2024	260.00
MILLER PARK ZOO Total					260.00
MOORE, BURLINDA	MILES202403	(blank)	260411	6/12/2024	225.12
	MILES202404	(blank)	260411	6/12/2024	337.68
	MILES202405	(blank)	260411	6/12/2024	209.04
MOORE, BURLINDA Total					771.84
NEUMANN, KARA C	MILES202403	(blank)	260412	6/12/2024	20.50
	MILES202404	(blank)	260412	6/12/2024	23.92
	MILES202405	(blank)	260412	6/12/2024	29.95
NEUMANN, KARA C Total					74.37
Newsome, Amy	MILES202402	(blank)	260413	6/12/2024	25.33
Newsome, Amy Total					25.33
NICASIO, MARIANA	MILES202402	(blank)	260414	6/12/2024	69.68
	MILES202403	(blank)	260414	6/12/2024	6.03
	MILES202404	(blank)	260414	6/12/2024	16.62
	MILES202405	(blank)	260414	6/12/2024	9.11
NICASIO, MARIANA Total					101.44
NICOR GAS	V382493	2400005	260486	6/12/2024	216.57
	V998071	2400005	260486	6/12/2024	164.29
	V693986	2400005	260486	6/12/2024	56.88
	V539661	2400005	260486	6/12/2024	707.01
	V358307	2400005	260486	6/12/2024	377.26
NICOR GAS Total					1,522.01
NIKOLANCI, JULIE M	MILES202403	(blank)	260487	6/12/2024	30.15
	MILES202404	(blank)	260487	6/12/2024	30.15
	MILES202405	(blank)	260487	6/12/2024	31.49
NIKOLANCI, JULIE M Total					91.79
NYBAKKE VACUUM SHOP, INC	051124-1	2405365	260415	6/12/2024	54.62
	051124-2	2405365	260415	6/12/2024	92.49
	031524-2	2405365	260415	6/12/2024	66.98
NYBAKKE VACUUM SHOP, INC Total					214.09
O Malley Chaon, Alicia	MILES202309	(blank)	260416	6/12/2024	173.25
	MILES202310	(blank)	260416	6/12/2024	202.07
	MILES202311	(blank)	260416	6/12/2024	173.25
	MILES202312	(blank)	260416	6/12/2024	133.29
	MILES202401	(blank)	260416	6/12/2024	165.83
	MILES202402	(blank)	260416	6/12/2024	163.48
	MILES202403	(blank)	260416	6/12/2024	151.09
	MILES202404	(blank)	260416	6/12/2024	218.09
	MILES202405	(blank)	260416	6/12/2024	138.69
	MILES202308	(blank)	260416	6/12/2024	124.45
O Malley Chaon, Alicia Total					1,643.49

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
OWENS, MEGAN A	V517107	2405482	260417	6/12/2024	34.00
OWENS, MEGAN A Total					34.00
PAPA MURPHY'S	STMT05172024	2405474	260418	6/12/2024	4,460.00
PAPA MURPHY'S Total					4,460.00
PAVILION	McLean0514	2405466	260419	6/12/2024	462.00
PAVILION Total					462.00
PAYNE, MARK B	MILES202309	(blank)	260420	6/12/2024	75.46
	MILES202310	(blank)	260420	6/12/2024	83.84
	MILES202311	(blank)	260420	6/12/2024	71.26
	MILES202312	(blank)	260420	6/12/2024	58.69
	MILES202401	(blank)	260420	6/12/2024	68.61
	MILES202402	(blank)	260420	6/12/2024	77.18
	MILES202403	(blank)	260420	6/12/2024	64.32
	MILES202404	(blank)	260420	6/12/2024	90.05
	MILES202405	(blank)	260420	6/12/2024	64.32
	MILES202308	(blank)	260420	6/12/2024	50.30
PAYNE, MARK B Total					704.03
PEEBLES, GWEN	MILES202405	(blank)	260421	6/12/2024	77.32
PEEBLES, GWEN Total					77.32
PEPSI COLA GENERAL BOT, INC	25588101	2405473	260422	6/12/2024	311.37
	33620552	2405473	260422	6/12/2024	346.25
PEPSI COLA GENERAL BOT, INC Total					657.62
PETERS, AUSTIN CHARLES	MILES202405	(blank)	260423	6/12/2024	103.65
PETERS, AUSTIN CHARLES Total					103.65
PLATTNER, HEATHER PAULLIN	MILES202405	(blank)	260424	6/12/2024	173.06
PLATTNER, HEATHER PAULLIN Total					173.06
PLAY WITH A PURPOSE	OR393605	2405239	260425	6/12/2024	1,240.41
PLAY WITH A PURPOSE Total					1,240.41
POINDEXTER, LYNNE	3240	2405493	260426	6/12/2024	700.00
POINDEXTER, LYNNE Total					700.00
PRESLEY, DEBORAH L	MILES202405	(blank)	260427	6/12/2024	11.26
PRESLEY, DEBORAH L Total					11.26
PRO-TYPE PRINTING	67306	2404535	260428	6/12/2024	841.00
PRO-TYPE PRINTING Total					841.00
READ'S SPORTING GOODS	B4108	2405446	260429	6/12/2024	770.26
READ'S SPORTING GOODS Total					770.26
REGIONAL OFFICE OF EDUCATION #17	1002400694	2405593	260430	6/12/2024	450.00
	4002400158	2405571	260430	6/12/2024	2,000.00
	4002400156	2405511	260430	6/12/2024	47,025.00
	4002400157	2405513	260430	6/12/2024	176.01
	4002400149	2405499	260430	6/12/2024	1,704.85
	1002400677	2405498	260430	6/12/2024	144,244.00
REGIONAL OFFICE OF EDUCATION #17 Total					195,599.86
RENAISSANCE LEARNING, INC.	INV5324940	2405594	260431	6/12/2024	76,222.00
	INV5324960	2405594	260488	6/12/2024	140,303.75

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
RENAISSANCE LEARNING, INC. Total					216,525.75
REPUBLIC SERVICES - #368	0368-001103935	2400093	260432	6/12/2024	7,003.64
REPUBLIC SERVICES - #368 Total					7,003.64
ROOKER, BETH A	MILES202405	(blank)	260433	6/12/2024	119.39
ROOKER, BETH A Total					119.39
RW VANDEGRAFT		4603 2405457	260434	6/12/2024	14,985.00
		4604 2405457	260434	6/12/2024	6,702.00
RW VANDEGRAFT Total					21,687.00
SADICOFF, DAWN MC GUIRE	MILES202405	(blank)	260435	6/12/2024	66.06
SADICOFF, DAWN MC GUIRE Total					66.06
SCHASCHWARY, HANNAH R	V19280	2405362	260436	6/12/2024	9.98
SCHASCHWARY, HANNAH R Total					9.98
SCHMIDT, THERESE F	MILES202405	(blank)	260437	6/12/2024	196.11
SCHMIDT, THERESE F Total					196.11
SCHOOL SPECIALTY		2.08134E+11 2405366	260438	6/12/2024	786.94
		3.08105E+11 2405296	260438	6/12/2024	1,876.26
		2.08134E+11 2405307	260438	6/12/2024	456.10
SCHOOL SPECIALTY Total					3,119.30
SCHUPBACH, MARY ELLEN	MILES202405	(blank)	260439	6/12/2024	130.45
SCHUPBACH, MARY ELLEN Total					130.45
SCOTT, ROBERT W	MILES202405	(blank)	260440	6/12/2024	35.31
SCOTT, ROBERT W Total					35.31
SELECT SCREEN PRINTS	ADD ON KINGSLEY	2405447	260441	6/12/2024	52.00
SELECT SCREEN PRINTS Total					52.00
SHEPPELMAN, DAWN DEMLOW	MILES202405	(blank)	260442	6/12/2024	82.01
SHEPPELMAN, DAWN DEMLOW Total					82.01
SHUMAKER, NATALIE ELISE	MILES202405	(blank)	260443	6/12/2024	51.59
SHUMAKER, NATALIE ELISE Total					51.59
SIEBENTHAL, MELISSA A	MILES202401	(blank)	260444	6/12/2024	75.58
	MILES202402	(blank)	260444	6/12/2024	100.77
	MILES202403	(blank)	260444	6/12/2024	88.17
	MILES202404	(blank)	260444	6/12/2024	132.26
	MILES202405	(blank)	260444	6/12/2024	75.58
SIEBENTHAL, MELISSA A Total					472.36
SOLIANT HEALTH, LLC		20975741 2405509	260445	6/12/2024	3,000.00
		20970292 2405500	260445	6/12/2024	3,750.00
SOLIANT HEALTH, LLC Total					6,750.00
SOLIDAY, MACKENZIE	MILES202403	(blank)	260446	6/12/2024	16.48
	MILES202404	(blank)	260446	6/12/2024	19.36
	MILES202405	(blank)	260446	6/12/2024	17.09
SOLIDAY, MACKENZIE Total					52.93
STACK, ANDREA C	MILES202404	(blank)	260447	6/12/2024	71.29
	MILES202405	(blank)	260447	6/12/2024	45.02

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
STACK, ANDREA C Total					116.31
STARR, DAVID E	MILES202405	(blank)	260448	6/12/2024	155.57
STARR, DAVID E Total					155.57
STRATUS NETWORKS, INC.	208110	2405537	260449	6/12/2024	345.30
STRATUS NETWORKS, INC. Total					345.30
SWANN SPECIAL CARE CENTER	STMT05312024	2405570	260450	6/12/2024	8,041.11
SWANN SPECIAL CARE CENTER Total					8,041.11
SWEETWATER SOUND INC.	41111665	2405352	260451	6/12/2024	3,337.75
SWEETWATER SOUND INC. Total					3,337.75
TEACHING STRATEGIES, INC	Q-248503	2405546	260490	6/12/2024	9,050.00
	Q-273634	2405547	260490	6/12/2024	1,499.00
TEACHING STRATEGIES, INC Total					10,549.00
TEMPLES, WESLEY G	MILES202404	(blank)	260452	6/12/2024	838.84
TEMPLES, WESLEY G Total					838.84
THE CERAMIC SHOP	T472098/WO37231	2405020	260453	6/12/2024	6,898.00
THE CERAMIC SHOP Total					6,898.00
THE COPY SHOP	771	2405572	260454	6/12/2024	192.50
THE COPY SHOP Total					192.50
THE MUSIC SHOPPE, INC	3714109	2405567	260455	6/12/2024	237.50
	3705036	2405360	260455	6/12/2024	15.00
	3703859	2405479	260455	6/12/2024	100.30
THE MUSIC SHOPPE, INC Total					352.80
THOMSON REUTERS-WEST	850264848	2405553	260456	6/12/2024	1,184.58
THOMSON REUTERS-WEST Total					1,184.58
T-MOBILE	STMT052124-CELL	2400001	260489	6/12/2024	6,990.50
	STMT05212024CUST	2401793	260489	6/12/2024	1,243.35
	STMT05212024-HS	2400006	260489	6/12/2024	1,501.83
T-MOBILE Total					9,735.68
TOWANDA WATER DEPARTMENT	STMT05282024	2400009	260457	6/12/2024	268.82
TOWANDA WATER DEPARTMENT Total					268.82
TOWN OF NORMAL - UTILITY BILLING	V715455	2400010	260491	6/12/2024	196.94
TOWN OF NORMAL - UTILITY BILLING Total					196.94
TRIEZENBERG, THOMAS N	V789481	2405269	260458	6/12/2024	160.00
TRIEZENBERG, THOMAS N Total					160.00
TURCOTTE, BRIANA L	MILES202405	(blank)	260459	6/12/2024	164.15
TURCOTTE, BRIANA L Total					164.15
UCHTORFF, KERRY K	MILES202405	(blank)	260460	6/12/2024	59.03
UCHTORFF, KERRY K Total					59.03
ULINE	OR19495312	2405538	260461	6/12/2024	3,660.27
ULINE Total					3,660.27
UNIFIRST CORPORATION	STMT05312024	2400256	260462	6/12/2024	1,659.22

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount	
UNIFIRST CORPORATION Total					1,659.22	
UNIT 5 DECKER INDUSTRIES		367	2405515	260463	6/12/2024	840.00
UNIT 5 DECKER INDUSTRIES Total						840.00
VILLAGE OF CARLOCK	2024-05		2405600	260464	6/12/2024	850.64
VILLAGE OF CARLOCK Total						850.64
VILLAGE OF CARLOCK.		7368	2400012	260465	6/12/2024	198.15
VILLAGE OF CARLOCK. Total						198.15
VOGELSANG, CLAYE R	MILES202405	(blank)		260466	6/12/2024	209.71
VOGELSANG, CLAYE R Total						209.71
WALKER, KAREN L	MILES202405	(blank)		260467	6/12/2024	88.78
WALKER, KAREN L Total						88.78
WALKER, VALENTINE S	MILES202309	(blank)		260468	6/12/2024	100.80
	MILES202310	(blank)		260468	6/12/2024	111.42
	MILES202311	(blank)		260468	6/12/2024	58.36
	MILES202312	(blank)		260468	6/12/2024	74.28
	MILES202401	(blank)		260468	6/12/2024	65.12
	MILES202402	(blank)		260468	6/12/2024	97.69
	MILES202403	(blank)		260468	6/12/2024	86.83
	MILES202404	(blank)		260468	6/12/2024	108.54
	MILES202405	(blank)		260468	6/12/2024	70.55
	MILES202308	(blank)		260468	6/12/2024	63.67
WALKER, VALENTINE S Total						837.26
WATSON, ANNA KATHLEEN	MILES202402	(blank)		260469	6/12/2024	45.02
WATSON, ANNA KATHLEEN Total						45.02
WATSON, JULIE MELINDA	MILES202402-05/24	(blank)		260470	6/12/2024	10.72
WATSON, JULIE MELINDA Total						10.72
WATTS COPY SYSTEMS, INC. - LEASING		36675090	2401886	260471	6/12/2024	12,116.94
		36650370	2405094	260471	6/12/2024	14,942.73
WATTS COPY SYSTEMS, INC. - LEASING Total						27,059.67
WELCH, MEAGAN LEIGH	MILES202401	(blank)		260472	6/12/2024	99.29
	MILES202402	(blank)		260472	6/12/2024	169.91
	MILES202403	(blank)		260472	6/12/2024	89.45
	MILES202404	(blank)		260472	6/12/2024	178.82
	MILES202405	(blank)		260472	6/12/2024	89.18
WELCH, MEAGAN LEIGH Total						626.65
WHEELER, SAMUEL JAMES	MILES202405	(blank)		260473	6/12/2024	121.94
WHEELER, SAMUEL JAMES Total						121.94
WIIST, DEANNA M	REMBCONF0425-042824	(blank)		260474	6/12/2024	345.00
WIIST, DEANNA M Total						345.00
WILCOX, TERESA L	V70002		2405514	260475	6/12/2024	24.98
WILCOX, TERESA L Total						24.98
WINCHESTER, KATIE ANN	MILES202405	(blank)		260476	6/12/2024	23.92
WINCHESTER, KATIE ANN Total						23.92
YERKE, MOLLY	MILES202505	(blank)		260477	6/12/2024	36.78

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
YERKE, MOLLY Total					36.78
YOUNG, WENDY MARIE	MILES202405	(blank)	260478	6/12/2024	63.85
YOUNG, WENDY MARIE Total					63.85
ZIMMERMAN, CLAIRE CHRISTINE	MILES202405	(blank)	260479	6/12/2024	47.10
ZIMMERMAN, CLAIRE CHRISTINE Total					47.10
ZINK, LAURA SUSANNE	MILES202405	(blank)	260480	6/12/2024	120.13
ZINK, LAURA SUSANNE Total					120.13
Grand Total					1,052,788.13

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Fund	Amount
10	753,481.44
20	78,076.39
30	9,567.10
40	606.17
80	20,051.19
90	191,005.84
Grand Total	1,052,788.13

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From Date: 5/16/2024
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
9 SQUARE IN THE AIR LLC	38489	2405406	260316	5/29/2024	828.81
9 SQUARE IN THE AIR LLC Total					828.81
ACE HARDWARE	591254/5	2405213	260317	5/29/2024	28.79
	591225/5	2405213	260317	5/29/2024	9.52
	591236/5	2405213	260317	5/29/2024	24.29
ACE HARDWARE Total					62.60
ACKROYD, IAN	IRS202405200521	(blank)	260188	5/29/2024	75.00
ACKROYD, IAN Total					75.00
ADVANCE AUTO PARTS	6.25341E+12	2405215	260318	5/29/2024	189.99
	6.25341E+12	2405215	260318	5/29/2024	22.35
	6.25341E+12	2405215	260318	5/29/2024	7.35
	6.25341E+12	2405215	260318	5/29/2024	6.48
	6.25341E+12	2405215	260318	5/29/2024	169.39
	6.25341E+12	2400200	260318	5/29/2024	56.11
	6.25341E+12	2405215	260318	5/29/2024	108.13
	6.25341E+12	2400200	260318	5/29/2024	22.98
	6.25341E+12	2400200	260318	5/29/2024	70.39
	6.25341E+12	2400200	260318	5/29/2024	16.54
	6.25341E+12	2400200	260318	5/29/2024	73.49
	4.81141E+12	2405215	260318	5/29/2024	53.58
	6.25341E+12	2405215	260318	5/29/2024	78.65
	6.25341E+12	2405215	260318	5/29/2024	152.77
	6.25341E+12	2400200	260318	5/29/2024	63.74
	6.25341E+12	2400200	260318	5/29/2024	243.09
	6.25341E+12	2400200	260318	5/29/2024	113.04
	6.25341E+12	2400200	260318	5/29/2024	(34.83)
	6.25341E+12	2400200	260318	5/29/2024	7.21
	6.25341E+12	2400200	260318	5/29/2024	133.90
	6.25341E+12	2400200	260318	5/29/2024	29.43
	6.25341E+12	2400200	260318	5/29/2024	133.90
	6.25341E+12	2400200	260318	5/29/2024	51.34
ADVANCE AUTO PARTS Total					1,769.02
AHLEMEYER, MICHELLE RAE	MIELS202405	(blank)	260189	5/29/2024	99.76
AHLEMEYER, MICHELLE RAE Total					99.76
ALBRITTON, KATHRYN ANN	V20231678	(blank)	2804	5/24/2024	220.00
ALBRITTON, KATHRYN ANN Total					220.00
ALL BALL PRO LLC	1384	2405166	260319	5/29/2024	2,464.60
ALL BALL PRO LLC Total					2,464.60
ALLEMAN CATHOLIC HIGH SCHOOL	Memorial	2405341	260320	5/29/2024	100.00
ALLEMAN CATHOLIC HIGH SCHOOL Total					100.00
ALLEN, VINCENT T	V61525029	(blank)	15485	5/21/2024	31.07
ALLEN, VINCENT T Total					31.07
ALTA CONSTRUCTION EQUIPMENT ILLINOI	SR4/50826	2405284	260321	5/29/2024	6,380.00
ALTA CONSTRUCTION EQUIPMENT ILLINOI Total					6,380.00
AMAZON CAPITAL SERVICES	1NKQ-9XGF-4R7Y	2405400	260322	5/29/2024	116.96
	V3150404	(blank)	6409	5/24/2024	3,027.09
	1D37-1J46-6FGG	(blank)	260322	5/29/2024	(275.70)
	194V-FHJF-1TNG	2405367	260322	5/29/2024	61.41
	1L66-LQYJ-KTNQ	2405127	260322	5/29/2024	974.52

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AMAZON CAPITAL SERVICES	1VJM-71G1-H3T4	2405301	260322	5/29/2024	501.82
	1MYL-HYFM-F7WC	2405359	260322	5/29/2024	607.81
	1Y4P-6RC7-7F1W	2405350	260322	5/29/2024	34.41
	1L66LQYJFQ1J	302240064	48012	5/31/2024	394.56
	139Q-TLVK-TW6Q	2405330	260322	5/29/2024	31.88
	1QPF-TGP9-3WDJ	2405129	260322	5/29/2024	1,239.38
	1CVP99JM4JLK	302240063	47984	5/23/2024	75.97
	1TNV-RMCN-NY6F	2405128	260322	5/29/2024	936.86
	1yc4-nlql-t3pm	2404900	260322	5/29/2024	413.54
	1WF4-HTJW-KG6D	2405226	260322	5/29/2024	231.68
	1FK4-MHJD-J93K	2405218	260322	5/29/2024	871.69
	1YVM-7PG1-J1LY	2405218	260322	5/29/2024	203.80
	1VQ3-RPDM-GP4Q	2405304	260322	5/29/2024	544.94
	1NQJ-6WNP-GY1P	2405305	260322	5/29/2024	8.91
	136F-QY4T-GPD1	2405109	260322	5/29/2024	105.93
	1YVM-7PG1-GKLN	2404907	260322	5/29/2024	93.54
	1WF4-HTJW-L36L	2404982	260322	5/29/2024	77.95
	1TP9-6GQ1-HYYT	2405015	260322	5/29/2024	702.99
	1YG7-16Y6-J6MP	2405246	260322	5/29/2024	918.63
	1T1D-WFMC-LH1T	2405257	260322	5/29/2024	4,667.31
	1TNV-RMCN-DPGV	2405226	260322	5/29/2024	1,963.97
	1P7C-T4N7-FMGM	2405163	260322	5/29/2024	6.99
	11TY-7PHK-6NK7	2405199	260322	5/29/2024	905.04
	1TG4-PNQG-DNXF	2405199	260322	5/29/2024	178.80
	1X46-QGT9-CPVC	2404883	260322	5/29/2024	56.75
	1QXC-617L-DWGV	2405247	260322	5/29/2024	817.65
	1F4M-TPMR-DVK9	(blank)	260322	5/29/2024	(52.48)
	1FK4-MHJD-D6W9	(blank)	260322	5/29/2024	(97.66)
	1VQW-NW4D-D36F	(blank)	260322	5/29/2024	(46.96)
	19JD-WTLX-1PDQ	2405258	260322	5/29/2024	899.00
	1QRJ-19RQ-6FM3	2405292	260322	5/29/2024	105.68
	1TNV-RMCN-7JVF	2404797	260322	5/29/2024	41.48
	1FHN-NT4R-3FG3	(blank)	260322	5/29/2024	(125.28)
	1R7L-41GN-X11Y	2405221	260363	5/29/2024	391.60
	1HTG-VJPT-VWT3	2405245	260322	5/29/2024	2,833.97
	11PK-9JJW-PPRW	2405252	260322	5/29/2024	3,753.16
	1DDL-YN1T-TKJ7	2405263	260322	5/29/2024	120.00
	1R7L-41GN-QPWX	2405294	260322	5/29/2024	305.20
	1MRH-H6PD-M3P9	2405134	260322	5/29/2024	477.56
	16WVTCJQLLY6	302240061	47984	5/23/2024	158.69
	1WM6-Y1XN-NK6D	(blank)	260322	5/29/2024	(364.04)
	1XH6-MJTL-HJY3	2405224	260322	5/29/2024	85.16
	1WM6-Y1XN-GXNG	2405219	260322	5/29/2024	1,351.26
	1RFH-XWLL-K4HT	2405261	260322	5/29/2024	20.11
	1RW7-YRP4-FKRH	2405175	260363	5/29/2024	1,028.49
	17N7-GFR6-JF49	2405249	260322	5/29/2024	381.50
	1QFG-R73H-FYQY	2405227	260322	5/29/2024	227.07
	19DH-FJC9-3R16	2405163	260363	5/29/2024	951.77
	1W7K-3T1V-XW9H	2405159	260363	5/29/2024	1,012.08
	1J7Y-CLCV-XNN4	2405182	260322	5/29/2024	2,302.08
1WM6-Y1XN-1JCG	2405130	260322	5/29/2024	1,696.81	
1NTMCCRWPMTTH	302240059	47944	5/20/2024	93.98	
1Y6W-GJM3-VTRH	2404907	260363	5/29/2024	1,532.09	
1LNC-1NH9-RLWG	2404934	260322	5/29/2024	18.59	
1TP1-YGRT-RV4N	2404892	260363	5/29/2024	863.59	
1Q63-RPLG-WNRF	2404982	260363	5/29/2024	1,247.41	
1LNC-1NH9-MJ1M	2404924	260363	5/29/2024	354.34	
1H9Q-XTJ6-HW4W	2404934	260322	5/29/2024	584.28	
11RY-JD37-YQNQ	2404883	260363	5/29/2024	1,522.80	

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AMAZON CAPITAL SERVICES	1D1R-1PN7-DT3G	2404797	260363	5/29/2024	267.53
AMAZON CAPITAL SERVICES Total					44,437.94
AMERICAN RED CROSS	22685405 (blank)		47945	5/20/2024	74.00
AMERICAN RED CROSS Total					74.00
ANDERSON, WILLIAM	Accompany Spring 3	(blank)	47999	5/28/2024	125.00
ANDERSON, WILLIAM Total					125.00
ARJONA, MARTHA B	MILES202404	(blank)	260190	5/29/2024	4.15
ARJONA, MARTHA B Total					4.15
ARMSTRONG MITCHELL, BRITTA	V85129254	(blank)	4173	5/21/2024	60.00
ARMSTRONG MITCHELL, BRITTA Total					60.00
AUBIN, CHAD STEPHEN	State Track	(blank)	48013	5/31/2024	443.81
	Paper goods	(blank)	48000	5/28/2024	80.08
	Schnucks Jimmy Johns	(blank)	47985	5/23/2024	286.25
	V93883545	(blank)	20812	5/20/2024	750.00
	Jewel Purchase	(blank)	47946	5/20/2024	35.97
	Reimbursement 2	(blank)	47946	5/20/2024	254.95
AUBIN, CHAD STEPHEN Total					1,851.06
AUTISM SOCIETY OF MCLEAN COUNTY	Organization Sponsor	(blank)	48490	5/20/2024	1,000.00
AUTISM SOCIETY OF MCLEAN COUNTY Total					1,000.00
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON	V71329547	(blank)	6860	6/7/2024	378.30
	May 2024 Statement	(blank)	47947	5/20/2024	998.45
	V870876	(blank)	5199	5/21/2024	177.40
	STMT - APRIL	2405233	260323	5/29/2024	4,509.50
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total					6,063.65
AVENTURA HOTEL	J7RGWVSX	(blank)	48534	6/6/2024	19,771.88
AVENTURA HOTEL Total					19,771.88
B & B AWARDS & RECOGNITION	20054125 (blank)		47986	5/23/2024	640.00
	V81154402	(blank)	6845	5/21/2024	120.45
	20054057 (blank)		48474	5/16/2024	204.68
	V41408265	(blank)	2670	5/16/2024	110.13
	20053986	2405236	260324	5/29/2024	25.00
B & B AWARDS & RECOGNITION Total					1,100.26
BABY FOLD	18367	2405349	260325	5/29/2024	7,083.34
BABY FOLD Total					7,083.34
BACC STUDENT GRAPHICS CO.	175 (blank)		47948	5/20/2024	600.00
BACC STUDENT GRAPHICS CO. Total					600.00
BACHMAN, LYNETTE S	MILES202405	(blank)	260191	5/29/2024	80.40
BACHMAN, LYNETTE S Total					80.40
BAKER, MELANIE	V62224154	(blank)	4170	5/16/2024	29.94
BAKER, MELANIE Total					29.94
BARBEAU, KIMBERLY ANN	V94058577	(blank)	6841	5/16/2024	385.02
BARBEAU, KIMBERLY ANN Total					385.02
BARLOW, JENNIFER RENEE	V13194464	(blank)	3846	5/22/2024	42.77
	V55868943	(blank)	3846	5/22/2024	38.44

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BARLOW, JENNIFER RENEE Total					81.21
BASTING, REID		1 (blank)	47949	5/20/2024	200.00
BASTING, REID Total					200.00
BEER, JULIA RENEE	V67979747	(blank)	25151	5/17/2024	50.00
BEER, JULIA RENEE Total					50.00
BELKOWSKI, LAURA MARIE	SUBPAY0418041924	(blank)	260177	5/20/2024	587.50
	SUBPAY05/07-05/15	(blank)	260177	5/20/2024	1,500.00
BELKOWSKI, LAURA MARIE Total					2,087.50
BENNETT, SUSAN C	V14330115	(blank)	1919	5/28/2024	146.94
BENNETT, SUSAN C Total					146.94
BENNINGTON, MARLYS	V67599063	(blank)	5173	5/16/2024	10.72
BENNINGTON, MARLYS Total					10.72
BERARDI, ANTHONY S	Reimbursement.	2405060	260326	5/29/2024	134.95
BERARDI, ANTHONY S Total					134.95
BERGUE, MORTON CHARLES	6212024	(blank)	48491	5/20/2024	3,434.00
BERGUE, MORTON CHARLES Total					3,434.00
BEST BUDDIES IN ILLINOIS		1 (blank)	48475	5/16/2024	50.00
BEST BUDDIES IN ILLINOIS Total					50.00
BIERBAUM, JOHN	Cricket Jerseys	(blank)	47974	5/22/2024	71.99
	Food and Drinks	(blank)	47974	5/22/2024	70.01
BIERBAUM, JOHN Total					142.00
BIRCKELBAW, RICHARD E.	V17534764	(blank)	6849	5/22/2024	-
BIRCKELBAW, RICHARD E. Total					-
BLAIR, ANNETTA M	V43063437	(blank)	7294	5/28/2024	48.55
BLAIR, ANNETTA M Total					48.55
BLOOMINGTON AREA CAREER CENTER		174 (blank)	47987	5/23/2024	280.00
BLOOMINGTON AREA CAREER CENTER Total					280.00
BLOOMINGTON HIGH SCHOOL	IADA Door Prizes	(blank)	47950	5/20/2024	20.00
BLOOMINGTON HIGH SCHOOL Total					20.00
BLOOMINGTON NORMAL MARRIOTT HOTEL	NCHS Prom 2025 dep	(blank)	48535	6/6/2024	2,500.00
BLOOMINGTON NORMAL MARRIOTT HOTEL Total					2,500.00
BLOOMINGTON PARK AND RECREATION	V27433894	(blank)	25150	5/16/2024	150.00
BLOOMINGTON PARK AND RECREATION Total					150.00
BLUE CROSS BLUE SHIELD OF ILLINOIS	3.83168E+11 (blank)		0	6/4/2024	327,817.18
	7.60677E+11 (blank)		0	6/4/2024	93,100.10
	3.83169E+11 (blank)		0	5/29/2024	332,771.66
	3.83168E+11 (blank)		0	5/21/2024	308,862.46
BLUE CROSS BLUE SHIELD OF ILLINOIS Total					1,062,551.40
BOENZI, JONATHAN D	Reimbursement.	2405242	260327	5/29/2024	53.40
BOENZI, JONATHAN D Total					53.40
BORST, EDWARD A	MILES202404	(blank)	260192	5/29/2024	63.52

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BORST, EDWARD A	MILES202405	(blank)	260192	5/29/2024	49.04
BORST, EDWARD A Total					112.56
BOZARTH, MEGAN E	V62478776	(blank)	3087	6/3/2024	39.00
	V66523634	(blank)	3082	5/23/2024	300.01
	V66420040	(blank)	3078	5/20/2024	214.99
BOZARTH, MEGAN E Total					554.00
BRACK, JON RICCI	V65836466	(blank)	6848	5/22/2024	99.90
BRACK, JON RICCI Total					99.90
BRENNAN, MACQUIRE	2024 scholarship	(blank)	48492	5/20/2024	500.00
BRENNAN, MACQUIRE Total					500.00
BROACH, JAMES C	V62992879	(blank)	25159	5/23/2024	389.50
BROACH, JAMES C Total					389.50
BROWN, JESSIE	MILES202405	(blank)	260193	5/29/2024	337.01
BROWN, JESSIE Total					337.01
BROWN'S WRECKER SERVICE INC	405229	2405210	260328	5/29/2024	145.00
BROWN'S WRECKER SERVICE INC Total					145.00
BSN SPORTS	V20947454	(blank)	6861	6/7/2024	423.20
	925819563	(blank)	48034	6/5/2024	493.65
	925338237	(blank)	48521	5/30/2024	305.37
	925449522	(blank)	47951	5/20/2024	69.74
BSN SPORTS Total					1,291.96
BURNS, JENNIFER S	V22288745	(blank)	5155	5/28/2024	98.39
BURNS, JENNIFER S Total					98.39
BURROUGHS, JILL A	V45832623	(blank)	2673	5/22/2024	85.69
	V58913757	(blank)	2671	5/16/2024	23.39
BURROUGHS, JILL A Total					109.08
BUTLER, ALICIA	V531093	(blank)	5194	5/17/2024	22.80
BUTLER, ALICIA Total					22.80
CAMELOT THERAPEUTIC SCHOOLS, LLC	INV191927	2405347	260329	5/29/2024	5,014.38
CAMELOT THERAPEUTIC SCHOOLS, LLC Total					5,014.38
CANNON, KRISTINE MICHELLE	MILES202401	(blank)	260194	5/29/2024	34.64
	MILES202402	(blank)	260194	5/29/2024	56.68
	MILES202403	(blank)	260194	5/29/2024	47.24
	MILES202404	(blank)	260194	5/29/2024	66.13
	MILES202405	(blank)	260194	5/29/2024	40.94
CANNON, KRISTINE MICHELLE Total					245.63
CANTU III, GENARO	IRS202405200521	(blank)	260195	5/29/2024	150.00
CANTU III, GENARO Total					150.00
CARLOCK PTO	V40877959	(blank)	5156	5/28/2024	280.00
	V69409381	(blank)	5154	5/20/2024	748.50
CARLOCK PTO Total					1,028.50
CARTER, MATTHEW A	V65997353	(blank)	2896	5/24/2024	7.96
CARTER, MATTHEW A Total					7.96

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CASEY'S GARDEN CENTER	V420635	(blank)	5204	6/6/2024	190.00	
	V44866737	(blank)	25170	6/6/2024	20.00	
CASEY'S GARDEN CENTER Total					210.00	
CDW COMPUTER CENTERS, INC	ZR00490907	2405122	260330	5/29/2024	530.00	
	RF82977	2405030	260330	5/29/2024	127,810.00	
CDW COMPUTER CENTERS, INC Total					128,340.00	
CENTER FOR AMERICAN ARCHEOLOGY		64049 (blank)	48035	6/5/2024	800.00	
CENTER FOR AMERICAN ARCHEOLOGY Total					800.00	
CENTRAL ILLINOIS TRUCKS INC	101P151055	2405208	260331	5/29/2024	8.32	
CENTRAL ILLINOIS TRUCKS INC Total					8.32	
CENTURY RESOURCES	V98089334	(blank)	6842	5/20/2024	10.07	
CENTURY RESOURCES Total					10.07	
CHAPMAN, CARRIE J	Reimbursement	2405268	260332	5/29/2024	81.26	
CHAPMAN, CARRIE J Total					81.26	
CHILDERS DOOR SERVICE, INC		305236	2405256	260333	5/29/2024	6,962.90
CHILDERS DOOR SERVICE, INC Total					6,962.90	
CITY OF BLOOMINGTON - UTILITIES		1199712	2400011	260196	5/29/2024	1,679.73
		1201911	2400011	260196	5/29/2024	1,033.39
		1202474	2400011	260196	5/29/2024	1,106.09
		1202766	2400011	260196	5/29/2024	1,347.14
CITY OF BLOOMINGTON - UTILITIES Total					5,166.35	
CLARK, DEBORAH	Camp Refund Bball 3	(blank)	48022	6/4/2024	45.00	
CLARK, DEBORAH Total					45.00	
CLARK, KIMBERLY	Treats for Monitors	(blank)	48493	5/20/2024	37.43	
	End of Year fundrais	(blank)	48476	5/16/2024	134.75	
CLARK, KIMBERLY Total					172.18	
CLEAN THE UNIFORM COMPANY		32267470	2400201	260334	5/29/2024	76.02
		32265862	2400201	260334	5/29/2024	76.02
		32264199	2400201	260334	5/29/2024	76.02
		32262594	2400201	260334	5/29/2024	76.02
CLEAN THE UNIFORM COMPANY Total					304.08	
CODRON, ANGELA R	Mtgs and Gifts	(blank)	48014	5/31/2024	621.20	
CODRON, ANGELA R Total					621.20	
COLLEGE BOARD	A251115921	(blank)	48536	6/6/2024	46,868.00	
	A251115931	(blank)	48023	6/4/2024	20,231.00	
COLLEGE BOARD Total					67,099.00	
COLLINS, PAULA LYNN	MILES202405	(blank)	260197	5/29/2024	53.60	
COLLINS, PAULA LYNN Total					53.60	
COLUMN SOFTWARE, PBC	7B9C7088-0006	2405308	260335	5/29/2024	81.58	
COLUMN SOFTWARE, PBC Total					81.58	
COMMERCE BANK - COMMERCIAL CARDS	OGRA-9211-20240515	2405470	0	6/4/2024	3,219.07	
	FITZ-2254-20240515	2405569	0	6/4/2024	214.69	
	STYC-1202-20240515	2405339	0	6/4/2024	733.98	
	VOGE-3494-20240515	2405392	0	6/4/2024	4,842.34	

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COMMERCE BANK - COMMERCIAL CARDS	TENU-2922-20240515	2405371	0	6/4/2024	1,035.12
	MART-4494-20240515	2405471	0	6/4/2024	4,505.75
	NICA-1228-20240515	2405372	0	6/4/2024	4,795.59
	MERC-6194-20240515	2405317	0	6/4/2024	150.86
	OXAR-8856-20240515	2405324	0	6/4/2024	4,511.70
	RILE-3787-20240515	2405368	0	6/4/2024	130.26
	PALM-1194-20240515	2405558	0	6/4/2024	7,721.67
	KEAR-7294-20240515	2405328	0	6/4/2024	1,007.72
	THOM-3811-20240515	2405329	0	6/4/2024	1,065.87
	ZBRO-7828-20240515	2405343	0	6/4/2024	26,986.76
	BEGG-4263-20240515	2405338	0	6/4/2024	49.00
	CODR-4075-20240515	2405340	0	6/4/2024	16,286.77
	WEBS-3880-20240515	2405386	0	6/4/2024	839.49
	WILS-3852-20240515	2405387	0	6/4/2024	549.91
	SUDD-7414-20240515	2405388	0	6/4/2024	153.39
	TEMP-5124-20240515	2405601	0	6/4/2024	1,642.16
	KNEP-3795-20240515	2405312	0	6/4/2024	494.71
	HEIM-1186-20240515	2405653	0	6/4/2024	4,757.15
	ROOP-7310-20240515	2405326	0	6/4/2024	7.99
	BENN-0710-20240515	2405468	0	6/4/2024	23.54
	FOGA-2254-20240515	2405518	0	6/4/2024	2,388.76
	PETE-3753-20240515	2405391	0	6/4/2024	759.24
	DAVE-8038-20240515	2405393	0	6/4/2024	827.56
	EDWA-1551-20240515	2405492	0	6/4/2024	4,184.28
	ELLI-7313-20240515	2405544	0	6/4/2024	3,536.88
	ROGE-2319-20240515	2405332	0	6/4/2024	1,201.13
	BOZA-2301-20240515	2405309	0	6/4/2024	560.17
	ADEL-7777-20240515	2405603	0	6/4/2024	3,605.55
	REWE-0094-20240515	2405356	0	6/4/2024	2,808.40
	STAN-4051-20240515.	2405342	0	6/4/2024	27,370.71
	HILL-5932-20240515	2405354	0	6/4/2024	354.62
	SARG-5504-20240515	2405382	0	6/4/2024	194.76
	KEND-6613-20240515	2405383	0	6/4/2024	104.93
	BROW-3472-20240515	2405450	0	6/4/2024	344.07
	SHEL-8505-20240515.1	2405452	0	6/4/2024	1,806.69
	LAMB-1341-20240515.2	2405453	0	6/4/2024	1,787.97
	RICH-0715-20240515	2405559	0	6/4/2024	43.78
	WEBB-7756-20240515	2405318	0	6/4/2024	400.00
	BACK-9856-20240515	2405331	0	6/4/2024	6,998.81
	SHEL-8505-20240515.	2405399	0	6/4/2024	400.00
STAN-4051-20240515..	2405401	0	6/4/2024	6,789.82	
LAMB-7537-20240515.	2405540	0	6/4/2024	6,690.49	
STAN-4051-20240515	2405390	0	6/4/2024	4,516.12	
LAMB-1341-20240515.1	2405422	0	6/4/2024	227.75	
LAMB-7537-20240515	2405539	0	6/4/2024	18,049.67	
STAN-4051-20240515.2	2405327	0	6/4/2024	539.80	
SHEL-8505-20240515	2405415	0	6/4/2024	150.00	
LAMB-1341-20240515	2405460	0	6/4/2024	161.01	
CHAP-8793-20240515	2405461	0	6/4/2024	11,084.06	
WEBB-7756-20240515.	2405323	0	6/4/2024	1,320.48	
PENN-4743-20240515	2405404	0	6/4/2024	4,386.30	
COMMERCE BANK - COMMERCIAL CARDS Total					199,319.30
CONLEY, REBECCA RENAE	Chips for EOY	(blank)	48504	5/23/2024	130.65
CONLEY, REBECCA RENAE Total					130.65
CONWAY, JAMIE MARIE	MILES202405	(blank)	260198	5/29/2024	87.90
CONWAY, JAMIE MARIE Total					87.90

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
CORDOBA-THAKRAL, DELLA MARIE	Senior Sunset	(blank)	48494	5/20/2024	875.00
CORDOBA-THAKRAL, DELLA MARIE Total					875.00
CORPUS, TONY	Accompany Spring 4	(blank)	48001	5/28/2024	125.00
CORPUS, TONY Total					125.00
COYLE, CYNTHIA MARIE	V52835888	(blank)	22383	5/17/2024	50.03
COYLE, CYNTHIA MARIE Total					50.03
CREMEENS, JASON	V66751972	(blank)	25164	6/5/2024	100.00
CREMEENS, JASON Total					100.00
CROSS, LYNN	June 10th Official 1	(blank)	48024	6/4/2024	75.00
	June 3 Official 1	(blank)	47988	5/23/2024	75.00
CROSS, LYNN Total					150.00
CULLIGAN WATER CONDITIONING	V40938110	(blank)	6854	5/28/2024	135.75
CULLIGAN WATER CONDITIONING Total					135.75
CURRENT, MARY D	V14896719	(blank)	3085	5/28/2024	27.27
	V31504695	(blank)	3084	5/28/2024	100.00
CURRENT, MARY D Total					127.27
DANIELS, COLLEEN	Big 12 Tennis 1	(blank)	47942	5/17/2024	80.00
DANIELS, COLLEEN Total					80.00
DE FREESE, ASHLEY SUE	MILES202309	(blank)	260199	5/29/2024	30.06
	MILES202310	(blank)	260199	5/29/2024	41.99
	MILES202311	(blank)	260199	5/29/2024	34.65
	MILES202312	(blank)	260199	5/29/2024	27.05
	MILES202401	(blank)	260199	5/29/2024	27.20
	MILES202402	(blank)	260199	5/29/2024	39.73
	MILES202403	(blank)	260199	5/29/2024	26.06
	MILES202404	(blank)	260199	5/29/2024	45.69
	MILES202405	(blank)	260199	5/29/2024	15.41
	MILES202308	(blank)	260199	5/29/2024	19.52
DE FREESE, ASHLEY SUE Total					307.36
DECKER, JENNIFER SUE	MILES202405	(blank)	260200	5/29/2024	30.15
DECKER, JENNIFER SUE Total					30.15
DEHNER, MEREDITH R	MIELS202404	(blank)	260201	5/29/2024	62.31
	MILES202405	(blank)	260201	5/29/2024	65.53
DEHNER, MEREDITH R Total					127.84
DEMCO, INC	7479586	2405006	260336	5/29/2024	117.30
	7474707	2404849	260336	5/29/2024	532.97
DEMCO, INC Total					650.27
DENNY'S DOUGHNUTS & BAKERY	V13900316	(blank)	25155	5/20/2024	84.00
	1003456	(blank)	48477	5/16/2024	357.80
DENNY'S DOUGHNUTS & BAKERY Total					441.80
DESIGN MAVENS ARCHITECHURE PLLC	24-0006.2	2405358	260337	5/29/2024	2,240.00
DESIGN MAVENS ARCHITECHURE PLLC Total					2,240.00
DILLOW, NICOLE M	V787502	(blank)	5195	5/17/2024	1,000.00
DILLOW, NICOLE M Total					1,000.00

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DISCHERT, SUSAN	MILES202402	(blank)	260202	5/29/2024	19.10
	MILES202403	(blank)	260202	5/29/2024	23.85
DISCHERT, SUSAN Total					42.95
DIVITA, MARGHERITA	MILES202405	(blank)	260203	5/29/2024	49.98
	Intern EOY	(blank)	48495	5/20/2024	31.96
DIVITA, MARGHERITA Total					81.94
DON OWEN TIRE SERVICE, INC		332229 2405248	260338	5/29/2024	2,355.40
		332085 2405248	260338	5/29/2024	38.64
		331497 2405248	260338	5/29/2024	845.68
DON OWEN TIRE SERVICE, INC Total					3,239.72
DRENGWITZ, JASON	FB Snacks	(blank)	48537	6/6/2024	97.88
	snacks & food	(blank)	48478	5/16/2024	308.98
DRENGWITZ, JASON Total					406.86
DRYER, KAREN S	V57156807	(blank)	15494	5/28/2024	21.09
DRYER, KAREN S Total					21.09
DUMAS, BRANTLEY	2024 scholarship	(blank)	48496	5/20/2024	500.00
DUMAS, BRANTLEY Total					500.00
DUNAGAN, ROBIN	IRS202405200521	(blank)	260204	5/29/2024	150.00
DUNAGAN, ROBIN Total					150.00
DURDAN, ASHLEY M	Officers lunch	(blank)	48479	5/16/2024	38.06
DURDAN, ASHLEY M Total					38.06
EASTERN ILLINOIS UNIVERSITY		2088471 2405561	260550	6/11/2024	2,590.60
	V142818	(blank)	127031	5/23/2024	540.00
EASTERN ILLINOIS UNIVERSITY Total					3,130.60
EDWARDS, SARAH LYNN	V495113	(blank)	5200	5/24/2024	767.74
	V512336	(blank)	5196	5/17/2024	84.77
EDWARDS, SARAH LYNN Total					852.51
ELLIOTT, COLLEEN	Away Game Meals	(blank)	47975	5/22/2024	787.50
	Away Game Reimburse	(blank)	47989	5/23/2024	645.00
ELLIOTT, COLLEEN Total					1,432.50
EMERICK, DREW MATHEW	MILES202405	(blank)	260205	5/29/2024	62.65
	GC Reimburse	(blank)	48036	6/5/2024	100.00
	B Tennis Banquet	(blank)	48025	6/4/2024	295.90
	Sr Night	(blank)	47952	5/20/2024	83.66
EMERICK, DREW MATHEW Total					542.21
EVERGREEN FS		46241752 2405259	260339	5/29/2024	159.08
EVERGREEN FS Total					159.08
EVERGREEN FS, INC		34250865 (blank)	47953	5/20/2024	494.54
	Turf maintenance	(blank)	47953	5/20/2024	213.20
EVERGREEN FS, INC Total					707.74
EWALT, MELINDA	Gift cards	(blank)	47990	5/23/2024	-
	cards/gifts	(blank)	48522	5/30/2024	73.96
EWALT, MELINDA Total					73.96
FARNSWORTH CROUP, INC.		251817 2405438	260340	5/29/2024	6,125.00

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FARNSWORTH CROUP, INC. Total					6,125.00
FASTSIGNS		42891 (blank)	47976	5/22/2024	22.50
	INV-42898	2405303	260341	5/29/2024	153.57
FASTSIGNS Total					176.07
FBLA -PHI BETA LAMBDA, INC.		63577 (blank)	48538	6/6/2024	17,370.00
FBLA -PHI BETA LAMBDA, INC. Total					17,370.00
FEENEY, DAVID GEORGE	Summer League-24	(blank)	48523	5/30/2024	650.00
FEENEY, DAVID GEORGE Total					650.00
FICEK, JENNIFER L	V24753713	(blank)	5538	5/20/2024	38.50
	V96990597	(blank)	5536	5/20/2024	43.54
FICEK, JENNIFER L Total					82.04
FINCHAM, NATHAN C		2768097 (blank)	47991	5/23/2024	112.00
FINCHAM, NATHAN C Total					112.00
FIRST STUDENT		11975250 2405440	260342	5/29/2024	1,473,910.15
		11968167 2405440	260342	5/29/2024	1,118,429.55
FIRST STUDENT Total					2,592,339.70
FISH, JILL E	V40982293	(blank)	3079	5/20/2024	85.46
FISH, JILL E Total					85.46
FIVE STAR WATER	V98578068	(blank)	2900	6/4/2024	129.00
	V76574446	(blank)	7295	5/28/2024	78.25
FIVE STAR WATER Total					207.25
FOGAL, TINA MARIE	V94368038	(blank)	5540	5/28/2024	329.97
	V77766488	(blank)	5537	5/20/2024	18.89
FOGAL, TINA MARIE Total					348.86
FOLLETT CONTENT SOLUTIONS, LLC	395841f	2405120	260343	5/29/2024	1,672.03
	378123f	2404541	260343	5/29/2024	840.17
	391087F	2404865	260343	5/29/2024	1,076.76
FOLLETT CONTENT SOLUTIONS, LLC Total					3,588.96
FOLLETT SCHOOL SOLUTIONS, LLC.	376600F	2404463	260344	5/29/2024	860.44
	387769F	2404828	260344	5/29/2024	890.34
FOLLETT SCHOOL SOLUTIONS, LLC. Total					1,750.78
FORGET ME NOT FLOWERS	V342571	(blank)	127037	6/6/2024	21.00
	V152431	(blank)	127033	5/24/2024	106.00
FORGET ME NOT FLOWERS Total					127.00
FRANGELLA, BECKY	Custodian Breakfast	(blank)	48015	5/31/2024	28.94
FRANGELLA, BECKY Total					28.94
FRANKLIN, CINDY E	MILES202405	(blank)	260206	5/29/2024	16.08
FRANKLIN, CINDY E Total					16.08
FREEMAN, MATTHEW GREGORY	June 10th Official 2	(blank)	48026	6/4/2024	75.00
	June 3 Official 2	(blank)	47992	5/23/2024	75.00
FREEMAN, MATTHEW GREGORY Total					150.00
FREESTYLE PHOTO SUPPLIES		1721303 2405057	260345	5/29/2024	93.95
FREESTYLE PHOTO SUPPLIES Total					93.95

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FREYMANN, MEGAN MARIE	MILES202403	(blank)	260207	5/29/2024	12.26
	MILES202404	(blank)	260207	5/29/2024	29.82
	MILES202405	(blank)	260207	5/29/2024	80.47
	Senior Sunset 2024	(blank)	48505	5/23/2024	766.67
	Senior Sunset raffle	(blank)	48480	5/16/2024	3,916.81
FREYMANN, MEGAN MARIE Total					4,806.03
FRONTIER	STMT05132024	2400007	260180	5/29/2024	4,110.63
	V272011	2400007	260180	5/29/2024	88.66
	V520591	2400007	260180	5/29/2024	115.89
	V819766	2400007	260180	5/29/2024	117.65
	STMT04132024	2400007	260180	5/29/2024	4,059.79
FRONTIER Total					8,492.62
FRONTLINE TECHNOLOGIES GROUP, LLC.	INVUS202946	2405291	260346	5/29/2024	27,983.33
FRONTLINE TECHNOLOGIES GROUP, LLC. Total					27,983.33
FURTHER	41014401	(blank)	0	6/5/2024	16,339.84
	V71055635	(blank)	0	5/31/2024	4,429.98
	41008911	(blank)	0	5/29/2024	15,586.47
	41000796	(blank)	0	5/22/2024	15,363.32
	V45800321	(blank)	0	5/16/2024	4,429.98
	16913088	(blank)	0	5/21/2024	2,549.50
FURTHER Total					58,699.09
GANNAWAY, RACHEL L	MILES202405	(blank)	260208	5/29/2024	134.80
GANNAWAY, RACHEL L Total					134.80
GARCIA, STEPHANIE MICHELLE	MILES202405	(blank)	260209	5/29/2024	80.67
GARCIA, STEPHANIE MICHELLE Total					80.67
GARNEAU, JILL R	V8110866	(blank)	4171	5/16/2024	503.98
	V95709570	(blank)	4171	5/16/2024	196.02
GARNEAU, JILL R Total					700.00
GEORGE, IVANKA	Flowers for Gen Con	(blank)	48497	5/20/2024	110.57
GEORGE, IVANKA Total					110.57
GERRIETTS, JENNIFER LEE	V45616726	(blank)	22396	6/5/2024	138.16
GERRIETTS, JENNIFER LEE Total					138.16
GHRIST, TRACIE NICOLE	MILES202405	(blank)	260210	5/29/2024	131.66
GHRIST, TRACIE NICOLE Total					131.66
GIBLER, DANIEL M	V60203757	(blank)	1917	5/22/2024	26.01
GIBLER, DANIEL M Total					26.01
GIBSON, JENNIFER	MILES202404	(blank)	260211	5/29/2024	26.47
	MILES202405	(blank)	260211	5/29/2024	22.85
GIBSON, JENNIFER Total					49.32
GIERMANN, JENNIFER	IACAC membership 24	(blank)	48506	5/23/2024	80.00
GIERMANN, JENNIFER Total					80.00
GIPPER MEDIA	Subscription	(blank)	48507	5/23/2024	1,500.00
GIPPER MEDIA Total					1,500.00
GLATT, MICHELLE L	V67853011	(blank)	25156	5/23/2024	31.98

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GLATT, MICHELLE L	V33956702	(blank)	25154	5/17/2024	17.49
GLATT, MICHELLE L Total					49.47
GOMEZ, JESSICA	V19847738	(blank)	2897	5/24/2024	6.00
GOMEZ, JESSICA Total					6.00
GOODFIELD DISPOSAL	STMT 2ND QTR	2405290	260347	5/29/2024	144.00
GOODFIELD DISPOSAL Total					144.00
GORDON FOOD SERVICE, INC					
	2001254860	2405353	260348	5/29/2024	(10.11)
	9009873483	2405353	260348	5/29/2024	1,943.66
	9009873484	2405353	260348	5/29/2024	119.40
	9009873485	2405353	260348	5/29/2024	6.79
	9009873539	2405353	260348	5/29/2024	1,262.19
	9009873542	2405353	260348	5/29/2024	47.88
	9009873543	2405353	260348	5/29/2024	179.10
	9009873557	2405353	260348	5/29/2024	813.04
	9009873572	2405353	260348	5/29/2024	1,325.17
	9009873588	2405353	260348	5/29/2024	228.61
	9009873590	2405353	260348	5/29/2024	352.66
	9009873610	2405353	260348	5/29/2024	715.51
	9009873620	2405353	260348	5/29/2024	284.27
	9009873625	2405353	260348	5/29/2024	405.12
	9009873644	2405353	260348	5/29/2024	245.23
	9009873646	2405353	260348	5/29/2024	630.86
	9009873649	2405353	260348	5/29/2024	192.54
	9009873652	2405353	260348	5/29/2024	117.19
	9009873682	2405353	260348	5/29/2024	35.72
	9009873684	2405353	260348	5/29/2024	50.70
	9009824418	2405313	260348	5/29/2024	786.50
	9009844248	2405313	260348	5/29/2024	1,644.47
	9009844251	2405313	260348	5/29/2024	489.72
	9009844252	2405313	260348	5/29/2024	6.79
	9009851995	2405313	260348	5/29/2024	791.58
	9009851997	2405313	260348	5/29/2024	139.92
	9009852011	2405313	260348	5/29/2024	936.52
	9009852014	2405313	260348	5/29/2024	139.92
	9009852034	2405313	260348	5/29/2024	634.64
	9009852035	2405313	260348	5/29/2024	139.92
	9009852053	2405313	260348	5/29/2024	1,051.41
	9009852054	2405313	260348	5/29/2024	139.92
	9009852080	2405313	260348	5/29/2024	1,437.73
	9009852081	2405313	260348	5/29/2024	50.40
	9009852196	2405313	260348	5/29/2024	3,811.97
	9009852204	2405313	260348	5/29/2024	268.41
	9009852265	2405313	260348	5/29/2024	670.53
	9009852266	2405313	260348	5/29/2024	69.96
	9009776167	2405297	260348	5/29/2024	1,725.04
	9009776168	2405297	260348	5/29/2024	265.17
	9009777009	2405297	260348	5/29/2024	3,733.22
	9009777012	2405297	260348	5/29/2024	126.06
	9009777013	2405297	260348	5/29/2024	228.52
	9009777034	2405297	260348	5/29/2024	2,029.15
	9009777037	2405297	260348	5/29/2024	416.42
	9009732240	2405297	260348	5/29/2024	2,689.63
	9009732241	2405297	260348	5/29/2024	535.99
	9009732243	2405297	260348	5/29/2024	491.19
	9009732244	2405297	260348	5/29/2024	72.09
	9009732245	2405297	260348	5/29/2024	351.43

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GORDON FOOD SERVICE, INC	9009759087	2405297	260348	5/29/2024	2,443.65
	9009759094	2405297	260348	5/29/2024	1,190.82
	9009759099	2405297	260348	5/29/2024	488.76
	9009686547	2405297	260348	5/29/2024	1,785.97
	9009686550	2405297	260348	5/29/2024	1,230.99
	9009694191	2405297	260348	5/29/2024	934.89
	9009694195	2405297	260348	5/29/2024	458.94
	9009694196	2405297	260348	5/29/2024	48.15
	9009694243	2405297	260348	5/29/2024	1,604.20
	9009694251	2405297	260348	5/29/2024	534.25
	9009694252	2405297	260348	5/29/2024	90.08
	9009619926	2405295	260348	5/29/2024	2,254.51
	9009619928	2405295	260348	5/29/2024	112.19
	9009619940	2405295	260348	5/29/2024	2,811.11
	9009619943	2405295	260348	5/29/2024	407.73
	9009619965	2405295	260348	5/29/2024	1,272.43
	9009619969	2405295	260348	5/29/2024	161.97
	9009619982	2405295	260348	5/29/2024	1,161.97
	9009619986	2405295	260348	5/29/2024	103.32
	9009619990	2405295	260348	5/29/2024	875.07
	9009619996	2405295	260348	5/29/2024	880.56
	9009620006	2405295	260348	5/29/2024	1,029.13
	9009620018	2405295	260348	5/29/2024	462.12
	9009620020	2405295	260348	5/29/2024	846.17
	9009620022	2405295	260348	5/29/2024	156.88
	9009621695	2405295	260348	5/29/2024	1,618.77
	2001225620	2405295	260348	5/29/2024	(15.41)
	2001226905	2405297	260348	5/29/2024	(3.80)
	2001226186	2405313	260348	5/29/2024	(18.72)
	2001227229	2405313	260348	5/29/2024	(15.41)
2001203890	2405295	260348	5/29/2024	(37.32)	
2001198319	2405295	260348	5/29/2024	(58.83)	
2001189942	2405295	260348	5/29/2024	(15.78)	
2001165150	2405313	260348	5/29/2024	(6.22)	
2001167067	2405353	260348	5/29/2024	(4.20)	
GORDON FOOD SERVICE, INC Total					59,608.69
GROSS, JOSHUA J	V34951175	(blank)	5539	5/28/2024	179.46
GROSS, JOSHUA J Total					179.46
GROSS, MARIANNE ELIZABETH	MILES202403	(blank)	260212	5/29/2024	3.08
	MILES202404	(blank)	260212	5/29/2024	16.95
	MILES202405	(blank)	260212	5/29/2024	15.81
GROSS, MARIANNE ELIZABETH Total					35.84
GRUBIC, ANGELA MARIE	MILES202404	(blank)	260213	5/29/2024	65.39
	MILES202405	(blank)	260213	5/29/2024	40.13
GRUBIC, ANGELA MARIE Total					105.52
HAFERMANN, TERA L	IMC Misc May	(blank)	48002	5/28/2024	48.64
HAFERMANN, TERA L Total					48.64
HAGBERG, JODY	IRS202405200521	(blank)	260214	5/29/2024	75.00
HAGBERG, JODY Total					75.00
Hansen, Amanda M	V50539768	(blank)	2884	5/16/2024	101.17
Hansen, Amanda M Total					101.17
HARKINS, ANNA H	V36991823	(blank)	22397	6/5/2024	268.50

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HARKINS, ANNA H Total					268.50
HARR, KAITY	IRS202405200521	(blank)	260215	5/29/2024	150.00
HARR, KAITY Total					150.00
HARR, MATTHEW	V5142908	(blank)	6410	5/24/2024	666.30
HARR, MATTHEW Total					666.30
HARRIS, ELIZABETH RAE	MILES202404	(blank)	260216	5/29/2024	509.20
	retreat & garden	(blank)	48539	6/6/2024	390.22
	Aroma Kit supplies-2	(blank)	48524	5/30/2024	149.53
	End of year	(blank)	48524	5/30/2024	1,533.33
	Materials & food	(blank)	48481	5/16/2024	1,714.43
	Reimb 5/10/24	(blank)	48481	5/16/2024	172.07
	Conf Reflect Reimb	2405285	260349	5/29/2024	775.00
	CONFREMB	2405286	260349	5/29/2024	96.95
HARRIS, ELIZABETH RAE Total					5,340.73
HASSEL, STEVE	Gift cards	(blank)	48482	5/16/2024	200.00
	GC for Coaches	(blank)	48540	6/6/2024	1,011.90
	Whiteys ice cream	(blank)	48482	5/16/2024	146.75
HASSEL, STEVE Total					1,358.65
HAYES, MALLORY KAY	V16390304	(blank)	3077	5/20/2024	50.00
HAYES, MALLORY KAY Total					50.00
HAYS, CAITLIN D	Banquet Supplies	(blank)	47954	5/20/2024	169.10
HAYS, CAITLIN D Total					169.10
HEBERT HEALTH LLC		1280 (blank)	47955	5/20/2024	240.00
HEBERT HEALTH LLC Total					240.00
HENDERSON, RACHEL ELIZABETH	MILES20240304	(blank)	260217	5/29/2024	223.11
HENDERSON, RACHEL ELIZABETH Total					223.11
HENDRICKS, CARLY E	CONFREM04122024	(blank)	260218	5/29/2024	257.36
HENDRICKS, CARLY E Total					257.36
HENRICHSMEYER, KRISTA ANN	MILES202405	(blank)	260219	5/29/2024	32.96
HENRICHSMEYER, KRISTA ANN Total					32.96
HERBST, AMBERLY	V66066159	(blank)	48016	5/31/2024	143.54
HERBST, AMBERLY Total					143.54
HERTZNER, DANIEL C	French/NIOS	(blank)	48525	5/30/2024	35.24
	supplies & snack	(blank)	48525	5/30/2024	21.58
HERTZNER, DANIEL C Total					56.82
HIGBY, VALERIE MARIA	Reimbursement..	2405059	260350	5/29/2024	326.60
HIGBY, VALERIE MARIA Total					326.60
HILDENBRAND, BETH	IRS202405200521	(blank)	260220	5/29/2024	150.00
HILDENBRAND, BETH Total					150.00
HINTHORNE, DIANE KAY	MILES202405	(blank)	260221	5/29/2024	82.34
HINTHORNE, DIANE KAY Total					82.34
HITCHINS, TRACY LYNN	V19316053	(blank)	2674	5/22/2024	120.00
HITCHINS, TRACY LYNN Total					120.00

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HOHULIN BRO FENCE CO,LTD	24299TH	2405241	260174	5/16/2024	5,000.00
	24299THA	2405241	260174	5/16/2024	2,500.00
	24299THB	2405241	260174	5/16/2024	16,500.00
HOHULIN BRO FENCE CO,LTD Total					24,000.00
HOLLAND, ANITA	V19793372	(blank)	15495	5/28/2024	201.75
HOLLAND, ANITA Total					201.75
HOLLAND, LISA PEELER	V22501209	(blank)	1920	5/28/2024	19.97
HOLLAND, LISA PEELER Total					19.97
HOOSIER BAT COMPANY		1159 (blank)	48508	5/23/2024	1,233.00
HOOSIER BAT COMPANY Total					1,233.00
HOPE SCHOOL	SINV007383	2405348	260351	5/29/2024	1,269.84
	SINV007437	2405348	260351	5/29/2024	1,928.50
HOPE SCHOOL Total					3,198.34
HR IMAGING PARTNERS, INC.	V36510599	(blank)	6407	5/17/2024	135.00
	V221660	(blank)	5071	5/16/2024	55.00
HR IMAGING PARTNERS, INC. Total					190.00
HUGHES, TAMMY M	Camp Refund Cheer 1	(blank)	48017	5/31/2024	50.00
HUGHES, TAMMY M Total					50.00
HUTH, LISA L.	V46322208	(blank)	25165	6/5/2024	50.00
HUTH, LISA L. Total					50.00
HUTSON, CALLY L	MILES202404	(blank)	260222	5/29/2024	170.25
	MILES202405	(blank)	260222	5/29/2024	121.81
HUTSON, CALLY L Total					292.06
IASC - IL ASSOC STUDENT COUNCI	2025 Dues	(blank)	47956	5/20/2024	75.00
IASC - IL ASSOC STUDENT COUNCI Total					75.00
IESA ILLINOIS ELEMENTARY SCHOOL ASN	V1328437	(blank)	6857	6/5/2024	65.00
	V84062922	(blank)	22389	5/30/2024	50.00
	Parkside IESA Reg	2405300	260364	5/29/2024	1,390.00
IESA ILLINOIS ELEMENTARY SCHOOL ASN Total					1,505.00
ILLINI SUPPLY INC	Quote 12300	2405525	260551	6/11/2024	6,244.65
ILLINI SUPPLY INC Total					6,244.65
ILLINOIS BASKETBALL COACHES ASSOCIATION	All star program	(blank)	48509	5/23/2024	255.00
ILLINOIS BASKETBALL COACHES ASSOCIATION Total					255.00
ILLINOIS FBLA 2		31007 (blank)	48541	6/6/2024	795.25
	NLC Merch24	(blank)	48541	6/6/2024	2,242.00
ILLINOIS FBLA 2 Total					3,037.25
ILLINOIS FFA		82677 (blank)	48526	5/30/2024	725.00
		82332 (blank)	47977	5/22/2024	139.17
		81874 (blank)	48483	5/16/2024	196.00
	Makenna Jones	(blank)	48483	5/16/2024	782.93
ILLINOIS FFA Total					1,843.10
ILLINOIS HIGH SCHOOL ASSOCIATION	4A Baseball Regional	(blank)	48527	5/30/2024	2,890.80
	G Soccer Regionals	(blank)	47993	5/23/2024	593.00

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ILLINOIS HIGH SCHOOL ASSOCIATION Total					3,483.80
ILLINOIS HOSA	2024 Leadership conf	(blank)	48510	5/23/2024	810.00
ILLINOIS HOSA Total					810.00
ILLINOIS PRINCIPALS ASSOC	IGrow Conference	2405397	260552	6/11/2024	2,025.00
ILLINOIS PRINCIPALS ASSOC Total					2,025.00
ILLINOIS SCHOOL FOR THE DEAF	ISD04302024EH	2405346	260352	5/29/2024	4,408.27
	STUDENT TRANSPORT	2405346	260352	5/29/2024	54.00
ILLINOIS SCHOOL FOR THE DEAF Total					4,462.27
INFINITE CAMPUS	V68571162	(blank)	0	5/31/2024	7.19
	V38486496	(blank)	0	5/30/2024	60.57
	V87688024	(blank)	0	5/29/2024	348.18
	V85805171	(blank)	0	5/28/2024	194.69
	V30409144	(blank)	0	5/24/2024	230.25
	V59561932	(blank)	0	5/24/2024	241.15
	V6792440	(blank)	0	5/22/2024	1,000.11
	V93122182	(blank)	0	5/20/2024	480.62
	V26711056	(blank)	0	5/17/2024	508.25
	V4313267	(blank)	0	5/16/2024	461.10
INFINITE CAMPUS Total					3,532.11
INTERSTATE ALL BATTERY CENTER	1.9004E+12	2405209	260353	5/29/2024	218.85
	1.9004E+12	2405209	260353	5/29/2024	161.85
INTERSTATE ALL BATTERY CENTER Total					380.70
INTERSTATE BILLING SERV, INC	3037071734	2405207	260354	5/29/2024	82.90
INTERSTATE BILLING SERV, INC Total					82.90
IRON LIGHT & SOUND	V802349	(blank)	5201	5/24/2024	105.00
	V27579366	(blank)	25162	5/31/2024	60.00
	V39006677	(blank)	3081	5/23/2024	90.00
	V42537174	(blank)	6850	5/23/2024	60.00
IRON LIGHT & SOUND Total					315.00
ISU EVENT MANAGEMENT	E17249 Deposit	(blank)	48027	6/4/2024	1,209.42
	E15900 Payment 2	(blank)	48003	5/28/2024	2,768.53
	E09089 May 2024	(blank)	47957	5/20/2024	1,776.04
	E13230-RETIREMENT	2405267	260355	5/29/2024	4,913.38
ISU EVENT MANAGEMENT Total					10,667.37
ISU PLANETARIUM	V80991157	(blank)	15486	5/21/2024	124.00
ISU PLANETARIUM Total					124.00
J SPENCER CONSTRUCTION LLC	2090	2405363	260365	5/29/2024	6,801.00
	2087	2405431	260356	5/29/2024	8,123.57
	2082	2405206	260356	5/29/2024	714.00
J SPENCER CONSTRUCTION LLC Total					15,638.57
JASON'S DELI - IBM #185	V10217951	(blank)	4174	5/23/2024	424.24
JASON'S DELI - IBM #185 Total					424.24
JC SCREENPRINTING	V66150138	(blank)	22384	5/17/2024	76.00
JC SCREENPRINTING Total					76.00
JEROME, RUTH H	V12583755	(blank)	6846	5/21/2024	45.12
	V15227063	(blank)	6846	5/21/2024	150.59

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JEROME, RUTH H Total					195.71
JES & SONS 2-WAY, LLC	92226	2302605	260357	5/29/2024	2,176.00
JES & SONS 2-WAY, LLC Total					2,176.00
JESSEE, SARA JANELLE	V12562224	(blank)	6855	5/28/2024	42.21
JESSEE, SARA JANELLE Total					42.21
JG STEWART CONTRACTORS, INC	5322	2405319	260366	5/29/2024	13,450.00
JG STEWART CONTRACTORS, INC Total					13,450.00
JIMMY JOHN'S 1	V60239185	(blank)	25153	5/17/2024	315.96
JIMMY JOHN'S 1 Total					315.96
JOHNS, SARA LYN	V94207551	(blank)	2885	5/16/2024	15.98
JOHNS, SARA LYN Total					15.98
JOHNSON, CHANEL	Reimbursement/	2405315	260358	5/29/2024	69.99
JOHNSON, CHANEL Total					69.99
JONES, AMY L	MILES202405	(blank)	260223	5/29/2024	46.50
JONES, AMY L Total					46.50
JONES, SUZANNE MARIE	V9889016	(blank)	6856	5/28/2024	89.69
JONES, SUZANNE MARIE Total					89.69
JOSTEN'S	V66453556	(blank)	15502	5/30/2024	3,535.50
	V67993229	(blank)	4177	5/29/2024	729.00
	V4618023	(blank)	2677	5/28/2024	344.13
	V69906432	(blank)	25157	5/23/2024	3,124.28
JOSTEN'S Total					7,732.91
JOSTENS INC.	V56895359	(blank)	3088	6/6/2024	113.92
	V64993133	(blank)	22398	6/5/2024	67.37
JOSTENS INC. Total					181.29
JOSTENS, INC	34074847	2405075	260367	5/29/2024	509.08
	34142014	2405385	260359	5/29/2024	18.15
	34071579	2405090	260359	5/29/2024	18.15
	34066920	2405090	260359	5/29/2024	536.12
JOSTENS, INC Total					1,081.50
JUERS, ROGER ALAN	Reimburse meal \$\$	(blank)	48528	5/30/2024	88.62
	V932476	(blank)	127035	5/28/2024	487.03
	Hotel Rooms-boys	(blank)	48511	5/23/2024	397.20
	V840313	(blank)	127030	5/20/2024	256.00
JUERS, ROGER ALAN Total					1,228.85
JUNIOR LIBRARY GUILD	V90747920	(blank)	6411	5/24/2024	2,646.96
JUNIOR LIBRARY GUILD Total					2,646.96
KAPLAN EARLY LEARNING COMPANY	6918769	2405302	260360	5/29/2024	616.70
KAPLAN EARLY LEARNING COMPANY Total					616.70
KASKASKIA SPECIAL EDUCATION DISTRIC	STMT APRIL	2405274	260361	5/29/2024	10,754.00
KASKASKIA SPECIAL EDUCATION DISTRIC Total					10,754.00
KEARFOTT, NICOLAS	I-club Donuts & hosp	(blank)	48512	5/23/2024	123.48
	Hospitality 2024	(blank)	48484	5/16/2024	236.12

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KEARFOTT, NICOLAS	IADA State conf 24	(blank)	48484	5/16/2024	541.85	
KEARFOTT, NICOLAS Total					901.45	
KELLER, KENDALL	Track banquet	(blank)	48529	5/30/2024	24.50	
KELLER, KENDALL Total					24.50	
KELLER, SHEILA ANN	MILES202404	(blank)	260224	5/29/2024	33.63	
KELLER, SHEILA ANN Total					33.63	
KELLY, COLLEEN KATHERINE	V4026385	(blank)	6851	5/23/2024	43.00	
KELLY, COLLEEN KATHERINE Total					43.00	
KELLY, JENNIFER LYNN	snacks for deadlines	(blank)	48513	5/23/2024	51.67	
KELLY, JENNIFER LYNN Total					51.67	
KEN'S OIL SERVICE, INC.	K545093	2405287	260362	5/29/2024	2,658.48	
	K544922	2405287	260362	5/29/2024	1,432.18	
		963305	2405287	260362	5/29/2024	23,041.57
	K544876	2405287	260362	5/29/2024	3,402.43	
	K544806	2405287	260362	5/29/2024	3,018.00	
		508203284	2405287	260362	5/29/2024	23,503.39
	K544602	2405287	260362	5/29/2024	2,495.20	
KEN'S OIL SERVICE, INC. Total					59,551.25	
KERR, SEAN C	Sound Board	(blank)	48530	5/30/2024	4,769.99	
KERR, SEAN C Total					4,769.99	
KIETZMAN, ERIKA	Big 12 Tennis 2	(blank)	47943	5/17/2024	80.00	
KIETZMAN, ERIKA Total					80.00	
KING'S EMBROIDERY		1301 (blank)	48037	6/5/2024	1,634.00	
KING'S EMBROIDERY Total					1,634.00	
KINGSLEY JUNIOR HIGH SCHOOL	V53650092	(blank)	15483	5/20/2024	375.00	
	V81671878	(blank)	15481	5/17/2024	360.00	
KINGSLEY JUNIOR HIGH SCHOOL Total					735.00	
KIPER, LEEANN	Baseball Camp 3	(blank)	48028	6/4/2024	60.00	
KIPER, LEEANN Total					60.00	
KIRK, TARA	V50994232	(blank)	6862	6/7/2024	15.98	
KIRK, TARA Total					15.98	
KLOCKENGA-GOSS, RHONDA S	V20149588	(blank)	25158	5/23/2024	115.89	
	V46802684	(blank)	25158	5/23/2024	108.00	
KLOCKENGA-GOSS, RHONDA S Total					223.89	
KLOKKENGA, JASON	FMP Lunch 2024	(blank)	47958	5/20/2024	299.20	
KLOKKENGA, JASON Total					299.20	
KLOSTER, HEATHER ANN	MILES202404	(blank)	260225	5/29/2024	53.00	
	MILES202405	(blank)	260225	5/29/2024	53.06	
KLOSTER, HEATHER ANN Total					106.06	
KNAPP, RANDALL	June 10th Official 3	(blank)	48029	6/4/2024	75.00	
	June 3 Official 3	(blank)	47994	5/23/2024	75.00	
KNAPP, RANDALL Total					150.00	
KNUDSON, KENDEL	MILES202403	(blank)	260226	5/29/2024	76.72	

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KNUDSON, KENDEL	MILES202404	(blank)	260226	5/29/2024	64.72
KNUDSON, KENDEL Total					141.44
KOESTNER, LYNDEY C	MILES202405	(blank)	260227	5/29/2024	377.34
KOESTNER, LYNDEY C Total					377.34
KOMANDUR, ADITHYA	Culture fest	(blank)	48542	6/6/2024	188.75
KOMANDUR, ADITHYA Total					188.75
KONA ICE OF PEORIA	V82276655	(blank)	2806	5/30/2024	786.00
	V80441416	(blank)	15490	5/22/2024	1,554.00
KONA ICE OF PEORIA Total					2,340.00
KRAFT, MACKENZIE	Officer Retreat	(blank)	48543	6/6/2024	200.00
	Gas & Materials	(blank)	48485	5/16/2024	105.33
KRAFT, MACKENZIE Total					305.33
KUEHN, MCKENNA M	V19222797	(blank)	22390	5/30/2024	8.94
KUEHN, MCKENNA M Total					8.94
KUMMER, MELISSA BRIANNE	MILES202404	(blank)	260228	5/29/2024	32.03
	CONFREMB04032024	(blank)	260228	5/29/2024	50.00
KUMMER, MELISSA BRIANNE Total					82.03
LA GONDOLA SPAGHETTI HOUSE	V50747	(blank)	5197	5/17/2024	242.00
LA GONDOLA SPAGHETTI HOUSE Total					242.00
LANDMARK CHRYSLER JEEP, INC.	V594369	2405668	260553	6/11/2024	26,662.00
	V788659	2405669	260553	6/11/2024	26,162.00
LANDMARK CHRYSLER JEEP, INC. Total					52,824.00
LANE, BRUCE	Accompany Spring 2	(blank)	48004	5/28/2024	125.00
LANE, BRUCE Total					125.00
Lange, Stacie L	V83272174	(blank)	5176	5/23/2024	15.49
Lange, Stacie L Total					15.49
LARKIN, CRYSTAL LYNN	Camp Refunds CL	(blank)	48018	5/31/2024	90.00
LARKIN, CRYSTAL LYNN Total					90.00
LAWLESS, ANGELA	V31823377	(blank)	22391	5/30/2024	449.50
	V69345103	(blank)	22385	5/17/2024	112.35
LAWLESS, ANGELA Total					561.85
LEARNWELL	INV193218	2405271	260229	5/29/2024	1,103.27
LEARNWELL Total					1,103.27
LED EMERGENCY VEHICLE LIGHTING INC.	ORDER1131508	2405369	260230	5/29/2024	685.94
LED EMERGENCY VEHICLE LIGHTING INC. Total					685.94
LEE, CASSANDRA LEIGH	V62691627	(blank)	22392	5/30/2024	36.97
LEE, CASSANDRA LEIGH Total					36.97
LEFF, KAREN ROSENE	V71496588	(blank)	2805	5/24/2024	100.00
	V78184156	(blank)	2805	5/24/2024	134.99
LEFF, KAREN ROSENE Total					234.99
LEHR, MARGARET AMBROSE LEGATES	MILES202405	(blank)	260231	5/29/2024	70.55
LEHR, MARGARET AMBROSE LEGATES Total					70.55

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LEICHTENBERG, VALERIE	MILES202404	(blank)	260232	5/29/2024	37.32
LEICHTENBERG, VALERIE Total					37.32
LELLA, JYOTHY	V41716754	(blank)	5174	5/21/2024	62.93
LELLA, JYOTHY Total					62.93
LELM, MISTY CHARLENE	MILES202401	(blank)	260233	5/29/2024	59.70
	MILES202402	(blank)	260233	5/29/2024	97.69
	MILES202403	(blank)	260233	5/29/2024	75.98
	MILES202404	(blank)	260233	5/29/2024	75.98
	MILES202405	(blank)	260233	5/29/2024	54.27
LELM, MISTY CHARLENE Total					363.62
LENZ, ANDREA LYNN	V3716661	(blank)	2889	5/24/2024	66.00
	V8140773	(blank)	2889	5/24/2024	53.98
	V24045510	(blank)	2888	5/24/2024	65.75
LENZ, ANDREA LYNN Total					185.73
LESSEN, BETH ANNE	MILES202401	(blank)	260234	5/29/2024	36.25
	MILES202402	(blank)	260234	5/29/2024	53.00
	MILES202403	(blank)	260234	5/29/2024	37.52
	MILES202404	(blank)	260234	5/29/2024	53.06
	MILES202405	(blank)	260234	5/29/2024	42.81
LESSEN, BETH ANNE Total					222.64
LEVERTON, DORIS MELINDA	V1456074	(blank)	15491	5/23/2024	91.39
	V81826717	(blank)	15491	5/23/2024	12.99
LEVERTON, DORIS MELINDA Total					104.38
LEWIS, LAWRENCE D	Reimb Supplies	(blank)	48531	5/30/2024	106.30
LEWIS, LAWRENCE D Total					106.30
LITERATI, INC	V12790992	(blank)	7296	5/30/2024	1,643.45
LITERATI, INC Total					1,643.45
LOVE, MACKENZIE	V962714	(blank)	260235	5/29/2024	86.83
	MILES202404	(blank)	260235	5/29/2024	103.11
LOVE, MACKENZIE Total					189.94
Lowe, Owen	IRS202405200521	(blank)	260236	5/29/2024	75.00
Lowe, Owen Total					75.00
LUKE, KENISHA	Track banquet	(blank)	48544	6/6/2024	150.43
LUKE, KENISHA Total					150.43
LUNZER, JANINE	MILES202405	(blank)	260237	5/29/2024	44.09
LUNZER, JANINE Total					44.09
MACKIN EDUCATIONAL FUND		867990 2403748	260238	5/29/2024	715.66
		867834 2403799	260238	5/29/2024	406.01
MACKIN EDUCATIONAL FUND Total					1,121.67
MACKINSON, JOHN E	FFA Cookout	(blank)	47959	5/20/2024	141.86
MACKINSON, JOHN E Total					141.86
MARTIN SULLIVAN INC.		10475460 2405667	260554	6/11/2024	66,794.00
MARTIN SULLIVAN INC. Total					66,794.00

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MARVIN, ELLIE M	MILES202312	(blank)	260239	5/29/2024	68.97
	MILES202401	(blank)	260239	5/29/2024	70.55
	MILES202403	(blank)	260239	5/29/2024	75.98
	MILES202404	(blank)	260239	5/29/2024	113.97
	MIELS202402	(blank)	260239	5/29/2024	81.41
MARVIN, ELLIE M Total					410.88
MATTSON, RACHEL	MILES202405	(blank)	260240	5/29/2024	60.97
MATTSON, RACHEL Total					60.97
MCCLURE, LAUREN	Camp Refund 1	(blank)	47960	5/20/2024	180.00
MCCLURE, LAUREN Total					180.00
MCLEAN CO UNIT DIST NO 5	V61010694	(blank)	3083	5/28/2024	5,492.49
	V10274451	(blank)	5541	5/29/2024	1,637.30
	100800 April Payroll	(blank)	0	5/28/2024	1,220.00
	100800 April TRS	(blank)	0	5/28/2024	46.92
	100800 April 30 24	(blank)	0	5/17/2024	5,619.21
	Visa 1500 4/30/24	(blank)	0	5/22/2024	175.34
	100800 April 30 2024	(blank)	47995	5/23/2024	0.00
	Visa thru 4/30/24	(blank)	0	5/22/2024	3,379.07
	V825222	(blank)	0	5/21/2024	196.23
	May 17 Acct Transfer	(blank)	0	5/17/2024	331.74
	V66832370	(blank)	0	5/17/2024	732.58
	V39618380	(blank)	0	5/16/2024	1,096.10
	V31419296	(blank)	0	5/17/2024	47.04
	V40960903	(blank)	0	5/16/2024	2,780.89
	V63873360	(blank)	0	5/16/2024	3,674.63
MCLEAN CO UNIT DIST NO 5 Total					26,429.54
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE	V93584316	(blank)	2678	5/30/2024	13.75
	V30235018	(blank)	2895	5/24/2024	204.33
	V71192719	(blank)	2895	5/24/2024	41.25
	V96507629	(blank)	2895	5/24/2024	350.70
	V242031	(blank)	5202	5/24/2024	47.50
	V50318377	(blank)	5175	5/21/2024	7.70
	V84337011	(blank)	3080	5/20/2024	70.80
	Reimb 3/21/24	(blank)	48498	5/20/2024	35.80
	NW0101	2405251	260241	5/29/2024	191.60
	NW0102	2405184	260241	5/29/2024	174.35
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total					1,137.78
MCLEAN COUNTY ASPHALT CO, INC	240425PF2	2405240	260175	5/16/2024	5,000.00
	240425PF3	2405240	260175	5/16/2024	2,500.00
	240425PF4	2405240	260175	5/16/2024	2,456.00
MCLEAN COUNTY ASPHALT CO, INC Total					9,956.00
MCLEAN COUNTY CENTER FOR HUMAN SERVICES	STMT04302024	2405183	260242	5/29/2024	50,000.00
MCLEAN COUNTY CENTER FOR HUMAN SERVICES Total					50,000.00
MCLEOD, EMILY	V55399094	(blank)	25160	5/23/2024	46.64
MCLEOD, EMILY Total					46.64
Meadows, Janice	MILES202405	(blank)	260243	5/29/2024	42.81
Meadows, Janice Total					42.81
MEADOWS, LANCE D	IRS202405200521	(blank)	260244	5/29/2024	150.00
MEADOWS, LANCE D Total					150.00

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MENARDS LUMBER	4 invoices 2024	(blank)	48545	6/6/2024	173.74
		37576 (blank)	47978	5/22/2024	89.98
		33772 2405222	260245	5/29/2024	16.92
		31274 2405222	260245	5/29/2024	35.88
		29382 2405222	260245	5/29/2024	(17.69)
		29363 2405222	260245	5/29/2024	32.68
MENARDS LUMBER Total					331.51
MENDIOLA, JANELLE	V448339	2405275	260246	5/29/2024	140.00
MENDIOLA, JANELLE Total					140.00
MENNENGA, HAYLEY JO	V54346124	(blank)	6214	6/4/2024	50.00
MENNENGA, HAYLEY JO Total					50.00
MERCER, KAREN JANE	V63621280	(blank)	9521	5/16/2024	15.24
MERCER, KAREN JANE Total					15.24
METRO FIBERNET LLC	STMT05082024	2405299	260181	5/29/2024	437.87
METRO FIBERNET LLC Total					437.87
MIDAMERICAN ENERGY	STMT05202024	2400002	260182	5/29/2024	51,781.39
MIDAMERICAN ENERGY Total					51,781.39
MIDDLETON ASSOCIATES INC	26920024 IN 1	2405280	260247	5/29/2024	1,040.00
	26860024 INC. 1	2405281	260247	5/29/2024	3,008.75
	26620023 No 2	2405262	260247	5/29/2024	80.00
	26630023 No 2	2405262	260247	5/29/2024	80.00
	26700023 No 1	2405262	260247	5/29/2024	553.50
MIDDLETON ASSOCIATES INC Total					4,762.25
MIDLAND PAPER COMPANY	IN02193393	2405395	260248	5/29/2024	6,737.28
MIDLAND PAPER COMPANY Total					6,737.28
MIDWEST CONSTRUCTION RENTALS	202194-1	2405087	260249	5/29/2024	1,659.00
	202259-1	2405087	260249	5/29/2024	504.00
MIDWEST CONSTRUCTION RENTALS Total					2,163.00
MIDWEST LACROSSE OFFICIALS, LLC	V845165	(blank)	127034	5/24/2024	134.28
MIDWEST LACROSSE OFFICIALS, LLC Total					134.28
MIDWEST MAILING & SHIPPING SYSTEMS,	SI90340	2405336	260250	5/29/2024	184.00
MIDWEST MAILING & SHIPPING SYSTEMS, Total					184.00
MIDWEST TRANSIT EQUIPMENT	V101014759	2302246	260179	5/22/2024	395,474.00
MIDWEST TRANSIT EQUIPMENT Total					395,474.00
MIER, ANGELA M	MILES202405	(blank)	260251	5/29/2024	35.31
MIER, ANGELA M Total					35.31
MILES, PEYTON	IRS202405200521	(blank)	260252	5/29/2024	150.00
MILES, PEYTON Total					150.00
MILLER, ASHLEY M	V13993647	(blank)	4175	5/23/2024	125.00
MILLER, ASHLEY M Total					125.00
MILLER, EMILY S	V56115	2405374	260253	5/29/2024	116.73
MILLER, EMILY S Total					116.73
Miller, Rachel L	V503389	2405398	260254	5/29/2024	35.00

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Miller, Rachel L Total					35.00
MINERVA PROMOTIONS	I03140	(blank)	48546	6/6/2024	3,153.75
	I03039	(blank)	48499	5/20/2024	754.00
MINERVA PROMOTIONS Total					3,907.75
MINOR, MICHELLE	V36094896	(blank)	4172	5/17/2024	32.01
MINOR, MICHELLE Total					32.01
MODGLIN, MARGARET KATHLEEN	Retiree Reception	(blank)	48005	5/28/2024	66.17
MODGLIN, MARGARET KATHLEEN Total					66.17
MOLENHOUR, JAMALE ALICIA	V93861078	(blank)	7292	5/23/2024	35.75
MOLENHOUR, JAMALE ALICIA Total					35.75
MOORE, TINA	May 22 2024	(blank)	48006	5/28/2024	516.00
MOORE, TINA Total					516.00
MUIR, EDUARD	Check 1	(blank)	48007	5/28/2024	2,685.00
	Check 2	(blank)	48010	5/28/2024	2,685.00
	Check 3	(blank)	48011	5/28/2024	2,680.00
MUIR, EDUARD Total					8,050.00
Mulvaney, Whitney E	MILES202402	(blank)	260255	5/29/2024	90.18
Mulvaney, Whitney E Total					90.18
MUSSELMAN, TAYLER MARIE	V95987098	(blank)	15487	5/21/2024	19.99
MUSSELMAN, TAYLER MARIE Total					19.99
MYERS, GABRIEL	MILES202405	(blank)	260256	5/29/2024	24.12
MYERS, GABRIEL Total					24.12
MYSTERY SCIENCE 1	Q263373	2405311	260257	5/29/2024	41,850.00
MYSTERY SCIENCE 1 Total					41,850.00
NABER, SUSAN CHERI		1125 (blank)	1452	5/28/2024	69.85
NABER, SUSAN CHERI Total					69.85
NAEIR	G262556	(blank)	48019	5/31/2024	329.00
	M068500 2024	(blank)	47961	5/20/2024	59.00
NAEIR Total					388.00
NATIONAL FFA ORGANIZATION	Banquet supplies 24	(blank)	48532	5/30/2024	2,173.29
NATIONAL FFA ORGANIZATION Total					2,173.29
NEURORESTORATIVE IL	0424-381373	2405273	260258	5/29/2024	68,997.30
	1023-381373.	2405188	260258	5/29/2024	600.00
NEURORESTORATIVE IL Total					69,597.30
NEWTON-GONZALEZ, JORDAN B	V19605608	(blank)	1648	5/16/2024	40.37
	V49838170	(blank)	1648	5/16/2024	17.29
NEWTON-GONZALEZ, JORDAN B Total					57.66
NICASIO, MARIANA	V651098	2405420	260259	5/29/2024	239.52
NICASIO, MARIANA Total					239.52
NORD ENTERPRISES, INC.		20240221 2405230	260260	5/29/2024	3,475.00
NORD ENTERPRISES, INC. Total					3,475.00

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NORMAL COMMUNITY HIGH SCHOOL	V89126636	(blank)	2802	5/17/2024	30.00	
	B4104	(blank)	47962	5/20/2024	322.40	
NORMAL COMMUNITY HIGH SCHOOL Total					352.40	
NORMAL COMMUNITY WEST HIGH SCHOOL	JV Shootout	(blank)	48514	5/23/2024	300.00	
NORMAL COMMUNITY WEST HIGH SCHOOL Total					300.00	
NORMAL WEST HIGH SCHOOL	V987133	(blank)	127036	5/28/2024	150.00	
NORMAL WEST HIGH SCHOOL Total					150.00	
NOURIE, JULIE	V87103058	(blank)	22393	5/30/2024	30.00	
	V89586673	(blank)	22393	5/30/2024	53.00	
NOURIE, JULIE Total					83.00	
NYBAKKE VACUUM SHOP, INC	042524-1	2405205	260261	5/29/2024	399.99	
	042424-6	2405205	260261	5/29/2024	57.98	
NYBAKKE VACUUM SHOP, INC Total					457.97	
O'CONNELL, YOLANDA M	MILES202405	(blank)	260262	5/29/2024	122.88	
O'CONNELL, YOLANDA M Total					122.88	
O'FALLON TOWNSHIP HIGH SCHOOL	V55856080	(blank)	20813	5/20/2024	400.00	
O'FALLON TOWNSHIP HIGH SCHOOL Total					400.00	
OLSON, ERIN P	V30245548	(blank)	15492	5/23/2024	40.56	
	V57188487	(blank)	15496	5/28/2024	45.00	
OLSON, ERIN P Total					85.56	
ORT, ROBERT	V83125261	(blank)	25166	6/5/2024	75.00	
ORT, ROBERT Total					75.00	
ORTHOPEDIC & SPORTS ENHANCEMENT		1307	2405231	260263	5/29/2024	17,500.00
ORTHOPEDIC & SPORTS ENHANCEMENT Total					17,500.00	
OSF OCCUPATIONAL HEALTH	00202224-00	2405254	260264	5/29/2024	510.00	
OSF OCCUPATIONAL HEALTH Total					510.00	
OSTLING, COREY MATTHEW	College Fair	(blank)	47963	5/20/2024	8.25	
	U of I meals	(blank)	47963	5/20/2024	258.93	
	G Bball Camps	(blank)	47963	5/20/2024	453.50	
	Gift Cards FMP AMP	(blank)	47963	5/20/2024	25.00	
	Speaker Gift Cards	(blank)	47963	5/20/2024	50.00	
OSTLING, COREY MATTHEW Total					795.68	
PABST, REBECCA J	V22173397	(blank)	22394	5/30/2024	55.92	
PABST, REBECCA J Total					55.92	
PALACIO, ELISA C	V56625695	(blank)	6843	5/20/2024	21.94	
PALACIO, ELISA C Total					21.94	
PALMER, ELISA L	V2604978	(blank)	15488	5/21/2024	149.80	
PALMER, ELISA L Total					149.80	
PAPA JOHN'S PIZZA	V918514	(blank)	5198	5/17/2024	185.79	
PAPA JOHN'S PIZZA Total					185.79	
PAPA MURPHY'S		45383	2405232	260265	5/29/2024	7,153.00
PAPA MURPHY'S Total					7,153.00	

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PAPANDREA, SHIANN R	V10801415	(blank)	22395	5/30/2024	23.97
PAPANDREA, SHIANN R Total					23.97
PARTON, THOMAS	APRILMAY2024	2405289	260266	5/29/2024	1,787.50
PARTON, THOMAS Total					1,787.50
PASEWALD, HEATHER N S	MILES202405	(blank)	260267	5/29/2024	6.97
PASEWALD, HEATHER N S Total					6.97
PATCHES CHARITY ORGANIZATION	Key Club Fundraiser	(blank)	48500	5/20/2024	53.42
PATCHES CHARITY ORGANIZATION Total					53.42
PATE, MICHELLE	Camp Refund GBkb 1	(blank)	48020	5/31/2024	100.00
PATE, MICHELLE Total					100.00
PAUL H BROOKES PUBLISHING CO., INC	1256236	2405403	260268	5/29/2024	16.00
PAUL H BROOKES PUBLISHING CO., INC Total					16.00
PEACHJAR, INC.	71514	2405266	260269	5/29/2024	6,197.50
PEACHJAR, INC. Total					6,197.50
PEARSON	Q246442	2405381	260270	5/29/2024	5,250.00
PEARSON Total					5,250.00
PEEBLES, GWEN	MILES202404	(blank)	260271	5/29/2024	108.54
PEEBLES, GWEN Total					108.54
PEPSI COLA GENERAL BOT, INC	30115152	2405357	260272	5/29/2024	311.37
	27127158	2405357	260272	5/29/2024	277.00
	28823851	2405235	260272	5/29/2024	404.04
	34347903	2405235	260272	5/29/2024	415.50
PEPSI COLA GENERAL BOT, INC Total					1,407.91
PETERSEN, JAMITH L G	MILES202405	(blank)	260273	5/29/2024	12.86
PETERSEN, JAMITH L G Total					12.86
PETERSON, JENNIFER K	V2149566	(blank)	15497	5/28/2024	55.83
PETERSON, JENNIFER K Total					55.83
PFLEGER, CARLEY ANN	V93595226	(blank)	25152	5/17/2024	133.86
PFLEGER, CARLEY ANN Total					133.86
PHEASANT LANES	V79730168	(blank)	15484	5/20/2024	1,468.50
PHEASANT LANES Total					1,468.50
PHOTO WAREHOUSE	741649	2405058	260274	5/29/2024	114.90
PHOTO WAREHOUSE Total					114.90
PIONEER VALLEY BOOKS	Q209193	2405153	260275	5/29/2024	207.90
PIONEER VALLEY BOOKS Total					207.90
PLATTNER, HEATHER PAULLIN	MILES202404	(blank)	260276	5/29/2024	143.51
PLATTNER, HEATHER PAULLIN Total					143.51
POP-UP CHICKEN SHOP	Staff lunch 5/24/24	(blank)	48501	5/20/2024	2,160.00
POP-UP CHICKEN SHOP Total					2,160.00
POSITIVE PROMOTIONS, INC.	V33504107	(blank)	22399	6/5/2024	421.47
POSITIVE PROMOTIONS, INC. Total					421.47

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PROJECT LEAD THE WAY, INC.	447584	2405375	260277	5/29/2024	950.00
	446975	2405376	260277	5/29/2024	950.00
	446976	2405377	260277	5/29/2024	950.00
	446977	2405378	260277	5/29/2024	950.00
	446406	2405379	260277	5/29/2024	5,400.00
	445997	2405389	260277	5/29/2024	5,400.00
PROJECT LEAD THE WAY, INC. Total					14,600.00
PROMISE COUNCIL, INC.	STMT04082024	(blank)	260176	5/16/2024	10,000.41
PROMISE COUNCIL, INC. Total					10,000.41
PUMMILL, MELISSA E	food for health	(blank)	48486	5/16/2024	48.20
PUMMILL, MELISSA E Total					48.20
PURITAN SPRINGS	V12996	(blank)	5205	6/6/2024	35.73
	May 2024 Statement	(blank)	48030	6/4/2024	405.09
PURITAN SPRINGS Total					440.82
QUADIENT LEASING USA, INC.	Q1315796	2405264	260278	5/29/2024	580.62
QUADIENT LEASING USA, INC. Total					580.62
QUAKENBUSH, MAXINE J	V16068543	(blank)	15498	5/28/2024	23.65
	V37516160	(blank)	15498	5/28/2024	30.21
QUAKENBUSH, MAXINE J Total					53.86
QUALITY TRUCK EQUIPMENT	0102P62809	2405255	260178	5/20/2024	614.53
QUALITY TRUCK EQUIPMENT Total					614.53
RACKAUSKAS, JARROD ANTHONY	Sound Bars	(blank)	47979	5/22/2024	189.90
RACKAUSKAS, JARROD ANTHONY Total					189.90
RADER FAMILY FARM	FFA Donuts	(blank)	47964	5/20/2024	100.00
RADER FAMILY FARM Total					100.00
RAGLAN, MELISSA N	MILES202405	(blank)	260279	5/29/2024	105.39
	V5087819	(blank)	2676	5/23/2024	47.97
	V30589515	(blank)	2672	5/16/2024	56.05
RAGLAN, MELISSA N Total					209.41
RAISERIGHT, LLC	125481393	(blank)	48487	5/16/2024	7,322.01
RAISERIGHT, LLC Total					7,322.01
RAMIREZ, JUAN CARLOS	V93862266	(blank)	15493	5/23/2024	40.00
RAMIREZ, JUAN CARLOS Total					40.00
READING READING BOOKS, LLC	Q2068	2405112	260280	5/29/2024	2,222.06
READING READING BOOKS, LLC Total					2,222.06
READ'S SPORTING GOODS	B4420	(blank)	48547	6/6/2024	35.70
READ'S SPORTING GOODS Total					35.70
REGIONAL OFFICE OF EDUCATION #17	4002400114	2405293	260281	5/29/2024	925.11
REGIONAL OFFICE OF EDUCATION #17 Total					925.11
RIENTS, JENNIFER	79	(blank)	1453	5/28/2024	17.20
RIENTS, JENNIFER Total					17.20
RILEY, SARA M	V70595041	(blank)	15482	5/17/2024	157.54

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RILEY, SARA M Total					157.54
RK DIXON CO	V28998761	(blank)	6408	5/17/2024	13.33
RK DIXON CO Total					13.33
RODTS, ELIZABETH R	V97733146	(blank)	7293	5/23/2024	38.50
RODTS, ELIZABETH R Total					38.50
ROGERS, GREG	Track Supplies	(blank)	47965	5/20/2024	102.57
ROGERS, GREG Total					102.57
ROGERS, HEATHER V	V53777048	(blank)	2891	5/24/2024	-
	V66675198	(blank)	2891	5/24/2024	-
	V60181164	(blank)	2898	5/24/2024	52.97
ROGERS, HEATHER V Total					52.97
ROMERO, LAUREN A	V34268298	(blank)	3076	5/20/2024	66.00
ROMERO, LAUREN A Total					66.00
RON SMITH PRINTING COMPANY	V85504506	(blank)	2679	6/6/2024	130.00
		158736 (blank)	48515	5/23/2024	192.70
		158743 2405310	260282	5/29/2024	369.00
RON SMITH PRINTING COMPANY Total					691.70
ROOP, CARI ELIZABETH	V54058759	(blank)	2675	5/22/2024	93.99
	V98696959	(blank)	2675	5/22/2024	84.53
ROOP, CARI ELIZABETH Total					178.52
ROWLEY, RACHEL ANN	V33152135	(blank)	9522	5/20/2024	11.10
ROWLEY, RACHEL ANN Total					11.10
RUDGE, AMBER DAWN	Bday Celebrations	(blank)	47980	5/22/2024	81.14
RUDGE, AMBER DAWN Total					81.14
RUMPS, ZACH	FCA Donuts	(blank)	47966	5/20/2024	128.95
RUMPS, ZACH Total					128.95
RYAN, JULIE	V30005510	(blank)	15499	5/28/2024	420.00
	Accompany Spring 1	(blank)	48008	5/28/2024	250.00
RYAN, JULIE Total					670.00
SALM, MATTHEW JAMES	Tennis host	(blank)	47967	5/20/2024	80.00
SALM, MATTHEW JAMES Total					80.00
SALYER, TISA MARIE	MILES202405	(blank)	260283	5/29/2024	43.55
SALYER, TISA MARIE Total					43.55
SANDERS, ERIN E	Store/cas Supplies	(blank)	48502	5/20/2024	220.12
	Food Class supplies	(blank)	48488	5/16/2024	22.31
	Supplies-Grounded	(blank)	48488	5/16/2024	23.35
SANDERS, ERIN E Total					265.78
SANDOVAL BALDERAS, CARLOS	V73050996	(blank)	2899	5/24/2024	10.00
SANDOVAL BALDERAS, CARLOS Total					10.00
SAU, DAVID VALENZUELA	V74376311	(blank)	25161	5/23/2024	70.00
SAU, DAVID VALENZUELA Total					70.00
SCHERMANN, APRIL M	Hotels and Misc	(blank)	47996	5/23/2024	3,273.66

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SCHERMANN, APRIL M		119 (blank)	47996	5/23/2024	2,500.00
	Pizza and misc	(blank)	47996	5/23/2024	661.75
SCHERMANN, APRIL M Total					6,435.41
SCHLAIS, KATHLEEN T		238 (blank)	1454	5/28/2024	20.00
SCHLAIS, KATHLEEN T Total					20.00
SCHMULDT, PETER	V94394	2405278	260284	5/29/2024	21.00
SCHMULDT, PETER Total					21.00
SCHOLASTIC BOOK FAIRS - 15	V949680	(blank)	5203	5/24/2024	3,539.00
	V17105360	(blank)	6412	5/24/2024	1,302.39
	V54042059	(blank)	15489	5/21/2024	1,836.22
	V61134219	(blank)	25149	5/16/2024	1,998.76
SCHOLASTIC BOOK FAIRS - 15 Total					8,676.37
SCHOLASTIC INC.	V30321134	(blank)	22400	6/5/2024	1,272.90
	V84717750	(blank)	9523	5/20/2024	62.50
SCHOLASTIC INC. Total					1,335.40
SCHOOL HEALTH CORPORATION	QU0000012742	2405165	260285	5/29/2024	1,282.32
SCHOOL HEALTH CORPORATION Total					1,282.32
SCHOOL SPECIALTY	V39274145	(blank)	5177	5/28/2024	57.30
SCHOOL SPECIALTY Total					57.30
SCIENCE INTERACTIVE GROUP , LLC	INV-607435	2404930	260286	5/29/2024	44.45
SCIENCE INTERACTIVE GROUP , LLC Total					44.45
SCORNAVACCO, ROBERT A	V4280350	(blank)	6858	6/5/2024	54.54
SCORNAVACCO, ROBERT A Total					54.54
SCOTT COMMUNICATION SERVICES INC.		3686 2405364	260287	5/29/2024	455.00
SCOTT COMMUNICATION SERVICES INC. Total					455.00
SCOTT, REBECCA J	V45528	(blank)	5206	6/6/2024	1,223.21
SCOTT, REBECCA J Total					1,223.21
SEIBERT, AMANDA RAE	V92653965	(blank)	15500	5/28/2024	61.38
SEIBERT, AMANDA RAE Total					61.38
SELECT SCREEN PRINTS	V90730032	(blank)	6863	6/7/2024	292.00
	V37862138	(blank)	6859	6/5/2024	687.50
	V2025045	(blank)	25163	6/4/2024	395.00
	V48870406	(blank)	3086	5/31/2024	315.50
	V28029219	(blank)	2892	5/24/2024	-
	V663131	2405417	260183	5/29/2024	661.00
	order 5/24/24	(blank)	48516	5/23/2024	1,434.50
		64146 (blank)	47981	5/22/2024	692.50
	V67377199	(blank)	2886	5/16/2024	1,695.00
SELECT SCREEN PRINTS Total					6,173.00
SHANKS, KATHERINE ALICE	V28823904	(blank)	6844	5/20/2024	1,502.70
SHANKS, KATHERINE ALICE Total					1,502.70
SHEMPF, CHARLES HOWARD	June 10th Official 4	(blank)	48031	6/4/2024	75.00
	June 3 Official 4	(blank)	47997	5/23/2024	75.00
SHEMPF, CHARLES HOWARD Total					150.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SHIRT TECH	V86035718	(blank)	6864	6/7/2024	195.00
		1075 (blank)	48032	6/4/2024	1,222.50
SHIRT TECH Total					1,417.50
SHORT, RYAN E	IWU Field rental	(blank)	48517	5/23/2024	275.00
SHORT, RYAN E Total					275.00
SHUMAKER, NATALIE ELISE	MILES202404	(blank)	260288	5/29/2024	110.15
SHUMAKER, NATALIE ELISE Total					110.15
SHUTT, ERICA SUE	V87990422	(blank)	6847	5/21/2024	46.95
SHUTT, ERICA SUE Total					46.95
SMART, JONNY	Camp Refund Bball 4	(blank)	48033	6/4/2024	90.00
SMART, JONNY Total					90.00
SOLIANT HEALTH, LLC		20963736 2405345	260289	5/29/2024	3,750.00
		20956634 2405223	260289	5/29/2024	3,750.00
SOLIANT HEALTH, LLC Total					7,500.00
SOUTHERD, MICHELE D	V27383719	(blank)	6852	5/23/2024	62.91
SOUTHERD, MICHELE D Total					62.91
SOUTHTOWN WRECKER SERVICE INC.		106987 2405211	260290	5/29/2024	185.00
SOUTHTOWN WRECKER SERVICE INC. Total					185.00
SPATH, NATALIE	Paw Print Donuts	(blank)	47982	5/22/2024	12.00
	Cookie Celebration	(blank)	47968	5/20/2024	39.25
SPATH, NATALIE Total					51.25
SPECIALIZED EDUCATION OF ILLINOIS	INV192023	2405272	260291	5/29/2024	41,992.86
SPECIALIZED EDUCATION OF ILLINOIS Total					41,992.86
SPRINGWOOD, CHERYL	V173305	2405288	260292	5/29/2024	137.55
SPRINGWOOD, CHERYL Total					137.55
ST. ELIZABETH TECHNICAL HIGH SCHOOL	2024 05 22 006	(blank)	48009	5/28/2024	1,480.00
ST. ELIZABETH TECHNICAL HIGH SCHOOL Total					1,480.00
STALTER, TODD	IRS202405200521	(blank)	260293	5/29/2024	150.00
STALTER, TODD Total					150.00
STARKEY, MEGAN RUTH	Food reimburse	(blank)	48021	5/31/2024	472.99
		336768 (blank)	1451	5/23/2024	200.00
STARKEY, MEGAN RUTH Total					672.99
STARR, DAVID E	V53400342	(blank)	3847	5/22/2024	64.70
	V78145819	(blank)	3847	5/22/2024	134.12
STARR, DAVID E Total					198.82
STATE OF IL FIRE MARSHALL/ELEVATORS		5125140296 2405277	260294	5/29/2024	130.00
STATE OF IL FIRE MARSHALL/ELEVATORS Total					130.00
STENGER, SHELBIE GRACE	V33068236	(blank)	22388	5/17/2024	133.20
STENGER, SHELBIE GRACE Total					133.20
STEVENS, LAURA A	V13036	2405316	260295	5/29/2024	7.00
STEVENS, LAURA A Total					7.00

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STOLBOM, JENNIFER ANN	V93041706	(blank)	4176	5/23/2024	226.45
STOLBOM, JENNIFER ANN Total					226.45
STRATUS NETWORKS, INC.	206491	2405037	260296	5/29/2024	340.20
STRATUS NETWORKS, INC. Total					340.20
STYCK, AMANDA L	V42000656	(blank)	2803	5/23/2024	100.32
STYCK, AMANDA L Total					100.32
SUDKAMP, ALISHA R	V79334889	(blank)	1918	5/22/2024	131.28
SUDKAMP, ALISHA R Total					131.28
SWEET, STACY	MILES202405	(blank)	260297	5/29/2024	75.17
SWEET, STACY Total					75.17
SZWAJKA, KRISTYN MARIE	MILES202402	(blank)	260298	5/29/2024	79.86
	MILES202403	(blank)	260298	5/29/2024	58.63
	MILES202404	(blank)	260298	5/29/2024	88.04
	MILES202405	(blank)	260298	5/29/2024	58.36
SZWAJKA, KRISTYN MARIE Total					284.89
TAYLOR, LYNDELL SCOTT	V23181182	(blank)	7297	5/30/2024	340.48
TAYLOR, LYNDELL SCOTT Total					340.48
TEAM AUTOMOTIVE AND TIRE	7833607	2405214	260299	5/29/2024	1,378.82
	7833544	2405214	260299	5/29/2024	163.10
	7833455	2405214	260299	5/29/2024	844.13
	7833293	2405214	260299	5/29/2024	2,641.07
	7833393	2405214	260299	5/29/2024	1,687.35
	7833484	2405214	260299	5/29/2024	169.80
TEAM AUTOMOTIVE AND TIRE Total					6,884.27
TECH4LEARNING	T4LQ62224	2405405	260184	5/29/2024	10,175.00
TECH4LEARNING Total					10,175.00
TEMPLES, WESLEY G	Big 12 Food	(blank)	47969	5/20/2024	46.40
TEMPLES, WESLEY G Total					46.40
TENUTA, GINA JOHANNA	V59520378	(blank)	9524	5/20/2024	234.50
TENUTA, GINA JOHANNA Total					234.50
THE CERAMIC SHOP	37409	302240062	47998	5/24/2024	115.81
THE CERAMIC SHOP Total					115.81
THE DISCOVERY SOURCE INC	SUB070124-063024	2405380	260185	5/29/2024	14,625.00
THE DISCOVERY SOURCE INC Total					14,625.00
THE MUSIC SHOPPE, INC	V71745177	(blank)	15501	5/28/2024	59.87
	3704425	2405351	260300	5/29/2024	860.00
	3703949	2404972	260300	5/29/2024	1,599.00
	3704063	2405314	260300	5/29/2024	534.75
THE MUSIC SHOPPE, INC Total					3,053.62
THE STATION SALOON	V99057109	(blank)	5534	5/20/2024	407.20
THE STATION SALOON Total					407.20
THOMAS, BRYAN	V490871	(blank)	127032	5/23/2024	896.00
THOMAS, BRYAN Total					896.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
TONY'S TACOS	3-456-2	(blank)	48548	6/6/2024	500.00
TONY'S TACOS Total					500.00
TOWN OF NORMAL - UTILITY BILLING	V217162	2400010	260186	5/29/2024	125.94
TOWN OF NORMAL - UTILITY BILLING Total					125.94
TRAUM, MELISSA L	V14663342	(blank)	3848	5/22/2024	9.98
	V27421402	(blank)	3848	5/22/2024	50.00
TRAUM, MELISSA L Total					59.98
TWIN CITY AWARDS		3274 (blank)	48518	5/23/2024	109.00
TWIN CITY AWARDS Total					109.00
TWORK, KAYLEIGH ANN	MILES202409-04	(blank)	260301	5/29/2024	7.74
TWORK, KAYLEIGH ANN Total					7.74
TYLER TECHNOLOGIES, INC	025-465325	2405441	260302	5/29/2024	1,160.00
	025-461708	2405441	260302	5/29/2024	170.00
TYLER TECHNOLOGIES, INC Total					1,330.00
UCHTORFF, KERRY K	MILES202404.	(blank)	260303	5/29/2024	43.15
UCHTORFF, KERRY K Total					43.15
UNIT 5 DECKER INDUSTRIES	April	(blank)	1455	5/28/2024	15.00
		377 (blank)	47983	5/22/2024	30.00
	V83458335	(blank)	22386	5/17/2024	152.50
	Laminating	(blank)	47970	5/20/2024	7.50
		200 2405394	260304	5/29/2024	181.64
UNIT 5 DECKER INDUSTRIES Total					386.64
UNIT 5 EDUCATION ASSOCIATION	V15678306	(blank)	0	5/17/2024	721.14
	V65511638	(blank)	25148	5/16/2024	-
UNIT 5 EDUCATION ASSOCIATION Total					721.14
VALVERDE, DOUGLAS W	V74831289	(blank)	2893	5/24/2024	24.47
VALVERDE, DOUGLAS W Total					24.47
VAN GUNDY AGENCY, INC		611966 2405439	260305	5/29/2024	6,749.00
VAN GUNDY AGENCY, INC Total					6,749.00
VENTRIS LEARNING LLC	Q05212024	2405413	260187	5/29/2024	7,525.00
VENTRIS LEARNING LLC Total					7,525.00
VISTA LEARNING, NFP	VLI124-1325	2405253	260306	5/29/2024	21,865.20
VISTA LEARNING, NFP Total					21,865.20
VOTOUPAL, OWEN	Scholarship	(blank)	47971	5/20/2024	500.00
VOTOUPAL, OWEN Total					500.00
WATSON, ROBERT B	V99845211	(blank)	25167	6/5/2024	250.00
WATSON, ROBERT B Total					250.00
WATTS COPY SYSTEMS, INC. - LEASING		369595889 2405396	260307	5/29/2024	1,852.95
		36551950 2401887	260307	5/29/2024	2,994.85
WATTS COPY SYSTEMS, INC. - LEASING Total					4,847.80
WEAKLY, SHELLY	MILES202405	(blank)	260308	5/29/2024	295.81
WEAKLY, SHELLY Total					295.81

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
WEBER, DAVID JONATHAN	Egg Drop	(blank)	47972	5/20/2024	30.10
	STEM Captone	(blank)	47972	5/20/2024	25.66
WEBER, DAVID JONATHAN Total					55.76
WEBSTER, SHELLEY C	MILES202405	(blank)	260309	5/29/2024	26.53
WEBSTER, SHELLEY C Total					26.53
WEGNER, JACOB C	Asst Baseball stipen	(blank)	48503	5/20/2024	3,214.00
WEGNER, JACOB C Total					3,214.00
WENDLAND, CHERYL A	V17662346	(blank)	2901	6/4/2024	85.01
	V65355335	(blank)	2887	5/16/2024	13.60
WENDLAND, CHERYL A Total					98.61
WHEET, HEATHER N	MILES202404	(blank)	260310	5/29/2024	19.56
	MILES202405	(blank)	260310	5/29/2024	26.13
WHEET, HEATHER N Total					45.69
WHITMAN, DONALD OLIVER	Gas part & t-shirts	(blank)	48519	5/23/2024	234.22
	Shop supplies	(blank)	48489	5/16/2024	403.90
WHITMAN, DONALD OLIVER Total					638.12
WILLIAMS, BONNIE	STMT02282024	2405270	260311	5/29/2024	330.00
WILLIAMS, BONNIE Total					330.00
WILLS, RICHARD L	V26192412	(blank)	25168	6/5/2024	100.00
WILLS, RICHARD L Total					100.00
WINDSHIELD SPECIALISTS	1-14605	2405279	260312	5/29/2024	65.00
WINDSHIELD SPECIALISTS Total					65.00
WITTRIG, HALEY KYLENE	MILES202405	(blank)	260313	5/29/2024	113.43
WITTRIG, HALEY KYLENE Total					113.43
WITZIG, DAVID G	Shootout/drinks	(blank)	48533	5/30/2024	395.84
WITZIG, DAVID G Total					395.84
XPERIENCE CHEER, LLC.	V27431729	(blank)	25169	6/5/2024	2,300.00
XPERIENCE CHEER, LLC. Total					2,300.00
X-TREME LIGHT AND SOUND	2025 Prom DJ	(blank)	48520	5/23/2024	300.00
X-TREME LIGHT AND SOUND Total					300.00
YAKLICH, MEGAN KATHRYN	V88857489	(blank)	2894	5/24/2024	50.00
YAKLICH, MEGAN KATHRYN Total					50.00
YERKE, MOLLY	MILES202404	(blank)	260314	5/29/2024	64.52
YERKE, MOLLY Total					64.52
ZBROZEK, ADAM W	Reimb Pizza	(blank)	48549	6/6/2024	78.36
ZBROZEK, ADAM W Total					78.36
ZIEBART SUPERSTORE	Q78367	2405283	260315	5/29/2024	3,264.48
ZIEBART SUPERSTORE Total					3,264.48
ZIMMERMAN, CLAIRE CHRISTINE	VTAP May Misc	(blank)	47973	5/20/2024	127.89
ZIMMERMAN, CLAIRE CHRISTINE Total					127.89
ZIONS FIRST NATIONAL BANK	V62515508	(blank)	0	5/28/2024	348,000.00

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ZIONS FIRST NATIONAL BANK Total					348,000.00
Grand Total					6,018,940.35

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Fund	Amount
07	47,289.63
08	1,073,960.86
10	768,347.66
20	270,684.90
30	348,442.00
40	3,057,109.57
80	149,723.54
90	1,753.50
99	301,628.69
Grand Total	6,018,940.35

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
ALBRITTON, KATHRYN ANN	V1891396	(blank)	2800	5/15/2024	81.88
ALBRITTON, KATHRYN ANN Total					81.88
ALLEN, VINCENT T	V79125536	(blank)	15473	5/15/2024	124.43
ALLEN, VINCENT T Total					124.43
ANDERSON, SHAWN	V61095516	(blank)	15474	5/15/2024	26.93
ANDERSON, SHAWN Total					26.93
BEER, JULIA RENEE	V27563093	(blank)	15475	5/15/2024	569.60
BEER, JULIA RENEE Total					569.60
CASEY'S GARDEN CENTER	V78463574	(blank)	7291	5/15/2024	185.00
CASEY'S GARDEN CENTER Total					185.00
EVANS JUNIOR HIGH SCHOOL	V27952883	(blank)	15476	5/15/2024	-
EVANS JUNIOR HIGH SCHOOL Total					-
FORGET ME NOT FLOWERS	V486675	(blank)	5192	5/15/2024	24.95
FORGET ME NOT FLOWERS Total					24.95
MCLEAN CO UNIT DIST NO 5	V36449986	(blank)	0	5/15/2024	792.96
	V15813921	(blank)	0	5/15/2024	760.39
	V1281131	(blank)	0	5/15/2024	584.41
	V59872925	(blank)	0	5/15/2024	225.14
	V16482918	(blank)	0	5/15/2024	1,250.40
	V5375537	(blank)	0	5/15/2024	200.08
	V70803863	(blank)	0	5/15/2024	6,844.28
MCLEAN CO UNIT DIST NO 5 Total					10,657.66
MERCER, KAREN JANE	V83715690	(blank)	9520	5/15/2024	74.97
MERCER, KAREN JANE Total					74.97
MIDWEST FOOD BANK	V61555386	(blank)	9519	5/15/2024	25.00
MIDWEST FOOD BANK Total					25.00
MYERS, GABRIEL	V367138	(blank)	5193	5/15/2024	50.50
MYERS, GABRIEL Total					50.50
O'DELL, DAWN M	V79566194	(blank)	15477	5/15/2024	45.00
O'DELL, DAWN M Total					45.00
PATRICK, JOSHUA W	V35076397	(blank)	6840	5/15/2024	400.00
PATRICK, JOSHUA W Total					400.00
PETT, RACHEL E	V44917484	(blank)	15478	5/15/2024	50.00
PETT, RACHEL E Total					50.00
PHEASANT LANES	V66515630	(blank)	22379	5/15/2024	1,261.50
PHEASANT LANES Total					1,261.50
QUAKENBUSH, MAXINE J	V36498478	(blank)	15479	5/15/2024	25.75
QUAKENBUSH, MAXINE J Total					25.75
ROGERS, GREG	V90880441	(blank)	20811	5/15/2024	75.00
ROGERS, GREG Total					75.00
Seymour-Fenili, Dustin K	V41921302	(blank)	22380	5/15/2024	85.80
Seymour-Fenili, Dustin K Total					85.80

Expenditure Summary Report

From Date: 5/15/2024
 To Date: 5/15/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SOCIETY FOR CREATIVE ANACHRONI	V70627969	(blank)	22381	5/15/2024	50.00
SOCIETY FOR CREATIVE ANACHRONI Total					50.00
SUCCESS BY DESIGN, INC.	V84622942	(blank)	2801	5/15/2024	896.17
SUCCESS BY DESIGN, INC. Total					896.17
WINCHESTER, KATIE ANN	V38998717	(blank)	22382	5/15/2024	19.96
	V46966118	(blank)	15480	5/15/2024	32.97
	V78678303	(blank)	15480	5/15/2024	35.97
WINCHESTER, KATIE ANN Total					88.90
Grand Total					14,799.04

Expenditure Summary Report

From Date: 5/15/2024
To Date: 5/15/2024

Fund	Amount
99	14,799.04
Grand Total	14,799.04

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	214	04/15/2024	04/30/2024	05/21/2024
Certified - Semi	220	05/16/2024	05/31/2024	05/30/2024
Certified - Semi	221	05/01/2024	05/15/2024	05/30/2024
Certified - Semi	222	05/01/2024	05/15/2024	05/30/2024
Certified - Semi	223	05/01/2024	05/15/2024	05/30/2024
Certified - Semi	224	05/01/2024	05/15/2024	05/30/2024
Certified - Semi	225	05/16/2024	05/31/2024	06/03/2024
Classified - Semi	220	05/16/2024	05/31/2024	05/30/2024
Classified - Semi	221	05/01/2024	05/15/2024	05/30/2024
Classified - Semi	222	05/16/2024	05/31/2024	06/03/2024
Classified - Semi	223	05/16/2024	05/31/2024	06/07/2024
Classified - Semi	224	05/16/2024	05/31/2024	06/07/2024

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 220					
10	3,286,422.50	0.00	175,823.99	406,007.50	3,868,253.99
50	0.00	45,786.47	0.00	0.00	45,786.47
80	4,135.83	0.00	479.70	537.50	5,153.03
Period Total:	\$3,290,558.33	\$45,786.47	\$176,303.69	\$406,545.00	\$3,919,193.49
Classified - Semi - Period Number: 220					
10	784,239.54	0.00	2,097.76	208,014.00	994,351.30
20	255,716.76	0.00	797.88	2,594.50	259,109.14
40	7,953.07	0.00	0.00	2,175.00	10,128.07
50	0.00	76,947.61	0.00	0.00	76,947.61
51	0.00	0.00	70,068.08	0.00	70,068.08
80	9,280.96	0.00	351.23	1,469.50	11,101.69
Period Total:	\$1,057,190.33	\$76,947.61	\$73,314.95	\$214,253.00	\$1,421,705.89
Certified - Semi - Period Number: 221					
10	92,985.00	0.00	920.56	0.00	93,905.56
50	0.00	1,348.43	0.00	0.00	1,348.43
Period Total:	\$92,985.00	\$1,348.43	\$920.56	\$0.00	\$95,253.99
Certified - Semi - Period Number: 222					
10	19,277.75	0.00	0.00	0.00	19,277.75
50	0.00	1,474.80	0.00	0.00	1,474.80
Period Total:	\$19,277.75	\$1,474.80	\$0.00	\$0.00	\$20,752.55
Certified - Semi - Period Number: 214					
10	811.50	0.00	6.48	0.00	817.98
50	0.00	30.00	0.00	0.00	30.00
Period Total:	\$811.50	\$30.00	\$6.48	\$0.00	\$847.98
Certified - Semi - Period Number: 223					
10	556.65	0.00	0.00	0.00	556.65
50	0.00	8.07	0.00	0.00	8.07
Period Total:	\$556.65	\$8.07	\$0.00	\$0.00	\$564.72

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Classified - Semi - Period Number: 221					
10	1,222.75	0.00	0.00	0.00	1,222.75
20	1,440.08	0.00	0.00	0.00	1,440.08
50	0.00	212.88	0.00	0.00	212.88
51	0.00	0.00	101.67	0.00	101.67
80	120.00	0.00	0.00	0.00	120.00
Period Total:	\$2,782.83	\$212.88	\$101.67	\$0.00	\$3,097.38
Certified - Semi - Period Number: 224					
10	8,497.60	0.00	326.19	0.00	8,823.79
50	0.00	123.18	0.00	0.00	123.18
Period Total:	\$8,497.60	\$123.18	\$326.19	\$0.00	\$8,946.97
Certified - Semi - Period Number: 225					
10	361.60	0.00	13.90	0.00	375.50
50	0.00	5.24	0.00	0.00	5.24
Period Total:	\$361.60	\$5.24	\$13.90	\$0.00	\$380.74
Classified - Semi - Period Number: 224					
20	1,763.01	0.00	0.00	0.00	1,763.01
50	0.00	126.21	0.00	0.00	126.21
51	0.00	0.00	124.47	0.00	124.47
Period Total:	\$1,763.01	\$126.21	\$124.47	\$0.00	\$2,013.69
Grand Totals:	\$4,474,784.60	\$126,062.89	\$251,111.91	\$620,798.00	\$5,472,757.40

End of Report

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
May 16, 2024 through June 12, 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	47,289.63	0.00	0.00	47,289.63
08 Unit 5 Self-Funded Insurance	1,073,960.86	0.00	0.00	1,073,960.86
10 Educational	768,347.66	753,481.44	4,987,585.27	6,509,414.37
20 Operations & Maintenance	270,684.90	78,076.39	262,312.23	611,073.52
30 Debt Service	348,442.00	9,567.10	0.00	358,009.10
40 Transportation	3,057,109.57	606.17	10,128.07	3,067,843.81
50 Social Security	0.00	0.00	126,062.89	126,062.89
51 IMRF	0.00	0.00	70,294.22	70,294.22
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	149,723.54	20,051.19	16,374.72	186,149.45
90 Life Safety	1,753.50	191,005.84	0.00	192,759.34
99 Student Activity Funds ⁴	316,427.73	0.00	0.00	316,427.73
Grand Total	\$6,033,739.39	\$1,052,788.13	\$5,472,757.40	\$12,559,284.92

¹ For funds 8 through 90, these bills were paid on and between 5/16/24 and 6/11/24. 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 5/15/24 and 6/11/24. 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 \$12,559,284.92.

 Jeremy DeHaai, President, Board of Education

 Date

 Alex Williams, Secretary, Board of Education

 Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 04/30/2024

Fiscal Year: 2023-2024

ASSETS

Educational Fund		
Cash (+)	\$2,966,453.30	
Other Assets (+)	\$4,187.89	
Sub-total : Educational Fund	\$2,970,641.19	
Operations & Maintenance Fund		
Cash (+)	\$95,138.41	
Sub-total : Operations & Maintenance Fund	\$95,138.41	
Debt Service Fund		
Cash (+)	\$98,642.31	
Sub-total : Debt Service Fund	\$98,642.31	
Transportation Fund		
Cash (+)	\$136,788.18	
Sub-total : Transportation Fund	\$136,788.18	
Social Security Fund		
Cash (+)	\$392,860.50	
Sub-total : Social Security Fund	\$392,860.50	
Municiple Retirement Fund		
Cash (+)	\$1,558,544.33	
Sub-total : Municiple Retirement Fund	\$1,558,544.33	
Working Cash Fund		
Cash (+)	\$23,663,296.32	
Investments (+)	\$34,186,011.78	
Interfund Receivables (+)	\$8,300,000.00	
Sub-total : Working Cash Fund	\$66,149,308.10	
Tort Immunity Fund		
Cash (+)	\$20,246.32	
Sub-total : Tort Immunity Fund	\$20,246.32	
Life Safety Fund		
Cash (+)	\$43,311.51	
Sub-total : Life Safety Fund	\$43,311.51	
Total : ASSETS		\$71,465,480.85

LIABILITIES

Educational Fund		
Interfund Payables (+)	\$2,600,000.00	
Payroll Withholdings (+)	\$5,855,717.83	
Other Liabilities (+)	\$926.33	
Sub-total : Educational Fund	\$8,456,644.16	

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 04/30/2024

Fiscal Year: 2023-2024

Operations & Maintenance Fund	
Interfund Payables (+)	\$3,200,000.00
Payroll Withholdings (+)	\$91,453.72
Sub-total : Operations & Maintenance Fund	<u>\$3,291,453.72</u>
Transportation Fund	
Payroll Withholdings (+)	\$2,334.53
Sub-total : Transportation Fund	<u>\$2,334.53</u>
Social Security Fund	
Payroll Withholdings (+)	(\$329.05)
Sub-total : Social Security Fund	<u>(\$329.05)</u>
Municiple Retirement Fund	
Payroll Withholdings (+)	\$427,263.27
Sub-total : Municiple Retirement Fund	<u>\$427,263.27</u>
Tort Immunity Fund	
Interfund Payables (+)	\$2,100,000.00
Payroll Withholdings (+)	\$10,043.44
Sub-total : Tort Immunity Fund	<u>\$2,110,043.44</u>
Total : LIABILITIES	<u>\$14,287,410.07</u>
FUND BALANCE	
Educational Fund	
Fund Balance (+)	\$18,288,558.15
Sub-total : Educational Fund	<u>\$18,288,558.15</u>
Operations & Maintenance Fund	
Fund Balance (+)	\$1,331,198.69
Sub-total : Operations & Maintenance Fund	<u>\$1,331,198.69</u>
Debt Service Fund	
Fund Balance (+)	\$18,593,885.89
Sub-total : Debt Service Fund	<u>\$18,593,885.89</u>
Transportation Fund	
Fund Balance (+)	\$1,525,971.40
Sub-total : Transportation Fund	<u>\$1,525,971.40</u>
Social Security Fund	
Fund Balance (+)	\$1,339,217.52
Sub-total : Social Security Fund	<u>\$1,339,217.52</u>
Municiple Retirement Fund	
Fund Balance (+)	\$1,452,347.51
Sub-total : Municiple Retirement Fund	<u>\$1,452,347.51</u>
Working Cash Fund	

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 04/30/2024

Fiscal Year: 2023-2024

Fund Balance (+)	\$63,416,170.15
Sub-total : Working Cash Fund	\$63,416,170.15
Tort Immunity Fund	
Fund Balance (+)	\$731,430.37
Sub-total : Tort Immunity Fund	\$731,430.37
Life Safety Fund	
Fund Balance (+)	\$560,181.76
Sub-total : Life Safety Fund	\$560,181.76
NET CHANGE IN FUND BALANCE	
NET CHANGE IN FUND BALANCE (+)	(\$50,060,890.66)
Sub-total : NET CHANGE IN FUND BALANCE	(\$50,060,890.66)
Total : FUND BALANCE	\$57,178,070.78
Total LIABILITIES + FUND BALANCE	\$71,465,480.85

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 04/01/2024 through 04/30/2024

Fiscal Year: 2023-2024

	<u>04/01/2024 - 04/30/2024</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE COLLECTED					
Educational Fund					
Local Sources (+)	\$952,128.00	\$41,645,280.77	\$83,571,669.00	\$41,926,388.23	49.8%
State Sources (+)	\$2,548,939.87	\$22,475,795.38	\$26,944,029.51	\$4,468,234.13	83.4%
Federal Sources (+)	\$5,043,420.07	\$15,577,619.73	\$16,920,866.00	\$1,343,246.27	92.1%
Sub-total : Educational Fund	\$8,544,487.94	\$79,698,695.88	\$127,436,564.51	\$47,737,868.63	62.5%
Operations & Maintenance Fund					
Local Sources (+)	\$41,099.29	\$6,532,994.92	\$14,004,718.00	\$7,471,723.08	46.6%
State Sources (+)	\$0.00	\$50,000.00	\$50,000.00	\$0.00	100.0%
Sub-total : Operations & Maintenance Fund	\$41,099.29	\$6,582,994.92	\$14,054,718.00	\$7,471,723.08	46.8%
Debt Service Fund					
Local Sources (+)	\$183.89	\$17,728,973.92	\$36,725,740.00	\$18,996,766.08	48.3%
Sub-total : Debt Service Fund	\$183.89	\$17,728,973.92	\$36,725,740.00	\$18,996,766.08	48.3%
Transportation Fund					
Local Sources (+)	\$1,709.80	\$2,419,963.91	\$5,353,456.00	\$2,933,492.09	45.2%
State Sources (+)	\$1,570,939.18	\$6,186,618.80	\$6,186,619.00	\$0.20	100.0%
Federal Sources (+)	\$351,532.00	\$351,532.00	\$400,000.00	\$48,468.00	87.9%
Sub-total : Transportation Fund	\$1,924,180.98	\$8,958,114.71	\$11,940,075.00	\$2,981,960.29	75.0%
Social Security Fund					
Local Sources (+)	\$57,214.16	\$1,523,590.21	\$2,915,543.00	\$1,391,952.79	52.3%
Sub-total : Social Security Fund	\$57,214.16	\$1,523,590.21	\$2,915,543.00	\$1,391,952.79	52.3%
Municiple Retirement Fund					
Local Sources (+)	\$2,905.46	\$1,111,796.72	\$2,282,423.00	\$1,170,626.28	48.7%
Sub-total : Municiple Retirement Fund	\$2,905.46	\$1,111,796.72	\$2,282,423.00	\$1,170,626.28	48.7%
Working Cash Fund					
Local Sources (+)	\$69,259.46	\$2,733,137.95	\$3,538,197.00	\$805,059.05	77.2%
Sub-total : Working Cash Fund	\$69,259.46	\$2,733,137.95	\$3,538,197.00	\$805,059.05	77.2%
Tort Immunity Fund					
Local Sources (+)	\$1,832.02	\$2,925,657.34	\$6,187,921.00	\$3,262,263.66	47.3%
Sub-total : Tort Immunity Fund	\$1,832.02	\$2,925,657.34	\$6,187,921.00	\$3,262,263.66	47.3%
Life Safety Fund					
Local Sources (+)	\$157.73	\$596,654.48	\$1,329,197.00	\$732,542.52	44.9%
Sub-total : Life Safety Fund	\$157.73	\$596,654.48	\$1,329,197.00	\$732,542.52	44.9%
Total : REVENUE COLLECTED	\$10,641,320.93	\$121,859,616.13	\$206,410,378.51	\$84,550,762.38	59.0%
EXPENDITURES PAID					
Educational Fund					
Salaries (-)	\$8,012,956.87	\$79,189,910.82	\$96,874,958.12	\$17,685,047.30	81.7%
Employee Benefits (-)	\$1,728,156.15	\$13,708,741.42	\$18,236,417.84	\$4,527,676.42	75.2%
Purchased Services (-)	\$196,854.43	\$1,935,679.78	\$3,538,246.29	\$1,602,566.51	54.7%
Supplies and Materials (-)	\$563,107.81	\$6,257,785.15	\$9,103,402.75	\$2,845,617.60	68.7%
Capital Outlay (-)	\$14,272.00	\$345,646.00	\$3,230,619.00	\$2,884,973.00	10.7%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 04/01/2024 through 04/30/2024

Fiscal Year: 2023-2024

	<u>04/01/2024 - 04/30/2024</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Objects (-)	\$246,070.59	\$3,368,014.43	\$4,944,177.00	\$1,576,162.57	68.1%
Non-Capitalized Equipment (-)	\$8,172.15	\$267,951.95	\$338,928.00	\$70,976.05	79.1%
Sub-total : Educational Fund	(\$10,769,590.00)	(\$105,073,729.55)	(\$136,266,749.00)	(\$31,193,019.45)	77.1%
Operations & Maintenance Fund					
Salaries (-)	\$512,451.55	\$5,399,426.45	\$6,612,022.15	\$1,212,595.70	81.7%
Employee Benefits (-)	\$6,784.76	\$976,320.15	\$1,273,844.00	\$297,523.85	76.6%
Purchased Services (-)	\$96,058.25	\$1,268,839.43	\$1,602,895.00	\$334,055.57	79.2%
Supplies and Materials (-)	\$194,470.17	\$2,985,980.41	\$3,789,002.00	\$803,021.59	78.8%
Capital Outlay (-)	\$24,428.00	\$488,230.75	\$712,798.00	\$224,567.25	68.5%
Other Objects (-)	\$96.86	\$1,219.02	\$2,954.00	\$1,734.98	41.3%
Non-Capitalized Equipment (-)	\$4,762.14	\$29,565.05	\$30,775.00	\$1,209.95	96.1%
Sub-total : Operations & Maintenance Fund	(\$839,051.73)	(\$11,149,581.26)	(\$14,024,290.15)	(\$2,874,708.89)	79.5%
Debt Service Fund					
Other Objects (-)	\$744,846.47	\$37,662,443.72	\$38,020,548.92	\$358,105.20	99.1%
Sub-total : Debt Service Fund	(\$744,846.47)	(\$37,662,443.72)	(\$38,020,548.92)	(\$358,105.20)	99.1%
Transportation Fund					
Salaries (-)	\$18,237.37	\$173,158.66	\$234,718.72	\$61,560.06	73.8%
Employee Benefits (-)	\$4,712.50	\$37,496.53	\$57,919.00	\$20,422.47	64.7%
Purchased Services (-)	\$3,256,477.85	\$8,917,822.67	\$13,790,985.00	\$4,873,162.33	64.7%
Supplies and Materials (-)	\$204,695.66	\$1,067,125.26	\$1,439,002.00	\$371,876.74	74.2%
Capital Outlay (-)	\$0.00	\$227,517.96	\$2,827,574.47	\$2,600,056.51	8.0%
Other Objects (-)	(\$380.48)	\$48,054.98	\$48,624.00	\$569.02	98.8%
Non-Capitalized Equipment (-)	\$0.00	\$6,584.87	\$17,380.00	\$10,795.13	37.9%
Sub-total : Transportation Fund	(\$3,483,742.90)	(\$10,477,760.93)	(\$18,416,203.19)	(\$7,938,442.26)	56.9%
Social Security Fund					
Employee Benefits (-)	\$245,773.19	\$2,469,618.18	\$2,902,286.00	\$432,667.82	85.1%
Sub-total : Social Security Fund	(\$245,773.19)	(\$2,469,618.18)	(\$2,902,286.00)	(\$432,667.82)	85.1%
Municipal Retirement Fund					
Employee Benefits (-)	\$140,667.79	\$1,432,863.17	\$1,863,998.00	\$431,134.83	76.9%
Sub-total : Municipal Retirement Fund	(\$140,667.79)	(\$1,432,863.17)	(\$1,863,998.00)	(\$431,134.83)	76.9%
Tort Immunity Fund					
Salaries (-)	\$213,861.93	\$2,121,688.39	\$2,398,213.00	\$276,524.61	88.5%
Employee Benefits (-)	\$142,255.93	\$846,024.38	\$978,185.00	\$132,160.62	86.5%
Purchased Services (-)	\$37,720.29	\$2,454,342.73	\$2,714,079.00	\$259,736.27	90.4%
Supplies and Materials (-)	\$3,923.39	\$37,826.34	\$149,121.00	\$111,294.66	25.4%
Capital Outlay (-)	\$0.00	\$82,193.30	\$94,324.00	\$12,130.70	87.1%
Other Objects (-)	\$0.00	\$35,464.00	\$40,458.00	\$4,994.00	87.7%
Non-Capitalized Equipment (-)	\$140.00	\$173,269.50	\$222,458.00	\$49,188.50	77.9%
Sub-total : Tort Immunity Fund	(\$397,901.54)	(\$5,750,808.64)	(\$6,596,838.00)	(\$846,029.36)	87.2%
Life Safety Fund					
Purchased Services (-)	\$4,380.00	\$195,970.65	\$310,000.00	\$114,029.35	63.2%
Capital Outlay (-)	\$78,229.00	\$917,554.08	\$1,380,000.00	\$462,445.92	66.5%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 04/01/2024 through 04/30/2024

Fiscal Year: 2023-2024

	<u>04/01/2024 - 04/30/2024</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Sub-total : Life Safety Fund	(\$82,609.00)	(\$1,113,524.73)	(\$1,690,000.00)	(\$576,475.27)	65.9%
Total : EXPENDITURES PAID	(\$16,704,182.62)	(\$175,130,330.18)	(\$219,780,913.26)	(\$44,650,583.08)	79.7%
OTHER FINANCING SOURCES (USES)					
Educational Fund					
Capital Lease Proceeds (+)	\$2,762,900.00	\$2,916,973.76	\$2,916,974.00	\$0.24	100.0%
Transfers In (+)	\$0.00	\$0.00	\$7,700,000.00	\$7,700,000.00	0.0%
Transfers Out (-)	\$744,846.47	\$1,316,501.21	\$1,330,406.41	\$13,905.20	99.0%
Sub-total : Educational Fund	\$2,018,053.53	\$1,600,472.55	\$9,286,567.59	\$7,686,095.04	17.2%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$27,999.35	\$28,000.00	\$0.65	100.0%
Capital Lease Proceeds (+)	\$0.00	\$132,798.00	\$132,798.00	\$0.00	100.0%
Transfers Out (-)	\$0.00	\$121,725.01	\$121,725.01	\$0.00	100.0%
Sub-total : Operations & Maintenance Fund	\$0.00	\$39,072.34	\$39,072.99	\$0.65	100.0%
Debt Service Fund					
Transfers In (+)	\$744,846.47	\$1,438,226.22	\$1,452,131.42	\$13,905.20	99.0%
Sub-total : Debt Service Fund	\$744,846.47	\$1,438,226.22	\$1,452,131.42	\$13,905.20	99.0%
Transportation Fund					
Capital Lease Proceeds (+)	\$0.00	\$128,128.47	\$128,128.47	\$0.00	100.0%
Transfers In (+)	\$0.00	\$0.00	\$5,149,446.00	\$5,149,446.00	0.0%
Sub-total : Transportation Fund	\$0.00	\$128,128.47	\$5,277,574.47	\$5,149,446.00	2.4%
Working Cash Fund					
Transfers Out (-)	\$0.00	\$0.00	\$12,849,446.00	\$12,849,446.00	0.0%
Sub-total : Working Cash Fund	\$0.00	\$0.00	(\$12,849,446.00)	(\$12,849,446.00)	0.0%
Tort Immunity Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$3,923.81	\$3,924.00	\$0.19	100.0%
Sub-total : Tort Immunity Fund	\$0.00	\$3,923.81	\$3,924.00	\$0.19	100.0%
Total : OTHER FINANCING SOURCES (USES)	\$2,762,900.00	\$3,209,823.39	\$3,209,824.47	\$1.08	100.0%
NET CHANGE IN FUND BALANCE	(\$3,299,961.69)	(\$50,060,890.66)	(\$10,160,710.28)	\$39,900,180.38	492.7%

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance As of 04/30/2024

Fiscal Year: 2023-2024

ASSETS

Current Assets

Cash In Bank (+) \$639,676.48

Accounts Receivable (+) \$5,445.00

Sub-total : Current Assets \$645,121.48

Total : ASSETS

\$645,121.48

LIABILITIES

Current Liabilities

Interfund Loans (+) \$400,000.00

Sub-total : Current Liabilities \$400,000.00

Total : LIABILITIES

\$400,000.00

FUND BALANCE

Fund Balance

Fund Balance (+) \$2,886,512.59

Sub-total : Fund Balance \$2,886,512.59

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE (+) (\$2,641,391.11)

Sub-total : NET CHANGE IN FUND BALANCE (\$2,641,391.11)

Total : FUND BALANCE

\$245,121.48

Total LIABILITIES + FUND BALANCE

\$645,121.48

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance For the Period 04/01/2024 through 04/30/2024

Fiscal Year: 2023-2024

	04/01/2024 - 04/30/2024	Year To Date
REVENUE COLLECTED		
Revenue From Payroll		
Board Contributions (+)	\$1,227,583.50	\$11,975,818.50
Employee Contributions (+)	\$258,582.08	\$2,519,742.37
Sub-total : Revenue From Payroll	<u>\$1,486,165.58</u>	<u>\$14,495,560.87</u>
Revenue From Other Sources		
Retiree Contributions (+)	(\$1,228.40)	\$386,777.53
Cobra Contributions (+)	\$3,760.00	\$41,917.59
Interest & Dividends (+)	\$361.74	\$24,046.20
Sub-total : Revenue From Other Sources	<u>\$2,893.34</u>	<u>\$452,741.32</u>
Total : REVENUE COLLECTED	<u>\$1,489,058.92</u>	<u>\$14,948,302.19</u>
EXPENDITURES PAID		
Operating Expenditures		
Heath Ins Claims (-)	\$1,703,779.75	\$16,310,749.38
HSA Contributions (-)	\$8,099.38	\$80,850.58
Health Ins Admin Fees (-)	\$93,846.44	\$960,761.07
Other Fees & Expense (-)	\$0.00	\$237,332.27
Sub-total : Operating Expenditures	<u>(\$1,805,725.57)</u>	<u>(\$17,589,693.30)</u>
Total : EXPENDITURES PAID	<u>(\$1,805,725.57)</u>	<u>(\$17,589,693.30)</u>
NET CHANGE IN FUND BALANCE	<u>(\$316,666.65)</u>	<u>(\$2,641,391.11)</u>

End of Report

Board Member Qualifications

A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election or appointment, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office, certain types of State or federal employment, and conviction of an infamous crime. A child sex offender, as defined in State law, is ineligible for Board membership.

Membership on the Board is restricted to a maximum of 3 members from any congressional township.

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2.30 (School District Elections), 2.70 (Vacancies on the School Board – Filling Vacancies)

Adopted: August 5, 1968
Reviewed: May 2024
Amended: June 12, 2024

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if the individual believes that the Board, its employees, or its agents have violated the individual's rights guaranteed by the State or federal constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by Board Policy 2.265, *Title IX Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq. seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*)
5. Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under Board Policy 2.265, *Title IX Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other

remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines, under this policy may be extended by the Complaint Manager as the Complaint Manager deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to utilize this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the student's parents/guardians. The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5.20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on the Complaint Manager's behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify the student's parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except:

- 1) as required by law, this policy, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except:

- 1) as required by law, this policy, or any collective bargaining agreement;
- 2) as necessary to fully investigate the complaint; or
- 3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the complaint was filed, the Complaint Manager shall file a written report of the Complaint Manager's findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail the Superintendent's written decision to the Complainant and the accused by certified mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by certified mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, each of a different gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and Complaint Managers.

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

Complaint Managers: Name: Heather Rogers
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: rogersh@unit5.org
Telephone: (309) 557-4041

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1232g, Family Education Rights Privacy Act.
20 U.S.C. §1400, The Individuals with Disabilities Education Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
29 U.S.C. §2612, Family and Medical Leave Act.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
42 U.S.C. §12101 et seq., Americans With Disabilities Act.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69
5/10-20.75, 5/10-22.5, 5/22-19, 5/22-95 (final citation pending), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
5 ILCS 415/10(a)(2), Government Severance Pay Act.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
410 ILCS 513/, Ill. Genetic Information Privacy Act.
740 ILCS 174/, Whistleblower Act.
740 ILCS 175/, Ill. False Claims Act.
775 ILCS 5/, Ill. Human Rights Act.
820 ILCS 180/, Victims' Economic Security and Safety Act; 56 Ill. Admin. Code Part 280.
820 ILCS 112/, Equal Pay Act of 2003.
820 ILCS 70/, Employee Credit Privacy Act, 70/10(b), and 70/2523 Ill. Admin. Code §§1.240, 200.40, 226.50, and 226.570.

CROSS REF.: 2.105 (Ethics and Gift Ban), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5.10 (Equal Employment Opportunity), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.90 (Abused and Neglected Child Reporting), 6.120 (Education of Children with Disabilities), 6.140 (Education of Homeless Children), 6.170 (Title I Programs), 6.260 (Complaints About Curriculum, Instructional Materials, and Programs), 7.10 (Equal Educational Opportunities), 7.15 (Student and Family Privacy Rights), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to

Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.310 (Restrictions on Publications; Elementary Schools), 7.315 (Restrictions on Publications; High Schools), 8.70 (Accommodating Individuals with Disabilities), 8.95 (Parental Involvement), 8.110 (Public Suggestions and Concerns)

Title IX Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11), *domestic violence* as defined in 34 U.S.C. §12291(a)(12), or *stalking* as defined in 34 U.S.C. §12291(a)(36).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

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

Complaint Managers:	Name:	Heather Rogers
	Address:	1809 West Hovey Ave. Normal, IL 61761
	Email:	rogersh@unit5.org
	Telephone:	(309) 557-4026

	Name:	Dr. Kristal Shelvin
	Address:	1809 West Hovey Ave. Normal, IL 61761
	Email:	shelvik@unit5.org

Telephone: (309) 557-4035

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance

process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and

including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

**Discrimination and Harassment on the Basis of Race,
Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board Policy 2.260, *Uniform Grievance Procedure*.

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

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

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the

U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board Policy 7.190, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Adopted: June 12, 2024
Reviewed: May 2024
Amended:

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2.260, *Uniform Grievance Procedure*).

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

LEGAL REF.: 42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.
105 ILCS 5/22-95 (final citation pending).
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 5.10 (Equal Employment Opportunity and Minority Recruitment), 5.20 (Workplace Harassment Prohibited), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.10 (Equal Educational Opportunities), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.190 (Student Behavior), 7.240 (Conduct Code for Participants in Extracurricular Activities)

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, Curriculum Content;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

Operational Services – Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the school environment and community, diminishing students' ability to learn, staffs' ability to work, and a school's ability to educate. Providing students and staff with access to a safe and secure school environment is an important Board goal. While it is not possible for the District to completely eliminate threats, a Targeted School Violence Prevention Program ("Program") using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a school environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board Policy 4.170, Safety, and shall:

1. Establish a District-level Safety Team to: (a) develop a Targeted School Violence Prevention Plan annex as part of the District Emergency Operations Plan ("EOP") template, and (b) oversee Building-level Threat Assessment Teams.
2. Establish Building-level Threat Assessment Teams to assess and intervene with individuals whose behavior may pose a threat to safety.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.
105 ILCS 128/, School Safety Drill Act.
745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
29 Ill. Admin. Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

General Personnel – Equal Employment Opportunity

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

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under Board Policy 2.260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. These individuals are listed below. No employee or applicant will be discriminated against because the employee:

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

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager under Board Policy 2.260, *Uniform Grievance Procedure*. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator and	Name:	M. Curt Richardson
	Address:	1809 W. Hovey Ave. Normal, IL 61761
Complaint Manager:	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082
Complaint Managers:	Name:	Heather Rogers
	Address:	1809 W. Hovey Ave.

Adopted: April 23, 1997
Reviewed: May 2024
Amended: June 12, 2024

Normal, IL 61761
Email: rogersh@unit5.org
Telephone: (309) 557-4041

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

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

Minority Recruitment

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

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §218d, Fair Labor Standards Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000gg et seq., Pregnant Workers Fairness Act.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 513/25, Genetic Information Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D), and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.

Adopted: April 23, 1997
Reviewed: May 2024
Amended: June 12, 2024

820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5.20 (Workplace Harassment Prohibited), 5.30 (Hiring Process and Criteria), 5.40 (Communicable and Chronic Infectious Disease), 5.50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis), 5.70 (Religious Holidays), 5.180 (Temporary Illness or Temporary Incapacity), 5.200 (Terms and Conditions of Employment and Dismissal), 5.250 (Vacation, Holidays, and Leaves of Absence), 5.270 (Employment At-Will, Compensation, and Assignment), 5.300 (Schedules and Employment Year), 5.330 (Vacation, Holidays, and Leaves), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8.70 (Accommodating Individuals with Disabilities)

General Personnel – Workplace Harassment Prohibited

The District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5.10, *Equal Employment Opportunity*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2.260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7.20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Making a Report or Complaint

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

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

Whom to Contact with a Report or Complaint

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

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

Nondiscrimination Coordinator and	Name: M. Curt Richardson Address: 1809 West Hovey Ave. Normal, IL 61761
Complaint Manager:	Email: richardmc@unit5.org Telephone: (309) 557-4082
Complaint Managers:	Name: Heather Rogers Address: 1809 W. Hovey Ave. Normal, IL 61761 Email: rogersh@unit5.org Telephone: (309) 557-4041
	Name: Dr. Kristal Shelvin Address: 1809 W. Hovey Ave. Normal, IL 61761 Email: shelvik@unit5.org Telephone: (309) 557-4035

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board Policy 2.265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Adopted: October 6, 1997
Reviewed: May 2024
Amended: June 12, 2024

For any other alleged workplace harassment that does not require action under Board Policies 2.265, *Title IX Grievance Procedure*, or 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2.260, *Uniform Grievance Procedure*, and/or 5.120, *Employee Ethics; Code of Professional Conduct, and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board Policy 5.90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board Policy 2.265, *Title IX Sexual Harassment Grievance Procedure*, or Board Policy 2.260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2.260, *Uniform Grievance Procedure*, 2.265, *Title IX Grievance Procedure*, and 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending on the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act (775 ILCS 5/).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

Adopted: October 6, 1997
Reviewed: May 2024
Amended: June 12, 2024

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

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson City., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. Of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. V. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 1021 (7th Cir. 2004).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2004).
Sangamon Cnty. Sherriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Sexual Harassment Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.60 (Purchases and Contracts), 5.10 (Equal Employment Opportunity), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.20 (Harassment of Students Prohibited), 8.30 (Visitors to and Conduct on School Property)

General Personnel –

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

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

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

Professional and Appropriate Conduct

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

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

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

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

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

Statement of Economic Interests

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

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

Adopted: April 14, 1999

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

Ethics and Gift Ban

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

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

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

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

Guidance Counselor Gift Ban

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

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

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

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

Outside Employment

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

Incorporated

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

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

Adopted: April 14, 1999

Reviewed: May 2024

Amended: June 12, 2024

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

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

Equal Educational Opportunities

Equal educational and co-curricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8.20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2.260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and co-curricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2.260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent or designee and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791, et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, and 5/27-1.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill. Admin. Code §1.240 and Part 200.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6.65 (Student Social and Emotional Development), 7.20 (Harassment of Students Prohibited), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.60 (Residence), 7.130 (Student

Adopted: October 6, 1987

Reviewed: May 2024

Amended: June 12, 2024

Rights and Responsibilities), 7.160 (Student Appearance), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.250 (Student Support Services), 7.330 (Student Use of Buildings – Equal Access), 7.340 (Student Records), 8.20 (Community Use of School Facilities)

Harassment of Students Prohibited

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

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board Policies 2.265, *Title IX Grievance Procedure*, and 2.260, *Uniform Grievance Procedure*.

Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2.260, *Uniform Grievance Procedure*, and/or Board policy 2.265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

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

Adopted: July 9, 1997
Reviewed: May 2024
Amended: June 12, 2024

Email: rogersh@unit5.org
Telephone: (309) 557-4041

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

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

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

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under Board Policy 2.265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board Policies 2.265, *Title IX Grievance Procedure*, or 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board Policies 2.260, *Uniform Grievance Procedure*, and/or 7.190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

Adopted: July 9, 1997
Reviewed: May 2024
Amended: June 12, 2024

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board Policy 5.90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board Policy 2.265, *Title IX Grievance Procedure*, or Board Policy 2.260, *Uniform Grievance Procedure*.

Enforcement

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

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board Policies 2.260, *Uniform Grievance Procedure*, 2.265, *Title IX Grievance Procedure* and 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972;
34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973; 34 C.F.R. Part 104.
42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.
105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill. Admin. Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5.20 (Workplace Harassment Prohibited), 5.90 (Abused and Neglected Child Reporting), 5.120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.240 (Conduct Code for Participants in Co-Curricular Activities)

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

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

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

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

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the district's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

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

Nondiscrimination Coordinator and Name: M. Curt Richardson
Address: 1809 W. Hovey Ave.
Normal, IL 61761

Complaint Manager: Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Managers: Name: Heather Rogers
Address: 1809 W. Hovey Ave.
Normal, IL 61761
Email: rogersh@unit5.org
Telephone: (309) 557-4041

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

4. Consistent with federal and State laws and rules governing student privacy rights, the parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonable obtained by the school within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board Policy 2.240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification or areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

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

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

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel,

- parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2.260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2.265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
 - c. 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
 - d. 6.60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - e. 6.65, *Student Social and Emotional Development*. Student social and emotional development is incorporated in the District's educational program as required by State law.
 - f. 6.235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - g. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
 - h. 7.185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - i. 7.190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - j. 7.310, *Restrictions on Publications; Elementary and Junior High Schools*. This policy prohibits students from, and provides consequences for: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Superintendent or designee will report all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to the parents or legal guardians of those involved under the guidelines provided in paragraph (4) of this definition.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.
405 ILCS 49/, Children's Mental Health Act.
775 ILCS 5/1-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2.240 (Board Policy Development), 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4.170 (Safety), 5.230 (Maintaining Student Discipline), 6.60 (Curriculum Content), 6.65 (Student Social and Emotional Development), 6.235 (Access to Electronic Networks), 7.20 (Harassment of Students Prohibited), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Behavior), 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Co-Curricular Activities), 7.285 (Anaphylaxis Prevention, Response, and Management Program), 7.310 (Restrictions on Publications; Elementary and Junior High Schools), 7.315 (Restrictions on Publications; High Schools)

Administrative Procedure – Prevention, Identification, Investigation, and Response to Bullying

The strategic components for integrating an anti-bullying program into the District's existing policies and procedures are listed below. Each component lists specific implementation steps along with resources and accompanying exhibits. The Superintendent or designee, at the District level, or the Building Principal or designee, at the Building-level, is responsible for the integration of these components. Use the local conditions of the community and other available resources to determine the best implementation methods. At times, support from the School Violence Prevention Team (see Board Policy 4.190, *Targeted School Violence Prevention Program*) may be appropriate as bullying and threats of school violence often arise from the same behavior pattern(s), i.e., interpersonal aggression.

Preventing Bullying

1. Review 7.180-AP1, E1, *Resource Guide for Bullying Prevention*.
2. Review the Ill. State Board of Education (ISBE) bullying prevention webpage at: www.isbe.net/Pages/Bullying-Prevention.aspx.
3. Review the Cyberbullying Research Center's Cyberbullying Fact Sheet: Identification, Prevention, and Response at: <https://cyberbullying.org/cyberbullying-fact-sheet-identification-prevention-and-response>.
4. Assess the District's Conditions for Development and Learning. Below are resources that discuss and provide information about how to implement school climate measurement instruments and how to build a safe environment:

Safe Supportive Learning's School Climate Measurement compendium at: <https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement>.

U.S. Government's StopBullying.gov prevention webpage at: www.stopbullying.gov/prevention/build-safe-environment.

Identifying Bullying

1. Post 7.180-AP1, E2, *Be a Hero by Reporting Bullying*, in school buildings, student handbooks, online, etc.
2. Train staff to recognize and accept reports of bullying, 7.180-AP1, E3, *Memo to Staff Regarding Bullying*.
3. Inform parents/guardians about the District's anti-bullying program, 7.180-AP1, E4, *Memo to Parents/Guardians Regarding Bullying*.
4. Inform students how to make a report, including an anonymous report, i.e., complete and submit 7.180-AP1, E5, *Report Form for Bullying*.

Investigating Reports of Bullying

1. Within 24 hours after the school administration becomes aware of a student's involvement in an alleged incident of bullying, notify the student's parent(s)/guardian(s) of the incident, along with threats, suggestions, or instances of self-harm determined to be the result of bullying. Utilize all contact information available or that can be reasonably obtained within the 24-hour period.
2. Conduct a prompt, thorough, and impartial investigation upon receiving a report.
3. Review the report, i.e., 7.180-AP1, E5, *Report Form for Bullying*.
4. Interview the listed aggressor(s), target(s), and witnesses using 7.180-AP1, E6, *Interview Form for Bullying Investigation*.

Responding to Bullying

1. Complete 7.180-AP1, E7, *Response to Bullying*.
2. Notify the District's Non-Discrimination Coordinator if the findings indicate that the behavior was based upon the protected statuses listed in Board Policy 7.20, *Harassment of Students Prohibited*.
3. Communicate and partner with the parents/guardians of the students involved. Ask parents/guardians, "How can we help you and your child?"
4. Stop the behavior(s).
5. Eliminate any hostile environment(s) and its effects (see **Preventing Bullying** #4, above).
6. Prevent the bullying from happening again.
7. Implement appropriate interventions for the target, aggressor, and District.
8. Address any findings of repeated inaccurate accusations against an alleged-aggressor that are beginning to impede his or her education, e.g., reverse bullying.
9. Follow-up with the target, aggressor and their parents/guardians to ensure subsequent bullying has not occurred and no new concerns have arisen.

Exhibit – Resource Guide for Bullying Prevention

General Resources

Safe2Help Illinois:

www.safe2helpil.com/

Ill. State Board of Education *School Bullying Prevention Task Force Report*:

www.isbe.net/Documents_SBPTF/sbptf_report_030111.pdf

Ill. State Board of Education *Model Policy for Bullying Prevention*:

www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf

Resources section of the website managed by the U.S. Department of Health & Human Services:

www.stopbullying.gov

Bullying in Schools - Cops – U.S. Department of Justice:

<https://cops.usdoj.gov/RIC/Publications/cops-w0018-pub.pdf>

Restorative Discipline Resources

Positive Behavior Intervention & Supports (PBIS):

www.pbis.org/

Social and Emotional Learning Standards:

www.isbe.net/Documents/SEL-Standards.pdf

Dignity in Schools:

<http://dignityinschools.org/take-action/model-school-code/>

Conditions for Development and Learning; Data Collection Resources

Centers for Disease Control and Prevention (CDC)'s *Measuring Bullying Victimization, Perpetration, and Bystander Experiences: A Compendium of Assessment Tools*:

www.cdc.gov/violenceprevention/pdf/bullycompendium-a.pdf

Safe Supportive Learning's School Climate Survey Compendium:

<https://safesupportivelearning.ed.gov/topic-research/school-climate-measurement/school-climate-survey-compendium>

CDC's *Youth Violence: Measuring Violence-Related Attitudes, Behaviors, and Influences Among Youths: A Compendium of Assessment Tools - Second Edition*:

https://www.cdc.gov/violenceprevention/pdf/yv_compendium.pdf

CDC's *Intimate Partner Violence and Sexual Violence Victimization Assessment Instruments for Use in Healthcare Settings, Version 1*:

<https://www.cdc.gov/violenceprevention/pdf/ipv/ipvandsvscreening.pdf>

World Health Organization's *Creating an environment for emotional and social well-being: an important responsibility of a health promoting and child-friendly school*.

<https://apps.who.int/iris/handle/10665/42819>

Rachel's Challenge:

<https://rachelschallenge.org>

Exhibit – Be a Hero by Reporting Bullying

Who reports?	YOU, if you have information about bullying, harassment, and/or a threat of one of these actions. It doesn't matter whether you are the target of bullying or think someone is being bullied, please report it!
What do I report?	<p>Any activity that targets someone to be hurt. Bullying, harassment, and threats take many forms. One thing they have in common – someone is targeted to be hurt. Examples of these hurtful behaviors include unwanted teasing, intimidation, physical violence, humiliation, spreading false rumors, social exclusion, or theft or destruction of property.</p> <p>Bullying, harassment, and threats may occur almost anywhere students go – in school buildings, on school grounds or busses, at bus stops, for example. Bullying or harassing may also occur using social networking sites or cell phones.</p>
When should I report?	As soon as possible.
Where or how do I report?	<p>Tell any school staff member. You may do this in person, by phone, or by email. You may be asked to complete 7:180-AP1, E5, <i>Report Form for Bullying</i>.</p> <p>You may make an anonymous tip.</p>
Why should I report?	Fear and abuse have no place in our school. Be a hero and report bullying. If you are being bullied, a report will help you and other students who may also be targeted for bullying.
What will happen after I report?	<p>An Administrator will:</p> <ol style="list-style-type: none"> 1. Acknowledge and review your report. 2. Treat your report with privacy and respect its sensitive nature. 3. Investigate your report. The school will not bring students who bully and those they bully into the same room to confront each other. All interviews will be private. 4. Take appropriate action that may include increased monitoring and supervision, restructuring schedules, additional resources, and disciplinary action for conduct code violations, among others. 5. Provide you with feedback, if appropriate.

Exhibit – Memo to Staff Regarding Bullying

On District Letterhead

Date

Re: Bullying

All staff members:

Please join me in stopping and preventing student bullying in our school. The purpose of this letter is to introduce you to our three-pronged approach that will help accomplish this goal.

First - If a student reports bullying to you, respond immediately and with compassion. Ask for the basic facts (who-what-when-where). Refer the report to my office. Give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*.

Second - Provide me your feedback and concerns. Do you know of any bullying *hot spots* that need additional supervision or monitoring? Are there known bullies or targets of bullying?

Third - Intervene immediately to stop a bullying incident. When teachers or adults ignore bullying, students interpret it as acceptable behavior. Immediately contact administration and building security or law enforcement if the incident involves a weapon or other illegal activity.

Bullying is defined in School Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, as follows:

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

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

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

The Board's entire policy may be found on the District's website. Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Adopted: August 17, 2022

Reviewed: May 2024

Amended: June 12, 2024

Exhibit – Memo to Parents/Guardians Regarding Bullying

On District Letterhead

Date

Re: Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is defined as follows:

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5, *Report Form for Bullying*. I will inform you whenever your child is involved in a bullying report.

I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform

me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Building Principal

Exhibit – Report Form for Bullying

To be completed by the bullying target, witness, or person with information about an incident of bullying and submitted to the Building Principal's office. Make readily accessible via website(s) and other publicized designated areas in schools.

Please print and check appropriate boxes.

Name: _____ Date: _____
 Student Parent/Guardian Staff Other

Indicate here if you prefer to remain anonymous. Yes No

Are you the target of the bullying that you are reporting? Yes No

Date of incident: _____ Time of incident: _____

Person(s) being reported as targets of bullying:

Name: _____ Student Staff

Name: _____ Student Staff

Name: _____ Student Staff

Person(s) being reported as aggressors engaged in bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Person(s) who witnessed the bullying:

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Name: _____ Student Staff Other

Was the incident based on any of these actual or perceived characteristics? (Check all that apply.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National origin |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Sexual orientation | <input type="checkbox"/> Gender-related identity |
| <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Gender-related expression | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Age | <input type="checkbox"/> Religion | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Mental disability | <input type="checkbox"/> Order of protection status | <input type="checkbox"/> Homeless status |
| <input type="checkbox"/> Marital status | <input type="checkbox"/> Parenting status | <input type="checkbox"/> Physical appearance |
| <input type="checkbox"/> Socioeconomic status | <input type="checkbox"/> Academic status | <input type="checkbox"/> Military status |
| <input type="checkbox"/> Associated with person/group with one or more of the above actual or perceived characteristics | | |
| <input type="checkbox"/> Other _____ | | |
| <input type="checkbox"/> I do not know. | | |

Student(s) were targeted for bullying in the following way(s): (Check all that apply.)

- Electronic devices (e.g., Internet, social media platforms, text, email, cyberbullying, etc.)
 - Written communication (e.g., handwritten notes, other written documents, email, etc.)
 - Physical act or conduct (e.g., pushing, hitting, destruction of property, stalking, etc.)
 - Verbal act or conduct (e.g., rumors, lies, name-calling, using derogatory slurs, etc.)
 - Social (e.g., purposeful exclusion, causing psychological harm, etc.)
 - Items depicting implied hatred or prejudice were worn, possessed or displayed
 - Other (*please explain*): _____
- _____

Student(s) were targeted for bullying in the following place(s): (Check all that apply.)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Locker room |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Extracurricular activity |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Bus stop |
| <input type="checkbox"/> Gym | <input type="checkbox"/> School or related activity or event |
| <input type="checkbox"/> Other _____ | |
- _____

Please tell us about the incident in your own words. Use as much detail as possible - what time did the incident(s) take place, who witnessed it, what was said, what types of interactions occurred (physical, written, social, electronic, etc.)

The above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Exhibit – Interview Form for Bullying Investigation

To be completed by the Building Principal or designee to obtain information about a bullying report. Use this form as a coversheet for each person interviewed during the investigation.

Name of person interviewed: _____ Date: _____

Name of interviewer: _____ Title: _____

Instructions for Interviewer

1. Protect the identity of the student who reports. Begin a prompt, thorough and impartial investigation by interviewing witnesses separately in a private location with a school colleague present (not the school resource officer). Use the **Questions** section below to guide your notes while you interview the person listed above. Attach to 7.180-AP1, E7, *Response to Bullying*.
2. Make your notes on a separate document and attach them to this form.
3. Review and preserve any videos, photos, screenshots or other physical evidence and label it.
4. File this form, notes, and any other evidence provided in a designated investigation and response folder.
5. Use this form to complete 7.180-AP1, E7, *Response to Bullying*.
6. Create a *Basic Facts* section, i.e., who, what, where, when, why and how.
7. Record the actions and behavior that were experienced or observed (follow-up with leading questions to complete the description of what happened and its consequences, if necessary).
8. Include open-ended questions. For example, ask “How are you feeling?” “How has what happened affected you?”

Questions

1. Has this happened before?
2. Do you fear for your safety? How? Where (at school, home, or both places)?
3. Do you fear that harm would come to any of your personal property? How?
4. Age appropriately ask whether the target’s health (physical, emotional, and/or mental) has been affected. How (seen by a doctor, missing school)?
5. Has your academic performance been affected? How (increase in tardiness/absences, grades going down, missed assignments)?
6. Have you quit or modified attendance in any extracurricular activities?

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7. Have you changed any of your usual routines at school (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)?
8. Why do you think this behavior is happening?
9. What will help make you feel safe?

Exhibit – Response to Bullying

To be completed by the Building Principal and attached as a coversheet for the school office's designated bullying report investigation and response folder. Place a copy of the completed coversheet only (not attachments) in each listed student's temporary school student record. Redact all student names other than the student's name for which the record pertains.

Initial Notices to Parents/Guardians of Involved Students

Initial notice must be given to the parents/guardians of students involved in an incident of bullying (as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying) within 24 hours after becoming aware of the student's involvement.

Target's parent/guardian:

Circle contact method: Phone Email Letter In-person Other: _____
Time: _____
Date: _____
Title: _____
Staff Member: _____

Aggressor's parent/guardian:

Circle contact method: Phone Email Letter In-person Other: _____
Time: _____
Date: _____
Title: _____
Staff Member: _____

Investigator: _____ Title: _____

Investigation

File an interview form for each party interviewed in the designated investigation and response folder.

Check here to indicate that all interview forms have been properly completed and filed.

Target: _____ Date: _____

Aggressor: _____ Date: _____

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Witnesses: _____ Date: _____
_____ Date: _____
_____ Date: _____

Are there any prior documented incidents by the aggressor identified above? Yes No (Attach information)

If yes, have incidents involved target or target group previously? Yes No

Findings

Bullying Other: _____

Aggressor motivated by protected characteristics listed in policy 7:20, *Harassment of Students Prohibited*.

Bullying Investigation Response

Response and Plan for Target (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____
Circle contact method: Phone Email Letter In-person Other: _____

Safety plan: _____

Increase staff supervision: _____

Education: _____

Minimize contact with aggressor: _____

District resources: (Student Services/IDEA/504) _____

Other: _____

Target follow-up scheduled date: _____ Date and initial completed: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____

Provide parent/guardian with copies of Board policy 2:260 and 7:180. Date: _____

Response and Plan for Aggressor (Check all that apply and include descriptions.)

Contact parent/guardian: _____ Date: _____
Circle contact method: Phone Email Letter In-person Other: _____

7.190-E1, *Aggressive Behavior Reporting Letter and Form* sent Date: _____

Provide parent/guardian with copies of Board policy 2:260 and 7:180 Date: _____

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Restorative Responses

- Safety plan: _____
- Increase staff supervision: _____
- Education: _____
- Non-District affiliated psychological services: _____
- Alternative school assignment: _____
- Minimize contact with target: _____
- District resources (Student Services/IDEA/504): _____
- Other: _____

Punitive Responses

- Loss of privileges: _____
- Detention: _____
- Suspension: _____
- Expulsion: _____
- Community agency service: _____
- Reciprocal Reporting Act utilized: Yes No _____
- Report to School Resource Officer/Law Enforcement: _____
- Other: _____

Aggressor follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____

Parent/guardian follow-up date: _____ Date and initial completed: _____
Circle contact method: Phone Email Letter In-person Other: _____
Date: _____

- Contact District complaint manager: _____
- Target response implementation: _____
- Aggressor response implementation: _____
- Systemic culture/climate intervention: _____
- Referral to address needs for ideal conditions for developmental learning: _____

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Other: _____

Submit reports to: Building Principal (if not the investigator) Date: _____

Superintendent Date: _____

Signature of investigator: _____ Date: _____



McLean County Unit School District No. 5

Educating each student to achieve personal excellence.

Finance Department

1809 Hovey Ave
Normal, IL 61761
309.557.4000

TO: Board of Education

FROM: Thomas Hoerr, Director of Financial Services

CC: Dr. Kristen Weikle, Superintendent; Martin Hickman, CFO; Jerry Melton, Fleet Operations Supervisor

DATE: June 12, 2024

RE: 2024 Transportation Minivan Invitation To Bid (ITB) Results

On Tuesday June 4th, 2024 at 2:00 PM bids were received at the District Office at 1809 Hovey Ave for six (6) new 7-passenger minivans.

Two sealed bids were received, publicly opened and read.

Recommendation to the Board is for approval of the lowest most responsible bidder, Heller Motors, for their bid of \$248,070.18.

EXTRACT MINUTES of a regular public meeting of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, held in the Normal Community West High School Building, 501 North Parkside Road, Normal, Illinois, in said School District at 6:30 o'clock P.M., on the 12th day of June, 2024.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

The meeting was called to order by the President, and upon the roll being called, Jeremy DeHaai, the President, and the following members were physically present at said location: _____

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: _____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution abating the working cash fund of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Amount of Abatement. The Fund shall be abated as of the date hereof by the amount of \$12,500,000 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The School Treasurer of the District is hereby authorized and directed to forthwith permanently transfer the Abatement Amount as follows: \$7,000,000 to the Educational Fund of the District, and \$5,500,000 to the Transportation Fund, the same being the funds of the District most in need of the Abatement Amount. It is also hereby found and determined that (a) the Abatement Amount, when added to the Educational Fund and Transportation Fund of the District and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in either the Educational Fund or the Transportation Fund of the District, and

(b) the balance remaining in the Educational Fund and Transportation Fund after said abatement, including the amount of any taxes heretofore levied by the District for the Fund pursuant to Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 4. Outstanding Loans. If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the Educational Fund and Transportation Fund of the District, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

Section 5. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted June 12, 2024.

President, Board of Education

Secretary, Board of Education

Member _____ moved and Member _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: _____

The following members voted NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Unit School District Number 5, McLean and Woodford Counties, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 12th day of June, 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION abating the working cash fund of Community Unit School District Number 5, McLean and Woodford Counties, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of June, 2024.

Secretary, Board of Education

RESOLUTION OF THE BOARD OF EDUCATION OF COMMUNITY UNIT DISTRICT NO. 5

MCLEAN & WOODFORD COUNTIES, ILLINOIS

Designating that Interest earned during the Fiscal Year ended June 30, 2024 and all prior

Fiscal Years shall continue to be considered Interest in accordance with Title 23 of the

Illinois Administrative Code 100.500 (a-4)

BE IT RESOLVED by the Board of Education of Community Unit District No. 5, McLean & Woodford Counties, Illinois that interest earned from investment of monies maintained in any District fund and accrued to the balance of such District fund during fiscal year 2024 (July 1, 2023 - June 30, 2024) or during any fiscal year prior to fiscal year 2024, shall remain as interest at the close of fiscal year 2024 and available for transfer as interest to other funds pursuant to state law and shall not become principal as of June 30, 2024, pursuant to Title 23 of the Illinois Administrative Code Section 100.500 (a-4).

ADOPTED this 12th day of June, 2024 by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

June 12, 2024

To: Board of Education

From: Martin Hickman

Re: District Insurance Renewal Recommendations 2024 - 2025

Employed Lawyers Professional Liability Renewal

Recommendation to approve the Employed Lawyers Professional Liability renewal from Intact Insurance Specialty Solutions for the 2024-2025 policy period. The annual premium for the 2024-2025 policy period would be \$2,289, which is the same as the expiring.

Worker's Compensation Insurance Renewal

Recommendation to approve Option #1 from U.S. Specialty with a Self-Insured Retention (SIR) of \$500,000 for the 2024-2025 policy period. This renewal is set up on a one (1) year term that locks in rates and has the lowest increase in risk on a per claim basis (SIR) from the expiring policy. The annual premium would be \$90,361, which is the same as the expiring.

Recommendation to approve the renewal from CCMSI as the third-party administrator for an annual service fee of \$18,000. In addition, the District will be billed monthly: Indemnity Claims at \$1,025 per claim; Medical Only Claims at \$150 per claim; and Incident Only Claims at \$35 per claim.

Treasurer's Bond Renewal

Recommendation to approve the Treasurer's Bond renewal from Brokers' Risk for the 2024-2025 policy period. The annual premium for the 2024-2025 policy period would be \$13,698.

Memorandum of Understanding
for
School Resource Officer Program

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A. Introduction

This Memorandum of Understanding for School Resource Officer Program (“MOU”) is entered into by and between the Board of Education (“Board of Education”) of Community Unit School District No. 5, McLean and Woodford Counties, Illinois (“School District”), and the Town of Normal, Illinois (“Town”), for the establishment and maintenance of a School Resource Officer (“SRO”) Program by the School District and Normal Police Department (“NPD”).

The School District and NPD have a long collaborative history of working together to provide law enforcement interaction in schools in order to educate students on safety and the dangers of drugs and alcohol, plan for emergency situations, and provide a safe school environment. The SRO Program is an important and vital component of that collaborative effort.

The intent of this MOU is to memorialize and clarify the:

- purpose and objectives of the SRO Program;
- relationship between the School District, the Town, the NPD, SROs, students, families, and the community;
- roles, responsibilities, and expectations for SROs; and
- intergovernmental cooperation between the School District, the Town, and NPD with respect to the SRO Program.

In consideration of the mutual promises, terms, and conditions set forth in the sections below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the Board of Education and the Town agree as follows:

B. Definitions/Acronyms

Building Administration/Building Administrator – A school principal, or if the school principal is absent or unavailable, an associate principal, assistant principal, or other building administrator.

Leadership Team (Team) - A group of designated key staff members from each party. These individuals will be responsible for the implementation of the MOU. They will communicate directly with each other about MOU issues.

Memorandum of Understanding (MOU) – Defines the NPD’s role in schools and describes the respective duties of the School District and NPD (105 ILCS 5/10-20.14(b) encourages school districts to create memoranda of understanding (MOU) with law enforcement agencies). Its purpose is to prevent confusion, decrease conflict, and promote school safety.

Party/Parties – The Board of Education or the Town are each considered a “Party” and collectively the “Parties” for purposes of this MOU.

NPD Officer - A police officer employed by the NPD but who is not specifically assigned to the School District or any of its buildings.

School Resource Officer (SRO) - A police officer employed by the NPD who is assigned by the NPD to the School District or any of its buildings in accordance with this MOU.

C. Authority

The Board of Education and the Town have the authority to enter into this MOU pursuant to the following:

1. Article VII, Section 6 of the Constitution of the State of Illinois of 1970 (Powers of Home Rule Units) – providing that a home rule unit of local government may exercise any power and perform any function pertaining to its government and affairs.
2. Article VII, Section 10 of the Constitution of the State of Illinois of 1970 (Intergovernmental Cooperation) – providing that units of local government and school districts may contract or otherwise associate among themselves, with the State, with other states and their units of local government and school districts, and with the United States to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance.
3. 5 ILCS 220/5 (Intergovernmental Cooperation Act) – providing that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity or undertaking or to combine, transfer, or exercise any powers, functions, privileges, or authority which any of the public agencies entering into the contract is authorized by law to perform.
4. 105 ILCS 5/10-20.14 (Student discipline policies; Parent-teacher advisory committee) – providing that the parent-teacher advisory committee in cooperation with local law enforcement agencies shall develop, with the school board, policy guideline procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students. Also encouraging school districts to create memoranda of understanding with local law enforcement agencies that clearly define law enforcement’s role in schools, in accordance with Section 10-22.6 of this Code.
5. 105 ILCS 5/10-20.68 (School Resource Officer) – authorizing the provision of a school resource officer and requiring the law enforcement agency to provide to the school district a certificate of completion, or approved waiver, issued by the Illinois Law Enforcement Training Standards Board under Section 10.22 of the Illinois Police Training Act indicating that the subject officer has completed the requisite course of instruction in the applicable subject areas within one year of assignment, or has prior experience and training which satisfies this requirement.
6. 105 ILCS 5/10-21.4a (Principals and assistant principals-Duties) – providing it is the responsibility of the principal to utilize resources of proper law enforcement agencies when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity.
7. 105 ILCS 5/10-21.7 (Attacks on school personnel) – requiring that upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack.
8. 105 ILCS 5/10-22.6(e) (Suspension or expulsion of pupils; school searches) – providing that school authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.
9. 105 ILCS 5/10-22.10a (Inspection for drugs) – empowering school board to adopt a policy to authorize school officials to request the assistance of law enforcement officials

- for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including searches conducted through the use of specially trained dogs.
10. 105 ILCS 5/10-27.1A (Firearms in schools) – requiring that upon receiving a report from any school official pursuant to this Section, or from any other person, the principal or his or her designee shall immediately notify a local law enforcement agency.
 11. 105 ILCS 5/10-27.1B (Reporting drug-related incidents in schools) – requiring upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, including any conveyance owned, leased, or used by the school for the transport of students or school personnel, the superintendent or his or her designee, or other appropriate administrative officer for a private school, shall report all such drug-related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Illinois State Police in a form, manner, and frequency as prescribed by the Illinois State Police.
 12. 105 ILCS 5/22-20 (Reports by courts and law enforcement officers; detention of violators) – requiring all courts and law enforcement agencies of the State of Illinois and its political subdivisions to report to the principal of any public school in this State whenever a child enrolled therein is detained for proceedings under the Juvenile Court Act of 1987,¹ as heretofore and hereafter amended, or for any criminal offense, including illegal gang activity, or any violation of a municipal or county ordinance.
 13. 105 ILCS 128/15 (School Safety Drill Act) – requiring law enforcement drills, which shall address and prepare school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building.

D. Purpose and Objectives of SRO Program

1. Purpose.

The purpose of the School Resource Officer Program is to establish and maintain a collaborative partnership between the District, NPD, educators, students, families, and the community to provide law enforcement presence and educational programs in District schools in an effort to build positive, long-lasting relationships, provide a safe school environment, plan for and respond to emergencies, educate students on safety and other topics, and reduce incidents of violence, drug abuse, and other criminal offenses.

2. Objectives.

The objectives of the School Resource Officer Program are to:

- a. Establish and build positive, trusting, and long-lasting relationships between School Resource Officers and School District students and families.
- b. Provide a safe school environment for students, staff, administration, and visitors.
- c. Participate on the school's threat assessment team and District safety team (see Board Policy 4.190, Targeted School Violence Prevention Program).
- d. Work with the Director of Safety and Security, the District Safety Team, and building administrators to create and refine school emergency operations plans.
- e. Assist school administration and staff in conducting school safety drills pursuant to the School Safety Drill Act (105 ILCS 128/1 et seq.).

- f. Assist school administration and staff in educating students on safety issues, the school's emergency operations plan, school, gang, domestic, and teen violence, the dangers of alcohol and drug abuse, the juvenile court system and the role of laws, the courts, and law enforcement, resources available to students and families in the community, and other topics as requested.
- g. Assist with reducing incidents of bullying, harassment, physical and sexual abuse, violence, alcohol and drug abuse, and criminal offenses committed by juveniles in the school environment.
- h. Work with school administration to identify students who are at risk of alcohol and/or drug abuse or gang involvement and refer them to any available and appropriate intervention program.
- i. Participate in school disciplinary hearings when requested by the administration.
- j. Coordinate criminal investigations with school administrators to ensure that police and school interests are protected and that effective alternatives to criminal prosecution are used whenever possible.
- k. Attend school board and other meetings when requested by District or school administration and mutually agreed to with the NPD in order to provide safety and security.
- l. Assist with enforcement of child sexual offender laws and taking protective custody of students when appropriate.
- m. Assist in coordinating information sharing between NPD and the School District concerning problems and issues affecting the schools and students.
- n. Act as an additional resource to parents and school staff on issues of law and juvenile related crimes.

E. MOU Leadership Team

The Superintendent or designee, Director of Safety and Security, and Attorney for the District are designated as representatives of the School District on the MOU Leadership Team. The Chief of Police, the Assistant Chiefs of Police, and/or their designees are designated as representatives of the Town and NPD on the MOU Leadership Team.

F. District Authority Over the Educational Environment

Collaboration between the School District and NPD and respect for the important role each party holds in connection with our community's youth are essential to the success of the mission of both parties. Both Parties recognize that disciplining students is better left for School District officials to manage. However, each Party plays a role in the safety of the educational environment including preparing for emergency situations, educating school personnel and students on safety issues and precautions, assessing and responding to safety concerns, and sharing information pursuant to their reciprocal reporting agreement. Final discretion regarding discipline lies with the School District. Final discretion to arrest or charge an individual with an ordinance, criminal, or traffic violation lies with the SRO and NPD Officer.

SROs and NPD Officers present on school property will conduct themselves in accordance with Board of Education policies and administrative procedures, recognize the responsibility and authority of the School District's officials to manage the educational environment, and work with them to minimize any impact their actions might have upon that environment. The

School District's management authority includes, absent exigent circumstances, the ability to order the NPD to leave District property immediately.

G. Funding; Billing

The School District will pay the Town the following percentages annually towards SRO salary and fringe benefit total costs:

- 75% of the NCHS SRO
- 50% of the NCWHS SRO
- 50% of the first Junior High School SRO
- 75% of the second Junior High School SRO
- 75% of the third Junior High School SRO

The Town will contribute the remainder of each SRO's salary and fringe benefit costs, and will furnish all police required equipment and uniforms. The Town will bill the School District annually for the previous school year costs associated with the SRO program within 30 days after the end of the school year. The School District will pay the Town within 30 days of receipt of an invoice. The reimbursement requirement contained herein shall survive the termination of this MOU as provided in Section (L).

H. Employment; Selection; Training; Assignments; Supervision; Performance Evaluations; Conflict Resolution; Termination/Replacement; Extra Duties/Projects

1. Employment

SROs are police officers employed by the Town. The School District does not employ any SROs assigned to any of its buildings, and is not considered a joint employer of SROs for purposes of the Fair Labor Standards Act ("FLSA"). The Town and NPD are solely responsible for ensuring SROs have met all of the legally required qualifications and training for their assignment in the School District, exercising direction and control over SROs, the personal and professional conduct of SROs, and the payment of any wages, salaries, or other remuneration, payroll taxes, or contributions for unemployment or workers compensation, Social Security, pensions, or annuities as a result of the employment of SROs. Nothing contained in this MOU shall be construed to create an employment or agency relationship between the School District and SROs, or to create or constitute a joint venture, partnership, agency, franchise, lease, or any other arrangement between the School District and Town other than as expressly agreed to in this MOU.

The Town and NPD will ensure SROs remain covered by the Town's or NPD's insurance and continue to enjoy the immunities specific to their employment with the Town and NPD.

2. Selection

Selection of SROs will be a collaborative process between the Town and the School District, although the final selection will be made by the NPD. The Director of Safety and Security and Building Administration of the school to be assigned the SRO will be included in reviewing applications and documents provided by applicants, interviews, and rating of candidates.

Formal screening criteria shall be developed based upon the following Office of Community Oriented Policing Services (COPS) characteristics: (1) likes kids – wants to, and is able to, work with kids; (2) has the right demeanor and people skills, including being calm, patient, approachable, and “able to put up gracefully with guff from kids;” (3) has experience as a patrol officer or road deputy; (4) has above-average integrity; (5) demonstrated willingness to work hard, be dependable and on time, be self-directed, and has the ability to teach. Other formal screening criteria shall include:

3. Training

The NPD will ensure all SROs assigned to schools in the School District have met all of the required training for their assignment in the School District, including either of the following qualifications issued by the Illinois Law Enforcement Training Standards Board under Section 10.22 of the Ill. Police Training Act (50 ILCS 705/10.22): (1) a certificate of completion for the required course of instruction or (2) an approved waiver (prior experience and training only). The certificate of completion or waiver must be obtained within one year of assignment to the School District. The SRO must possess, at minimum, 48 hours of National Association of School Resource Officer (“NASRO”) training, along with other qualifications required by the NPD. In addition, the NPD will ensure that SROs will receive minimum in-service training and certification requirements as would normally apply to all other certified police officers of the NPD. The NPD will provide the School District with copies of certificates or other documentation of all required training.

The NPD work with the School District to ensure training for SROs on:

1. Current laws, including, but not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/; 23 Ill. Admin. Code Part 375), and difficult issues such as search and seizure, questioning, and requests for student records;
2. Applicable Board policies and administrative procedures including, but not limited to, [Administrative Procedure 4.170-API Comprehensive Safety and Security Program](#), [Administrative Procedure 4.190-API Targeted School Violence Prevention Program](#), [Board Policy 7.140 Search and Seizure](#), [Board Policy 7.150 Agency and Police Interviews](#), [Administrative Procedure 7.150-AP Agency and Outside Law Enforcement Interviews](#); [7.190 Student Behavior](#); [7.340 Student Records](#); and [7.340-API School Student Records](#).
3. Emerging education issues;
4. State law training requirements; and
5. Mental health awareness training.

NPD Officers that have frequent contact with School District buildings will be encouraged to attend any of these trainings.

4. Assignments; Work Hours; Office & Equipment; Uniform; Visibility on Campus

SROs shall be assigned to School District buildings by the NPD with input from the MOU Leadership Team. Staffing issues at the NPD may take precedence to the assignment of an SRO to the School District.

SROs shall remain on school grounds during normal school hours, except when there is a law enforcement emergency, to attend meetings or trainings described in this MOU, or to attend to official law enforcement business off campus. With the exception of emergency situations out of an SRO's control, an SRO shall give the Building Administration or designee reasonable advanced notice of any times when the SRO is not expected to be on campus during normal school hours. The NPD may provide a replacement SRO to the extent possible.

The School District will provide each SRO with a furnished office at their assigned building and allow use, as required, of School District equipment and facilities

SROs shall wear the official law enforcement uniform or other apparel issued by the NPD at all times while serving on School District property. SROs shall use their best efforts to maintain high visibility at all times when practical and safe to do so, especially in areas where incidents of drug or alcohol use, physical violence, or crime are most likely to occur.

SROs shall, whenever possible and in accordance with guidance from the building administration or designee, participate in or attend school functions during their regular duty hours in order to assure the peaceful operation of school-related programs.

5. Chain of Command; Supervision

SROs will report to the Special Operations Division Sergeant of the NPD. Except as provided in Section (H)(4), Building Administrators will supervise SROs assigned to their building. Both Parties expect excellence from SROs and commit to frequent communication between Building Administrators and the SROs assigned to their buildings. Building Administrators shall meet with SROs assigned to their schools both formally and informally on a regular basis to discuss issues, duties, and responsibilities.

6. Performance Evaluations

All SRO annual evaluations will be completed by the Special Operations Division Sergeant and maintained by the NPD. The NPD shall incorporate feedback from each SRO's Building Administration and school staff in the SRO's evaluation using an annual critique form or other instrument agreed upon by the MOU Leadership Team and received by December 31st of each year. Both parties recognize that a performance evaluation instrument for an SRO should incorporate data results from the School District's school climate assessments, if available.

7. Conflict Resolution

If the School District's expectation of excellence is not being met by an SRO, the Superintendent or designee will report unresolved concerns to the Special Operations Division Sergeant of the NPD sooner rather than later. Addressing issues promptly helps increase understanding and minimize potential negative impact on the school environment.

8. Termination/Replacement

When paragraph 7, Conflict Resolution, above, has not been successful, the School District may request that an SRO be removed from the SRO's assignment and replaced with

another SRO from NPD. If a replacement is not immediately available, the School District reserves the right to terminate the SRO's assignment in a specific building until a replacement is available. In such case the Parties agree to meet to discuss the impact on funding.

9. Extra Duties/Projects

The Parties agree to meet to negotiate the terms for any special projects and/or extra duties.

I. Role, Responsibilities, and Expectations

1. Role

SROs assigned to the School District are intended to assist Building Administration in a support capacity for the purposes and in order to achieve the objectives described above. SROs are a vital component to the school community, and work with Building Administrators, staff, students, families, and the community to provide a safe school environment, plan for and respond to emergencies, educate students on safety issues, and reduce incidents of crime, abuse, and violence. SROs are not responsible for enforcing school rules or serving as disciplinarians and have no authority to make decisions on behalf of the School District or to bind the School District to any agreement or contract.

SROs shall seek to create an effective and positive school environment that (a) functions in concert with School District efforts to address school safety and climate; (b) utilizes appropriate and available behavioral and disciplinary interventions, including restorative measures as defined in 105 ILCS 5/27-23.7(b); (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

Although placed in a formal educational environment, SROs will not be relieved of their official duties as law enforcement officers. Decisions to intervene formally will be made by an SRO when such actions are necessary to prevent any criminal act. In the event of such criminal conduct, SROs shall have the authority to address, handle, and manage such conduct according to their education, training, and experience and consistent with the nature of criminal activity. Citations will be issued and arrests will be made when appropriate and in accordance with applicable NPD policies and procedures.

2. Responsibilities

a. Law Enforcement Actions and Safety Interventions.

SROs may initiate appropriate law enforcement actions to address criminal matters, including without limitation matters that threaten the safety and security of the school or its occupants, and/or intervene with staff or students (with or without a referral from school staff) when necessary to ensure the immediate safety of persons in the school environment in light of an actual or imminent threat to health or safety. Any such intervention shall be reasonable in scope and duration in light of the nature of the circumstances presented and shall be reasonably calculated to protect the physical safety of members of the school community while minimizing, to the extent possible, any unintended negative effects on students. All law enforcement actions and interventions to protect the safety of others shall be consistent with all applicable laws, regulations, and School District and NPD policies and procedures.

b. District Safety Team

SROs will serve as part of the School District Safety Team as requested by the Director of Safety and Security. The School District Safety Team is a multi-disciplinary team consisting of the Director of Safety and Security, the Attorney for the District, and representatives from several different groups (see [Administrative Procedure 4.170-API Comprehensive Safety and Security Program](#)).

The School District Safety Team:

1. advises and assists the Director of Safety and Security on safety and emergency issues;
2. plans, develops, implements, reviews, and revises the District's all-hazards Emergency Operations Plan (EOP) template consistent with Presidential Policy Directive (PPD) 8, the National Incident Management System (NIMS), Incident Command System (ICS), the Guide for Developing High-Quality School Emergency Operations Plans;
3. plans, develops, and conducts training exercises, including tabletop exercises, drills, functional exercises, and full-scale exercises; and
4. conducts the Annual Safety Review.

c. Emergency Operations Plan Training

In accordance with the School District's established EOP, SROs will assist the Director of Safety and Security and Building Administration in annual training of school personnel on the school's EOP and the courses of action when there is an active threat outside or inside a building including a dangerous intruder/active shooter situation. SROs will also assist the Director of Safety and Security and Building Administration in training students on the school's EOP.

d. School Threat Assessment Team

SROs also serve as a member of each school's multidisciplinary building-based behavior threat assessment team lead by the Building Administration that conducts a fact-based process assessing observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations and how to manage/address them (see [Administrative Procedure 4.190-API Targeted School Violence Prevention Program](#)).

e. Law Enforcement Lockdown Drills

Pursuant to and in accordance with the School Safety Drill Act (105 ILCS 128/), each school within the School District will conduct a law enforcement lockdown drill each school year to address an active threat or an active shooter within a school building. Such drills will be conducted according to the School District's emergency operation plans, protocols, and procedures to evaluate the preparedness of school personnel and students. Law enforcement lockdown drills will be conducted on days and times when students are normally present in the school building and involve participation from all school personnel and students present at school at the time of the lockdown drill, except that administrators or school support personnel in their discretion may exempt students

from the lockdown drill. SROs and the NPD will observe the administration of the lockdown drill.

During each calendar year, the NPD will contact the Building Administrator of each school to request participation in a law enforcement lockdown drill. The Building Administrator and NPD shall set, by mutual agreement, a date for the lockdown drill. The lockdown drill will require the on-site participation of the NPD. If a mutually agreeable date cannot be reached between the Building Administrator and the NPD, then the school shall still hold the lockdown drill without participation from the NPD. Upon the participation of the NPD in a law enforcement lockdown drill, the NPD shall certify that the law enforcement lockdown drill was conducted and notify the school in a timely manner of any deficiencies noted during the drill.

Lockdown drills will not include simulations that mimic an actual school shooting incident or active shooter event. They must be announced in advance to all school personnel and students prior to the commencement of the drill. The content must be age appropriate and developmentally appropriate. Lockdown drills must include and involve school personnel, including school-based mental health professionals, and include trauma-informed approaches to address the concerns and well-being of students and school personnel.

Schools must provide sufficient information and notification to parents and guardians in advance of any walk-through lockdown drill that involves the participation of students. Schools must also provide to parents and guardians an opportunity to exempt their child for any reason from participating in the walk-through lockdown drill. Schools must provide alternative safety education and instruction related to an active threat or active shooter event to students who do not participate in a walk-through lockdown drill to provide them with essential information, training, and instruction through less sensorial safety training methods. During the drill, students must be allowed to ask questions related to the drill.

The NPD may run an active shooter simulation with advance permission from the School District administration, including simulated gun fire drills, but only on school days when students are not present.

f. Mentoring and Outreach

SROs shall conduct themselves as a role model at all times and in all facets of the job; shall seek to establish a strong rapport with staff, faculty, students, parents, and other members of the school community; and shall encourage students to develop positive attitudes toward the school, education, law enforcement officers, and good citizenship in general.

g. Education of Students

SROs will assist Building Administration and staff in educating students on safety issues, the school's emergency operations plan, school, gang, domestic, and teen violence, the dangers of alcohol and drug abuse, the juvenile court system and the role of laws, the courts, and law enforcement, resources available to students and families in the community, and other topics as requested.

h. Student Disciplinary Investigations and Hearings

The presence of SROs in schools is not intended to usurp the rights and responsibilities of Building Administrators and school personnel to enforce the rules of student conduct and to administer discipline in the schools. Recognizing that the Building Administration makes the final decision regarding the discipline of students, SROs will assist the Building Administration as requested in the investigation of student gross disobedience or misconduct including, but not limited to, reviewing video surveillance footage, interviewing students suspected of committing a criminal act, and conducting inspections and searches of school property and equipment, as well as students and their personal effects, consistent with the expectations set forth in Section 3(c) below.

SROs will attend suspension review and expulsion hearings upon the request of Building Administrators or the Superintendent to provide testimony or evidence related to student gross disobedience or misconduct.

Where student gross disobedience or misconduct may also be a criminal act, SROs will coordinate criminal investigations with school administrators to ensure that police and school interests are protected and that effective alternatives to criminal prosecution are used whenever possible.

i. School Board Meetings

SROs will attend school board and other meetings when requested by District or school administration and mutually agreed to with the NPD in order to provide safety and security.

3. Expectations

a. Detainment and Questioning a Student on School Grounds

Before detaining and questioning a student on school grounds who is under 18 years of age and who is suspected of committing a criminal act, an SRO or NPD Officer must do all of the following:

1. Ensure that notification or attempted notification of the student's parent or guardian is made.
2. Document the time and manner in which the notification or attempted notification under paragraph 1 occurred.
3. Make reasonable efforts to ensure that the student's parent or guardian is present during the questioning or, if the parent or guardian is not present, ensure that school personnel, including, but not limited to, a school social worker, a school psychologist, a school nurse, a school counselor, or any other mental health professional, are present during the questioning.
4. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning. An officer who received training in youth investigations approved or certified by his or her law enforcement agency or under Section 10.22 of the Police Training Act or a juvenile police officer, as defined under

Section 1-3 of the Juvenile Court Act of 1987, satisfies the requirement under this paragraph.

This Section does not limit the authority of an SRO or NPD Officer to make an arrest on school grounds. This Section does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:

1. Prevent bodily harm or injury to the student or any other person.
2. Apprehend an armed or fleeing suspect.
3. Prevent the destruction of evidence.
4. Address an emergency or other dangerous situation.

b. Requests for Outside Law Enforcement; Agency and Outside Law Enforcement Interviews

It is anticipated that any request for additional outside law enforcement assistance will be made in collaboration with the Building Administration and reported to the Director of Safety and Security. However, as soon as practical after the SRO requests additional outside law enforcement assistance on school property, the SRO shall advise the Building Administration. Requests for additional outside law enforcement assistance shall be made only when necessary to protect the safety or security of members of the school community. [Board Policy 7.150 Agency and Police Interviews](#), and [Administrative Procedure 7.150-AP Agency and Outside Law Enforcement Interviews](#) are incorporated into this MOU and must be followed by SROs at all times, including the requirements in Section 3(a) above regarding parental notification of detainment and questioning on school grounds.

c. Search and Seizure

In order to maintain order and security in the schools, SROs are authorized to conduct reasonable searches of school property, as well as of students and their personal effects, when requested by school authorities. Pursuant to Illinois law, a search of a student on school grounds by an SRO at the request of school authorities is deemed a search by a school employee for Fourth Amendment purposes and thus is subject to the reasonableness standard, not the probable cause standard. All searches shall be conducted consistent with [Board Policy 7.140 Search and Seizure](#).

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Administrators shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the School District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objective and not excessively intrusive in light of the student's age and sex and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student. Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

Cell Phone/Electronic Device Searches

Searches of cell phones/electronic devices involve Fourth Amendment search and seizure issues and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and search the phone, or getting a warrant solves this issue.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the School District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

d. Body-Worn Cameras

Body-Worn Cameras (“BWCs”) by SROs and NPD Officers are subject to and must be in compliance with federal, state, and local regulations regarding their use and operation. The NPD shall notify the School District at least two weeks before SROs or NPD Officers begin use of BWCs, and it will provide written information and training to the Building Administrators of the schools in which the SROs or NPD Officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools.

Every SRO or NPD Officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, SROs and NPD Officers shall adhere to the objectives and procedures outlined in this MOU and the NPD’s General Operations Orders or similar policies when they utilize BWCs. The NPD shall, if not otherwise prohibited by law, provide to the School District copies of any such filming of

students, parents, employees, or others upon school property, upon request for such copies by the School District, as a law enforcement record. In the event that the NPD receives advice that providing a copy of such videos is prohibited, the NPD agrees to facilitate the availability of its SROs and NPD Officer(s) that made the video to testify, upon request by the School District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident.

Any such film or video taken by and kept in the possession of SROs or NPD Officers may be considered law enforcement records under the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. §1232g and 34 C.F.R. §99.8) and Ill. School Student Records Act (“ISSRA”) (105 ILCS 10/2(d)). Any copy of such film or video, if permitted by law to be provided to the District, may become an educational record of the School District. SROs and NPD Officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of [Board Policy 7.340 Student Records](#).

e. Student Records

Both parties recognize the privacy protections of federal and State law in the disclosure of student records. When sharing information, State and federal laws regarding school student records apply. See the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/; 23 Ill. Admin. Code Part 375). The applicable federal and/or State law shall control, and the District may refuse disclosure requests by the NPD without a warrant or subpoena/court order. SROs shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records when there is a demonstrable educational interest in the student in accordance with the requirements of [Board Policy 7.340, Student Records](#).

School student records may only be released to the NPD by the building principal. Information kept by SROs working in a school is not considered a school student record. See 105 ILCS 10/2. Information derived from reports of law enforcement to principals regarding students detained for proceedings are not considered a school student record. 105 ILCS 5/22-20. The school student records definition and [7.340-API, School Student Records](#) are incorporated into this MOU.

Within its standard operating procedures, the NPD will include training for SROs and NPD Officers about these laws, along with information about how to access the School District’s policies and procedures for school student records.

j. Live Feeds

The School District will provide SROs access to its video surveillance live feeds to one or more of its buildings. SRO access is strictly limited to safety reasons, or investigatory reasons when requested by a School District or Building Administrator. The School District will also provide the NPD access to its video surveillance live feeds. Access by the NPD shall be strictly limited to a health or safety emergency to allow its tactical forces to become familiar with current conditions that underlie the health or safety emergency.

k. Use of Force

Use of force may be implemented in accordance with applicable laws and pursuant to NPD policies, procedures, and protocols. An SRO shall provide Director of Safety and Security with a brief written summary anytime the SRO is involved in any physical altercation with a student or otherwise restrains a student.

J. Reports to School Resource Officers

1. Firearms; Drug-Related Incidents; Attacks on School Personnel

105 ILCS 5/10-27.1A requires a principal or designee immediately notify a local law enforcement agency upon receiving a report from any school official, including teachers, school counselors, and support staff, or from any other person, that they have observed a person in possession of a firearm on school grounds.

105 ILCS 5/10-27.1B requires the superintendent or designee to notify local law enforcement authorities immediately upon receiving a report from school personnel of a verified drug-related incident occurring in a school or on school property and to notify the Illinois State Police in a form, manner, and frequency as prescribed by the Illinois State Police.

105 ILCS 5/10-21.7 requires that upon receipt of a written complaint from school personnel, a school must report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools must also report these incidents to the Illinois State Board of Education (“ISBE”) through the school incident reporting system (“SIRS”) as they occur during the year by no later than August 1 for the preceding school year.

[Board Policy 7.190, Student Behavior](#), and [Administrative Procedure 4.170-API, Comprehensive Safety and Security Program](#), implement these statutes, and for purposes of satisfying the requirement of notifying local law enforcement, Building Administrators should notify their school’s assigned SRO.

2. Clear and Present Danger

430 ILCS 66/105 requires the principal of a public elementary or secondary school, or his or her designee, to report to the Illinois State Police when a student is determined to pose a clear and present danger to himself, herself, or to others, within 24 hours of the determination. “Clear and present danger” means a person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

These reports are made via the Illinois State Police Law Enforcement Portal, but should also be shared with the assigned SRO. Building Administrators should consult with their assigned SRO as needed to determine whether a “clear and present danger” exists.

3. Child Abuse or Neglect

The Abused and Neglected Child Reporting Act (325 ILCS 5/) requires that educational personnel immediately report to the Illinois Department of Children and Family Services (“DCFS”) when they have reasonable cause to believe that a child known to them in their professional or official capacities may be an abused child or neglected child. [Board Policy 5.90, Abused and Neglected Child Reporting](#), and [Administrative Procedure 5.190-API, Coordination with Children’s Advocacy Center](#), implement this requirement and require

coordination with DCFS, the applicable SRO, and local law enforcement regarding notifications to parents/guardians and investigations.

K. Information Sharing

The NPD and District agree to share information pertaining to the safety of school facilities, students, staff, and parents per the executed Intergovernmental Agreement Regarding the Reciprocal Reporting of Criminal Offenses.

L. Term; Termination

The term of this MOU shall commence on the date it has been signed by both Parties. This MOU shall automatically renew for a one-year term commencing July 1, 2024 and ending June 30, 2025. Thereafter, it shall automatically renew for successive one-year periods commencing July 1st of each year and expiring June 30th of the following year, unless terminated by either Party, with notice to the other Party, no later than March 15th of a given year. In the event of termination, both Parties shall continue to fulfill their obligations under the MOU until the end of the current term.

M. Insurance

The Parties agree that although placed in a formal educational environment SROs, when performing their respective law enforcement duties, are performing a police function that has been directed by the Town and NPD. Performance of SRO duties shall in no way be deemed, construed, or interpreted as performing police duties for the School District itself.

For the duration of this MOU, each Party shall purchase and maintain in full force and effect insurance coverage sufficient to cover its liabilities pursuant to this MOU or required by law, including, but not limited to, general liability and employer's liability coverage. General liability and employer's liability coverage shall be in an amount not less than \$1,000,000.00 per occurrence for personal injury and/or death and property damage. Coverage shall contain no exclusions for cross liability between insureds. Each Party shall provide the other Party a certificate of insurance evidencing the above coverage.

N. Indemnification; Immunities

1. Mutual Indemnification.

It is understood and agreed that neither Party to this MOU shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law and this MOU shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other Party or against third parties. The Parties further agree to indemnify, reimburse and hold each other, their respective board or council members, officers, employees, and agents harmless against any and all liabilities, damages, claims, causes of action, costs, expenses and fees, including attorney fees, that either Party incurs arising out of or occurring in connection with the other Party's negligent, reckless or intentional misconduct.

2. School District's Indemnification.

The School District shall indemnify, defend, reimburse, and hold the Town, its council members, officers, employees, and agents, harmless against any and all liabilities, damages, claims, causes of action, costs, expenses and fees, including attorney fees, that the Town incurs as a result of any action taken by an SRO or NPD Officer at the School District's, or its agents', direction.

3. Town's Indemnification.

Except as provided in Section (N)(0), The Town will indemnify the School District for actions taken by SROs.

4. Survival.

This Section (N), in its entirety, shall survive the expiration of termination of this MOU.

O. General Provisions

1. Scope of Agreement

Nothing in this MOU is intended to impose upon any Party a duty to report information to any other Party that is not otherwise required by law or an agreement between the Parties. This MOU shall not be interpreted as making an obligation of a Party mandatory that is otherwise discretionary under the law or vice versa. No Party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/) or the State Employee Indemnification Act (5 ILCS 350/).

2. Amendment

No change or modification of this MOU shall be valid unless it is in writing and is signed by all Parties.

3. Assignment

No Party to this MOU may assign it or its rights or obligations under this MOU.

4. Notices

All notices required pursuant to this MOU shall be in writing and sent by U.S. certified mail, postage prepaid, return receipt requested or by overnight express delivery to the address of the Party set forth below or as otherwise directed in writing by such Party or as provided under applicable state law. Notice is deemed given three (3) days after being deposited in the U.S. Mail for certified mail delivery or one (1) day after being deposited with an overnight express delivery courier for delivery to the correct address.

Notices shall be given as follows:

Notice to the School District:

Community Unit School District No. 5,
McLean and Woodford Counties, Illinois
Attn: Superintendent
1809 W. Hovey Ave.
Normal, IL 61761

With a copy to:

Community Unit School District No. 5,
McLean and Woodford Counties, Illinois
Attn: Attorney for the District
1809 W. Hovey Ave.
Normal, IL 61761

Notice to the Town:

Town Clerk
City Hall
11 Uptown Circle
Normal, IL 61761

With a copy to:

Normal Police Department
Attn: Chief of Police
100 E. Phoenix Ave.
Normal, IL 61761

5. Governing Law

This MOU shall be construed in accordance with and pursuant to the laws of the State of Illinois.

6. Non-Waiver of Breach

The failure of any party to insist upon strict performance of any of the terms or conditions of this MOU shall not be construed to be a waiver of such term or condition or any subsequent breach of it.

7. Severability

The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions of it, and it shall be construed in all respects as if such invalid or unenforceable provision were omitted.

8. Enforcement

No Party to this MOU shall be liable for any negligent or wrongful acts, either by omission or commission, chargeable to the other Party. This MOU shall not be construed to create a duty owed by any Party to any third party. The Board of Education and Town agree that the exclusive claims or remedies for breach of this MOU are limited to an action for specific performance or mandamus action or termination of the MOU. Each Party waives any and all other claims and remedies, direct or indirect, by way of subrogation or otherwise, that it may have against the other Party arising out of the performance or non-performance of any provision of this MOU.

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

TOWN OF NORMAL, ILLINOIS

President

President of the Board of Trustees
Town of Normal

ATTEST:

Secretary

Town Clerk

Services Agreement

This Services Agreement (this “**Agreement**”) is made and entered into effective as of the date that it has been signed by all parties (the “**Effective Date**”) by and between Cartwheel Health Services P.C. (“**Cartwheel**” or “**we**”) and Community Unit School District No. 5, McLean and Woodford Counties, Illinois located at 1809 Hovey Ave Normal, Illinois 61761 (the “**Local Educational Agency**” or the “**LEA**”, and collectively with Cartwheel, the “**Parties**”).

WHEREAS, Cartwheel has the capability and capacity to provide certain mental health care services; and

WHEREAS, the LEA desires to retain Cartwheel to provide students of the LEA (“**Recipients**”) with certain mental health care services under the terms and conditions hereinafter set forth, and Cartwheel is willing to perform such services.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Cartwheel and the LEA agree as follows:

1. Services. Cartwheel shall provide to the Recipients the services (the “**Services**”) set out in one or more statements of work to be issued by the LEA and accepted by Cartwheel (each, a “**Statement of Work**”). The initial accepted Statement of Work is attached hereto as Exhibit A. Additional Statements of Work shall be deemed issued and accepted only if signed by both Parties.

2. Cartwheel Obligations.

2.1 Cartwheel shall designate employees or contractors that it determines, in its sole discretion, to be capable of filling the employees or contractors that it deems sufficient to perform the Services set out in each Statement of Work.

2.2 Cartwheel shall designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**Cartwheel Contract Manager**”), with such designation to remain in force unless and until a successor to the Cartwheel Contract Manager is appointed.

3. LEA Obligations.

3.1 The LEA shall designate one of its employees or agents to serve as its primary contact with respect to this Agreement and to act as its authorized representative with respect to matters pertaining to this Agreement (the “**School Contract Manager**”), with such designation to remain in force unless and until a successor to the School Contract Manager is appointed.

3.2 The School Contract Manager shall make best efforts to respond promptly to any reasonable requests from Cartwheel for instructions, information, or approvals required by Cartwheel to provide the Services.

3.3 The LEA shall cooperate with Cartwheel in its performance of the Services set out in each Statement of Work, and make best efforts to provide Cartwheel with reasonable access to the LEA’s premises, employees, contractors, and equipment to enable Cartwheel to provide the Services, including but not limited to the following:

(a) Ensuring compliance with applicable student and family consent requirements, including responsibility for making sure all appropriate consents are in place prior to referring any student to Cartwheel for services;

(b) Coordinating meetings for school staff to get to know Cartwheel's team and learn how to use Cartwheel's services (e.g., referral system, telehealth platform, staff consultations);

(c) Meeting with Cartwheel's team during the school year to discuss progress and provide feedback;

(d) Ensuring that school staff and parents/legal guardians are aware of Cartwheel's services;

(e) Facilitating introductions with families of consenting, referred students, as appropriate; and

(f) If health care services are to be delivered via telehealth while a student is located at the school site: providing students with a safe, secure, and private setting to receive care and ensuring that students are able to access Cartwheel's secure telehealth software; and ensuring appropriate protocols are in place in case of a clinical emergency (including but not limited to designating an individual available onsite to communicate with Cartwheel's health care providers while services are being provided).

4. Fees and Expenses.

4.1 In consideration of the provision of the Services by Cartwheel and the rights granted to the LEA under this Agreement, the LEA shall pay the fees set out in the applicable Statement of Work. Payment to Cartwheel of such fees and the reimbursement of expenses pursuant to this Section 4 shall constitute payment in full for the performance of the Services.

4.2 In addition to all other remedies available under this Agreement or at law (which Cartwheel does not waive by the exercise of any rights hereunder), Cartwheel shall be entitled to suspend the provision of any Services if the LEA fails to pay any undisputed amounts when due hereunder and such failure continues for 60 days following written notice thereof.

5. Limited Warranty and Limitation of Liability.

5.1 Cartwheel warrants that it shall perform the Services:

(a) In accordance with the terms and subject to the conditions set out in the respective Statement of Work and this Agreement;

(b) Using personnel of industry standard skill, experience, and qualifications, and it represents and warrants that it will comply with federal, state, and local public health guidance in the conduct of the work supported by this Agreement. Cartwheel shall indemnify, hold harmless, and defend the LEA from any liability arising out of or relating to Cartwheel's material failure to follow such guidance in the conduct of the work supported by this Agreement, provided that the failure causes damages, harm, or injury;

(c) In a timely, workmanlike, and professional manner in accordance with generally recognized industry standards for similar services.

(d) Cartwheel shall use reasonable commercial efforts to promptly cure any material breach of this warranty; provided, that if Cartwheel cannot cure such breach within a reasonable time (but no more than 30 days) after the LEA's written notice of such breach, the LEA may, at its option, terminate the Agreement by serving written notice of termination in accordance with 11.2.

(e) In the event the Agreement is terminated pursuant to 5.1(d) above, Cartwheel shall within 30 days after the effective date of termination, refund to the LEA any fees paid by the LEA as of the date of termination for the Service or Deliverables (as defined in 6 below), less a deduction equal to the fees for receipt or use of such Deliverables or Service up to and including the date of termination on a pro-rated basis.

(f) The foregoing remedy shall not be available unless the LEA provides written notice of such breach within 30 days after LEA knows of such breach.

5.2 CARTWHEEL MAKES NO WARRANTIES EXCEPT FOR THAT PROVIDED IN 5.1, ABOVE. ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, ARE EXPRESSLY DISCLAIMED.

6. Intellectual Property. All intellectual property rights, including copyrights, patents, patent disclosures and inventions (whether patentable or not), trademarks, service marks, trade secrets, know-how and other confidential information, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, derivative works and all other rights (collectively, "**Intellectual Property Rights**") in and to all documents, work product and other materials that are delivered to the LEA or any Recipient under this Agreement or prepared by or on behalf of Cartwheel in the course of performing the Services, including any items identified as such in the Statement of Work (collectively, the "**Deliverables**") except for any Confidential Information of the LEA or the LEA materials shall be owned by Cartwheel.

7. Confidential Information.

7.1 Notwithstanding anything herein, the LEA agrees that subject to data privacy laws and/or requirements, if applicable, including, without limitation, the Student Online Personal Protection Act, 105 ILCS 85/, the Children's Online Privacy Protection Act, 15 U.S.C. § 6501 et seq., The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (hereinafter, "FERPA"), and state laws and regulations concerning Student Records, Cartwheel has the right to aggregate, collect and analyze information relating to the performance of its services and shall be free (during and after the term hereof) to (i) use such data and other information to improve Cartwheel's services, and (ii) disclose such information solely in an aggregated and anonymized format that does not identify LEA or any individual.

8. Representations and Warranties.

8.1 Each party represents and warrants to the other party that:

(a) it is duly organized, validly existing and in good standing as a corporation, School District, governmental body or other entity as represented herein under the laws,

ordinances, resolutions, rules, and regulations of its jurisdiction of legislation, ordinance, resolution, incorporation, organization, or chartering;

(b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder;

(c) the execution of this Agreement by its official or representative whose signature is set forth at the end hereof has been duly authorized and approved by all necessary legislative, corporate action of the party; and

(d) when executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.

8.2 The LEA certifies, represents and warrants that it has approved and budgeted the amount of funds specified in the Agreement, including in the Statement of Work incorporated in the Agreement, for the fiscal year and term of this Agreement.

9. Confidentiality and Privacy. The Parties agree to comply with all obligations under any applicable information privacy laws, which may include HIPAA, FERPA, COPPA, as well as other federal, state, and local laws. For the avoidance of doubt, the Parties agree and acknowledge that Cartwheel is not performing an institutional service or function for which the LEA would otherwise use employees and is not a school official pursuant to 34 C.F.R. § 99.31(a)(1)(i)(B). Prior to receiving any Services, each Recipient must complete Cartwheel's standard health consent forms. LEA shall be solely responsible for obtaining any consent or authorization necessary for LEA to disclose Personal Data concerning a student to Cartwheel. Cartwheel shall be solely responsible for obtaining any authorization necessary for Cartwheel to disclose Protected Health Information ("PHI") to LEA. "Personal Data" means any information in any medium concerning an individual, which because of name, identifying number, mark or description can be associated with a particular individual, provided that the information is not contained in a public record and shall not include intelligence information, evaluative information, or criminal offender record information as defined in G.L. c. 6, § 167. PHI means information in any form or medium that relates to the past, present or future, physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe can be used to identify the individual that the Provider receives, creates or uses under the Agreement. The term PHI applies to the original data and to any data derived or extracted from the original data. PHI constitutes a subset of Personal Data.

10. Term, Termination, and Survival.

10.1 This Agreement shall commence and continue as provided in Exhibit A.

10.2 Either Party may terminate this Agreement for cause, effective upon written notice to the other Party (the "**Defaulting Party**") if the Defaulting Party:

(a) Materially breaches this Agreement, and the Defaulting Party does not cure such breach to the satisfaction of the other Party within 30 days after receipt of written notice of such breach, or such material breach is incapable of cure. Such satisfaction shall not be unreasonably withheld.

(b) Becomes insolvent or admits its inability to pay its debts generally as they become due.

(c) Becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within 7 business days or is not dismissed or vacated within 45 business days after filing.

(d) Is dissolved or liquidated or takes any corporate action for such purpose.

(e) Makes a general assignment for the benefit of creditors.

(f) Has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

10.3 Either Party can terminate this Agreement for any reason, without cause, at anytime, with sixty (60) days written notice. If LEA terminates the Agreement without cause, the LEA will not be responsible for any installment payments or any other payments under the Agreement upon expiration of the sixty (60) day period, other than payments for services provided prior to the expiration of the sixty (60) day period (on a pro-rated basis).

10.4 Notwithstanding anything to the contrary in 10.2(a), Cartwheel may terminate this Agreement before the expiration date of the Term on written notice if the LEA fails to pay any amount when due hereunder and such failure continues for 30 days after the LEA's receipt of written notice of nonpayment.

10.5 The rights and obligations of the Parties set forth in this Section 10.5 and in Sections 5.2, 6, 9, 11, 13, 21, 22, and 23, and any right or obligation of the Parties in this Agreement which, by its nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement.

11. Limitation of Liability.

11.1 IN NO EVENT SHALL CARTWHEEL OR THE LEA BE LIABLE TO THE OTHER PARTY OR TO ANY THIRD PARTY OR THIRD-PARTY BENEFICIARY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES UNDER ANY THEORY, WHETHER ARISING OUT OF BREACH OF CONTRACT OR TORT (INCLUDING NEGLIGENCE), EVEN IF THE PARTY ALLEGEDLY CAUSING SUCH DAMAGES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE PARTIES WAIVE ANY RIGHT TO RECOVER SUCH DAMAGES.

11.2 Cartwheel or its insurer shall indemnify the LEA and its officers, agents, employees and volunteers (collectively "LEA Parties") against claims, demands, liability, judgments, awards, losses, damages, expenses or costs (hereinafter collectively referred to as "Claims"), to the extent caused by any negligent act or willful misconduct of Cartwheel or its officers, employees, agents, contractors, licensees, or servants connected to the Services covered by this Agreement. If it is determined that such Claim was caused in part by the negligence, contributory or comparative negligence, or willful misconduct of the LEA, then Cartwheel or its insurer shall only be obligated to indemnify LEA Parties for Cartwheel's comparative negligence.

11.3 The LEA or its insurer shall indemnify Cartwheel and its officers, agents, employees and volunteers (collectively “Cartwheel Parties”) against claims, demands, liability, judgments, awards, losses, damages, expenses or costs (hereinafter collectively referred to as “Claims”), to the extent caused by any negligent act or willful misconduct of the LEA or its officers, employees, agents, contractors, licensees, or servants connected to the Services covered by this Agreement. If it is determined that such Claim was caused in whole or in part by the negligence, contributory or comparative negligence, or willful misconduct of Cartwheel, then LEA or its insurer shall only be obligated to indemnify Cartwheel for LEA’s comparative negligence.

11.4 IN NO EVENT SHALL CARTWHEEL’S OR LEA’S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO CARTWHEEL PURSUANT TO THIS AGREEMENT.

11.5 THE AMOUNT OF CARTWHEEL’S AGGREGATE LIABILITY SHALL BE LIMITED TO THE NET OF ANY AMOUNTS ACTUALLY RECOVERED BY THE LEA UNDER ANY INSURANCE POLICY MAINTAINED BY CARTWHEEL OR BY OR ON BEHALF OF THE LEA OR ANY OTHER CONTRACTUAL OBLIGATION BENEFITTING THE LEA THAT DIRECTLY RELATES TO THE LIABILITY. THE LEA SHALL USE COMMERCIALY REASONABLE EFFORTS TO PURSUE ANY CLAIMS FOR INSURANCE, SET-OFF OR INDEMNIFICATION TO THE EXTENT APPLICABLE IN CONNECTION WITH ANY CLAIM.

12. Entire Agreement. The following documents forming the Contract, are incorporated by reference herein, and are referred to as the “Contract Documents”: This Agreement, any and all Exhibits including Statements of Work, schedules, attachments and appendices. The Contract Documents constitute the sole and entire agreement of the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, regarding such subject matter. The parties acknowledge and agree that if there is any conflict between the terms and conditions of this Agreement and the terms and conditions of any Statement of Work, the terms and conditions of this Agreement shall supersede and control.

13. Notices. All notices, requests, consents, claims, demands, waivers and other communications under this Agreement (each, a “**Notice**”, and with the correlative meaning “**Notify**”) must be in writing and addressed to the other Party at its address set forth below (or to such other address that the receiving Party may designate from time to time in accordance with this section). Unless otherwise agreed herein, all Notices must be delivered by personal delivery, nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only (a) on receipt by the receiving Party; and (b) if the Party giving the Notice has complied with the requirements of this section.

Notice to LEA:

Community Unit School District No. 5, McLean and Woodford
Counties, Illinois
1809 Hovey Ave
Normal, Illinois 61761
Attn: Superintendent
Email: weiklele@unit5.org

Notice to Cartwheel:

Cartwheel Health Services P.C.
700 Massachusetts Avenue, 3rd Floor
Cambridge, MA 02139
Attention: Juliana Chen, President
Email: juliana@cartwheelcare.org

With a Copy to:
Cartwheel Care Inc.
700 Massachusetts Avenue, 3rd Floor
Cambridge, MA 02139
Attention: Joseph English, CEO
Daniel Tartakovsky, COO
Emails: joe@cartwheelcare.org
daniel@cartwheelcare.org

With a Copy to:
Keith Wiener, Esq.
Holland & Knight LLP
1180 West Peachtree Street, NW, Suite 1800
Atlanta, GA 30309
Email: keith.wiener@hkllaw.com

14. Severability. If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon a determination that any term or provision is invalid, illegal or unenforceable, the court may modify this Agreement to effect the original intent of the Parties as closely as possible in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15. Amendments. No amendment to or modification of or rescission, termination or discharge of this Agreement is effective unless it is in writing, identified as an amendment to or rescission, termination or discharge of this Agreement and signed by an authorized representative of each Party.

16. Waiver. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

17. Assignment. Neither Party shall assign or subcontract any interest, rights or obligations in this agreement without prior written consent of the other party.

18. Successors and Assigns. This Agreement is binding on and inures to the benefit of the Parties to this Agreement and their respective permitted successors and permitted assigns.

19. Relationship of the Parties. The relationship between the Parties is that of independent contractors. The Parties agree that Cartwheel and any assignee, as well as any individual working for both is an independent contractor and is not an employee of the LEA for any purpose. Nothing in this

Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the LEA and Cartwheel and any assignee, or any individual working for Cartwheel or any assignee.

The details of the method and manner for performance of the Services by Cartwheel and any assignee shall be under its own control, the LEA being interested only in the results thereof. Cartwheel and any assignee shall be solely responsible for supervising, controlling and directing the details and manner of the completion of the Services. Nothing in this Agreement shall give the LEA the right to instruct, supervise, control, or direct the details and manner of the completion of the Services. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

Neither Cartwheel, nor anyone performing services on Cartwheel's behalf, either as an agent or sub-contractor, or any assignee shall be eligible to participate in any benefit program provided by the LEA for its employees.

Cartwheel and any assignee shall be solely responsible for, and shall pay, any and all taxes and withholding that may be assessed as a result of the work performed by Cartwheel and/or any assignee under this Agreement including, without limitation, federal and state income taxes, workers' compensation insurance, disability insurance, unemployment insurance, etc. Cartwheel and any assignee are also solely responsible for the creation and maintenance of appropriate legal entities necessary to operate independently.

Cartwheel and any assignee does not have, nor shall Cartwheel hold itself out as having, any right, power, or authority to create any contract or obligation, either express or implied, on behalf of, in the name of, or binding upon the LEA, or to pledge the LEA credit, or to extend credit in the LEA's name, unless the LEA shall consent to the obligation in advance.

20. Insurance. During the term of this Agreement, Cartwheel and any assignee or contractor, shall obtain and maintain general and professional liability insurance with policy limits having minimum coverage of \$1,000,000 per occurrence and \$3,000,000 in aggregate, which can be met through an umbrella or standard policy or any combination thereof. The insurance shall be evidenced by a Certificate of Insurance reflecting the minimum coverage limits, and the Certificate of Insurance shall be updated each policy term and provided to the LEA.

21. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective permitted successors and assigns and nothing in this Agreement, express or implied, confers on any other Person any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

22. Choice of Law. The Contract shall be governed by the laws of the State of Illinois. The Contract documents are intended to comply with all applicable provisions of Illinois General Laws and, to the extent that any conflict with the requirements of said chapter arises, the statutory requirements will govern.

23. Dispute Resolution. Each Party agrees to submit all material disputes arising under this Agreement to non-binding Mediation. The Parties shall agree to the mediator.

24. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. Notwithstanding anything to the contrary in Section 13, a signed copy of this Agreement delivered by email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

25. Force Majeure. No Party shall be liable or responsible to the other Party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations of the LEA to make payments to Cartwheel hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("**Impacted Party**") reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages; and (i) other similar events beyond the reasonable control of the Impacted Party.

The Impacted Party shall give notice within 5 days of the Force Majeure Event to the other Party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 30 consecutive days following written notice given by it under this Section 25, the other Party may thereafter terminate this Agreement upon 60 days' written notice.

26. Agreement for Logo Use. To support the partnership and promote utilization of mental health services in support of improving student mental health, LEA grants Cartwheel a nonexclusive right to display LEA's logo and name on Cartwheel's website and in advertising materials (for example, fliers distributed to school staff or to families to support utilization of specific services). Cartwheel agrees not to use LEA's logo or name in any way to indicate that it has any ownership or control of LEA or in any way that would harm LEA's reputation. LEA may require Cartwheel to remove any and all references to its logo or name at any time by sending a Notice under this Services Agreement, by submitting a written request on Cartwheel's website, or by contacting Cartwheel's office by email. In such an event, Cartwheel shall remove all such references no later than 30 days from the request date.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date by their respective duly authorized officers, and expressly state that the undersigned have the full power and authority and approvals to execute the Agreement and that the Agreement is valid and binding.

LEA

By: _____
Name: Jeremy DeHaai
Title: Board President
Date:

Cartwheel

By: _____
Name: Daniel Tartakovsky
Title: Chief Operating Officer
Date:

EXHIBIT A

INITIAL STATEMENT OF WORK

A. Cartwheel Services for LEA

Cartwheel agrees to provide LEA with the mental health services described below. These services shall commence on **July 1, 2024** and shall continue through **June 30, 2025**. Services shall be subject to renewal based on the parties' mutual agreement. Under this Statement of Work, Cartwheel will accept new referrals at any time between the two dates listed in the previous sentence for students to receive services from Cartwheel.

1. Direct care for students and families delivered by Cartwheel's licensed Care Team

Timely referrals for mental health services: Cartwheel will accept referrals for up to **100 LEA students enrolled in grades 6-12** for mental health services provided by licensed clinicians on Cartwheel's team via telehealth.

- Students referred to Cartwheel will be eligible for a mental health assessment, typically lasting 1 hour. Referrals must be made by appropriate school staff such as a school counselor. After each referral is submitted, Cartwheel will contact the referred student's parent/legal guardian to offer the assessment, which will be conducted via telehealth by a therapist qualified to provide services in the student's state of residence.
- Cartwheel will provide access to assessments in a timely manner and without putting students on a waitlist, provided that the volume of referrals is distributed consistently throughout the coverage period. If the volume of referrals is higher than expected during some months, Cartwheel will make reasonable efforts to avoid waitlists for care.
- A referral from LEA to Cartwheel will count toward the maximum referral number listed above once the referred student (and/or parent/guardian, if applicable) is scheduled for their first intake appointment. Please note: With prior notice, Cartwheel allows students and parents/guardians to reschedule intakes with prior notice but may discharge students who miss/no-show 2 consecutive scheduled intakes.
- After the initial assessment, Cartwheel will work with the student and family to develop a care plan that meets their needs and preferences. As appropriate, Cartwheel will provide weekly evidence-based therapy (typically lasting 2 to 4 months) via telehealth. Each student's plan will be informed by the Cartwheel care team's expert clinical judgment as well as family and student preferences.
- Where clinically appropriate, referrals may be made for services for parents/guardians across all grades listed above. **Individual virtual therapy is typically not clinically indicated for young students or in other situations in which a student is unable or not interested in engaging in virtual therapy. In these situations, Cartwheel reserves the right to offer parent guidance sessions instead of individual therapy sessions.**
- As clinically appropriate and subject to Cartwheel obtaining necessary authorization to disclose PHI to LEA as required by applicable law, Cartwheel will collaborate with LEA staff throughout care.
- Cartwheel will handle referral logistics, including maintaining a website and school referral form, communicating with families, scheduling consultations, delivering clinical services, handling payment, billing insurance, and coordinating with external providers.

- Students and families will access Cartwheel’s services via a secure telehealth platform and be able to securely message Cartwheel’s care team between visits.

Highly qualified team: For provision of these services, Cartwheel will make available an interdisciplinary care team consisting of multiple Mental Health Therapists, a Psychiatrist/Psychiatric Nurse Practitioner, and a Program Manager. Cartwheel agrees to only engage highly trained mental health professionals who hold all necessary state licenses to provide mental health services.

Medication evaluation: In some situations, appropriate medication can help address mental health symptoms and can be used in conjunction with therapy. Based on their independent clinical judgment, Cartwheel’s care team may offer families a consultation regarding medications for a range of mental health conditions. If clinically appropriate and subject to appropriate consents from the student and parent/guardian, Cartwheel’s licensed providers may prescribe certain medications in their independent judgment. However, Cartwheel shall not manage any pharmacy benefits or submit claims for prescriptions on behalf of patients.

Family involvement: In addition to obtaining all necessary consents from family/caregivers, Cartwheel shall engage with and support families throughout the care process. For example, we involve parents/guardians in the evaluation, initiation of treatment, and medication prescription for minor students.

Flexible location and timing: Upon request by LEA, Cartwheel shall provide referred students virtual care at school (e.g., via a computer in a school counselor’s office), at home, or both. Cartwheel agrees to work with LEA to determine the right location and timing for services.

Transition to ongoing care: For students who require longer-term or more specialized care than Cartwheel can provide directly, Cartwheel shall assign a trained Care Manager to work with students and families of LEA to find ongoing care outside of Cartwheel. For example, the Care Manager may help connect families to a primary care provider or a mental health specialist for follow-up care. As appropriate, Cartwheel may contact health care providers on the student’s behalf. Cartwheel is not able to guarantee the availability of appointments with other health care providers.

Scope of services: Cartwheel can help with a wide range of needs, such as: Anxiety, stress, depression, grief, low self-esteem, self-harm, anger, bullying, concentration, motivation, family, relationships, trauma, sleep issues, and more. Cartwheel will not be responsible for:

- Emergency services (e.g., mobile crisis intervention); Cartwheel’s services will not interrupt active crisis evaluations and cannot serve as substitute discharge dispositions in the setting of a crisis and/or mobile crisis evaluation and/or emergency room evaluation
- Provision of ongoing care for the student beyond services described above (e.g., intensive outpatient programs, partial programs)
- Decisions regarding school accommodations, special education and/or related services, and/or educational placements
- Treatment for severe intellectual or developmental disabilities, primary eating disorders, active psychosis or mania, or primary substance use disorders (if a student has co-occurring conditions, where clinically appropriate Cartwheel will treat the condition(s) within scope)
- Speech / occupational therapy, psychoeducational assessments, or IEP case management

2. Ongoing collaboration to strengthen Tier III and Tier II services

Cartwheel will make its Program Manager and/or other members of the Care Team available as needed to consult and collaborate with LEA mental health leadership and school staff to strengthen Tier III and Tier II services. Upon the reasonable request of LEA, Cartwheel's team shall join regular (e.g., monthly) meetings to ensure open communication and partnership. These meetings can be used to discuss student cases (with guardian consent), think through broader school mental health strategies (e.g., school climate surveys), provide professional development for school or clinical staff, or other topics the school team would find helpful. During these meetings, our team can also share de-identified data on the utilization and impact of Cartwheel's services.

B. Cost of Services

Cost to LEA:

- As consideration for the Services, LEA shall pay Cartwheel **\$65,000** (the "Fee") in up to two (2) installments. The first installment shall be paid no later than 30 days after the effective date, and, if LEA chooses to pay in two installments, the second shall be paid no later than 90 days after the effective date.
- **In support of equitable access to care for students and families Cartwheel shall cover the cost of services for up to 5 uninsured students at no additional charge to LEA.** For additional uninsured students referred above this number, LEA shall pay Cartwheel \$1,000 per referral. As with all referrals from LEA to Cartwheel, a referral will count as having been utilized once the referred student (and/or parent/guardian, if applicable) is scheduled for their first intake appointment. Cartwheel shall submit monthly invoices for additional referrals of uninsured students, and LEA shall remit payment within 30 days of invoice submission.

Cost to Families:

- Families who do not have health insurance: No out-of-pocket costs.
- Families with Medicaid or commercial insurance where Cartwheel is in network: Standard copayment, coinsurance, and/or deductible for eligible services delivered by a Cartwheel provider.
- Families with commercial insurance that does not cover Cartwheel's services: Services will be subject to Cartwheel's standard rates and financial assistance policy, which may be updated from time to time and made available via Cartwheel's website. Prior to starting care, Cartwheel shall provide the family with a cost estimate and any applicable rates and financial assistance policies so that they can make an informed decision regarding services
- Note: Any medication prescriptions shall be sent to the student/family's preferred pharmacy and may require a copayment or coinsurance from the family. Cartwheel is not responsible for dispensing or covering the cost of medication. Cartwheel does not submit claims or bills for students/family in connection with any medicines prescribed.

POLICIES REGARDING NO-SHOWS/CANCELLATIONS:

- We work hard to offer appointments without a waitlist and expect students and their family members to consistently attend sessions. Missed or canceled sessions can delay a student's progress, prevent other families from accessing care, and be disruptive for therapists and school counselors. At the same time, we also recognize that serious illnesses, family emergencies, and other extenuating circumstances come up from time to time. Cartwheel shall collaborate with students and families with these exceptions in mind to support consistent attendance.
- Cartwheel shall not charge no-show/cancellation fees when prohibited by law. However, we reserve the right to maintain a no-show/cancellation policy that may include no-show/cancellation fees (where allowed by law) and to update this policy from time to time. We will share our up-to-date no-show/cancellation policy with those receiving services prior to their first appointment.
- If students and/or family members repeatedly miss or cancel appointments, Cartwheel reserves the right to pause or stop providing services. Prior to pausing or stopping services, and when allowed by applicable law, Cartwheel shall notify referring LEA staff or other designated LEA personnel and attempt to engage the student and/or family to evaluate continued interest in receiving services.

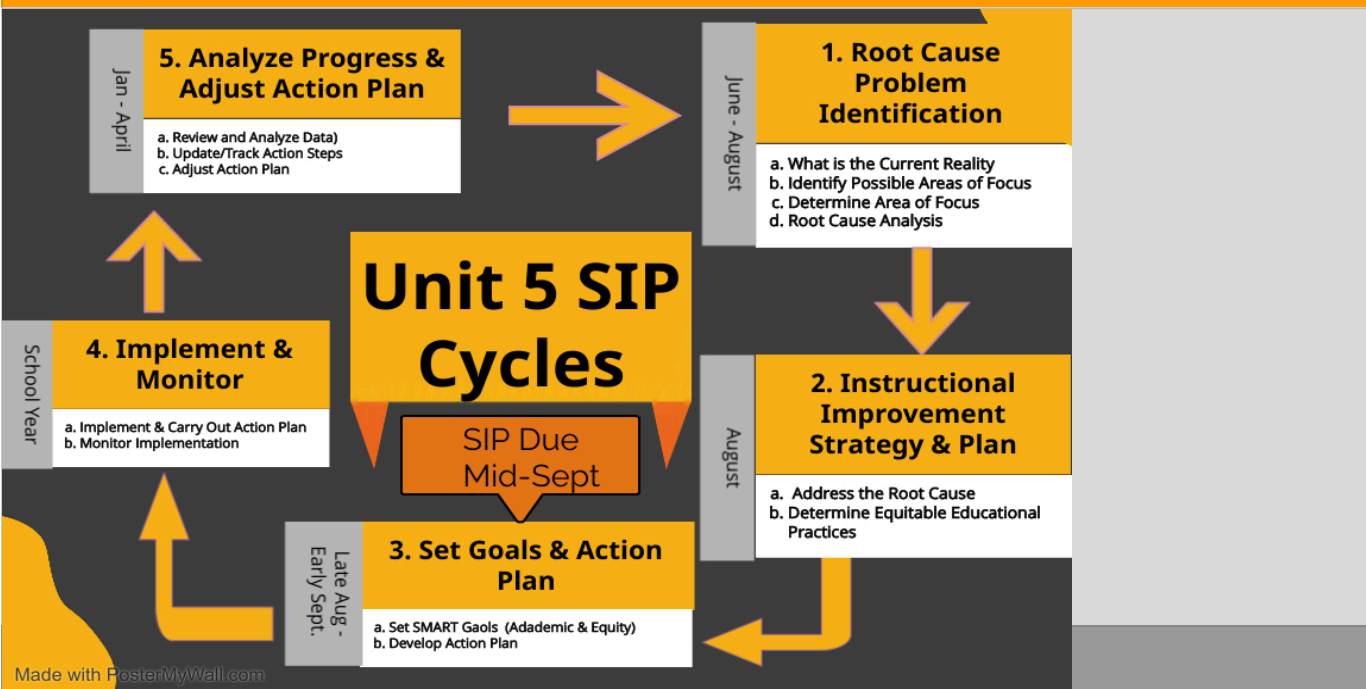
	<h2>Unit 5 School Improvement Plan Template</h2> <h3><u>SIP Directions & Slides</u></h3>		School Year:	2023-24
	Building:	Sugar Creek	Admin. Name:	Scott Vogel

Important Dates	
Due Date	Meeting/Task
October 14th	Plans completed and shared
February 3rd	Analyze progress, adjust action plans, internal reporting
April 28th	Goal Results

Cycles of Inquiry for Finding & Solving Problems

Cycles of Inquiry includes a five-step, action/analysis process that can be continuously refined to address the needs of the specific school, grade level, content area, or classroom context. The five steps involved in the Cycles of Inquiry approach include problem identification, strategy selection, goal setting, teacher learning, and diagnosis of implementation and impact. The Cycles of Inquiry Logic Model is organized around a proposition that links student learning outcomes with adult instructional practice. Not only will leadership teams consider student learning data in their analysis, but they will methodically collect and interpret instructional data in the form of artifact reviews or observable adult behaviors. Taken together, this more robust investigation results in sound strategy selection with a stronger logic connection to the problem of origin unique to the school. The diagram below illustrates the five step process that make-up the Cycles of Inquiry Design.

Five Step Process



1. Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

What Is The Current Reality?

- Identify the Problem
- Make Observations
- Discuss data without bias. Focus should be on instructional/system changes, not a focus on families or students.

[Admin Digging into Data Directions and Templates](#)

Selecting a “Focus Area/Topic”

- Only select areas we have control over and can influence

What Is the Root Cause?

- Ask the 5 Whys
- Agree on the Potential Root Cause

[Let's Practice Cycles of Inquiry & Root Cause](#) (presentation)

[Let's Practice Cycles of Inquiry & Root Cause](#) (handout)

2. Select Instructional Improvement Strategy

What can be done to address the identified and agreed upon Root Cause of the Focus Area/Topic?

[Elementary Root Cause Resources](#)

Which Equitable Educational Practice connects to the Root Cause Analysis?

- *Equitable Instructional Practices*
- *Radically Inclusive Relationships*

Reading Goal

Instructional Leadership Team Members

Jessica Woodall -4	Priscilla Steers -2	Melissa Polley -K	Monique Hall -1	Amanda Cerne -2	

Meeting Dates:

8/3/23	9/14/23	10/12/23	11/9/23	12/14/23	1/11/24
2/8/24	3/14/24	4/11/24	5/9/24		

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and ink in your data analysis and other documents here.

Data

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and **examples**, please see the linked document.

For the 24-25 school year, Sugar Creek students in Grades 1-5 will collectively make 5% growth in the performance level meets/exceeds collectively from the fall district assessemnt through the spring district assessment by focusing on staff learning while shifting and refining instructional practices to increase student achievement.

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

Sugar Creek Staff (teachers, support staff and paraprofessionals) will accomplish this goal by attending professional development activites within the school year and through focused PLC work. Accomplishing this goal will benefit the students by increasing their knowledge, goal setting and awareness of the why behind the district assessment. The staff will review the progress of the SIP plan to assess what is working and what needs to still be addressed.

Action Plan with Specific Measures of Progress

esign, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to

Action Step	Person Responsible	Target Date	Evidence
SIP summer summit work through ROE 17	Team Members	June 24th and 25th	
Focused PLCs	Team Members	1st semster	PLC documentation
Literacy coach - coaching cycles	Tracie Ghrist	ongoing	XX number of teacher have signed up for a coaching cycle.
Literacy coach - trainings during institutes	Tracie Ghrist	ongoing	
Purposeful and intentional intervention block planning/ lesson implementation	Team Members	ongoing	teachers continue to work on ideas and intentional intervention planning
BLT reading walkthrough discussion	Scott Vogel	beginning of year	

Utilize building experts at SIP/Institute days	staff	ongoing	
Provide opportunities for staff to observe other staff during workshop		ongoing	

Math Goal

Instructional Leadership Team Members

Meeting Dates:

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and ink in your data analysis and other documents here.

Data

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and **examples**, please see the linked document.

For the 24-25 school year, Sugar Creek students in Grades 1-5 will collectively make 6% growth in at or above grade level collectively from the fall district assessemnt through the spring district assessment by focusing on staff learning while shifting and refining instructional practices to increase student achievement.

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

Sugar Creek Staff (teachers, support staff and paraprofessionals) will accomplish this goal by attending professional development activites within the school year and through focused PLC work. Accomplishing this goal will benefit the students by increasing their knowledge, goal setting and awareness of the why behind the district assesement. The staff will review the progress of the SIP plan to assess what is working and what needs to still be addressed.

Action Plan with Specific Measures of Progress

design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to

Action Step	Person Responsible	Target Date	Evidence
SIP summer summit work through ROE 17	Team Members	June 24th and 25th	
Focused PLCs	Team Members	1st semester	PLC documentation
Math coach - coaching cycles	Jen Gibson/ Angie Grubic	ongoing	XX number of teacher have signed up for a coaching cycle.
Math coach - trainings during institutes	Jen Gibson/ Angie Grubic	ongoing	
Purposeful and intentional intervention block planning/ lesson implementation	Team Members	ongoing	teachers continue to work on ideas and intentional intervention planning

Literacy coach - coaching cycles	Tracie Ghrist		XX number of teacher have signed up for a coaching cycle.
Literacy coach - trainings during institutes	Tracie Ghrist		
A focus on the middle of the road students (yellow)	Cari Roop	ongoing 23-24	what other supports can we make sure are taking place in tier 1 classroom opportunitites
Purposeful intervention block planning	staff		teachers continue to work on ideas and intentional intervention planning
Intentional intervention blocks	Cari Roop	August	intervention blocks are spread throughout the day
Specific reading workshop walk-throughs	Cari Roop	ongoing 23-24	
Utilize building experts at SIP/Institute days	staff	ongoing 23-24	
Provide oportunites for staff to observe other staff during workshop	Jessica Woodall	December 23	Gathered data and only 2 staff have pursued the opportunity.
Jen Chlebowski - running record review	Jen Chlebowski	March 2024	

Academic Goal

Instructional Leadership Team Members

Jessica Woodall -4	Priscilla Steers -2	Melissa Polley -K	Monique Hall -1	Amanda Cerne -2	

Meeting Dates:

8/3/23	9/14/23	10/12/23	11/9/23	12/14/23	1/11/24
2/8/24	3/14/24	4/11/24	5/9/24		

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and ink in your data analysis and other documents here.

Data

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and **examples**, please see the linked document.

For the 24-25 school year, Sugar Creek students in Grades 1-5 will collectively make 5% growth in meets/exceeds collectively from the fall district assesemnt through the spring district assessment by focusing on staff learning while shifting and refining instructional practices to increase student achievement.

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

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Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

Sugar Creek Staff (teachers, support staff and paraprofessionals) will accomplish this goal by attending professional development activities within the school year and through focused PLC work. Accomplishing this goal will benefit the students by increasing their knowledge, goal setting and awareness of the why behind the aReading assessment. The staff will review the progress of the SIP plan to assess what is working and what needs to still be addressed.

Action Plan with Specific Measures of Progress

design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to

Action Step	Person Responsible	Target Date	Evidence
PLC - Literacy	Jessica Woodall	1st semester	PLC documentation
PLC - Literacy	Cari Roop	2nd semester	PLC documentation
Literacy coach - coaching cycles	Tracie Ghrist		XX number of teacher have signed up for a coaching cycle.
Literacy coach - trainings during institutes	Tracie Ghrist		
A focus on the middle of the road students (yellow)	Cari Roop	ongoing 23-24	what other supports can we make sure are taking place in tier 1 classroom opportunities
Purposeful intervention block planning	staff		teachers continue to work on ideas and intentional intervention planning
Intentional intervention blocks	Cari Roop	August	intervention blocks are spread throughout the day
Specific reading workshop walk-throughs	Cari Roop	ongoing 23-24	
Utilize building experts at SIP/Institute days	staff	ongoing 23-24	
Provide opportunities for staff to observe other staff during workshop	Jessica Woodall	December 23	Gathered data and only 2 staff have pursued the opportunity.
Jen Chlebowski - running record review	Jen Chlebowski	March 2024	

Academic Goal

Instructional Leadership Team Members

Jessica Woodall -4	Priscilla Steers -2	Melissa Polley -K	Monique Hall -1	Amanda Cerne -2	
Meeting Dates:					
8/3/23	9/14/23	10/12/23	11/9/23	12/14/23	1/11/24
2/8/24	3/14/24	4/11/24	5/9/24		

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and link in your data analysis and other documents here.

Data

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and **examples**, please see the linked document.

For the 24-25 school year, Sugar Creek students in Grades 1-5 will collectively make 5% growth in meets/exceeds collectively from the fall district assessment through the spring district assessment by focusing on staff learning while shifting and refining instructional practices to increase student achievement.

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

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Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

Sugar Creek Staff (teachers, support staff and paraprofessionals) will accomplish this goal by attending professional development activities within the school year and through focused PLC work. Accomplishing this goal will benefit the students by increasing their knowledge, goal setting and awareness of the why behind the aReading assessment. The staff will review the progress of the SIP plan to assess what is working and what needs to still be addressed.

Action Plan with Specific Measures of Progress

design, and facilitate places, spaces, and times for staff learning and instructional practice development focused on school improvement to

Action Step	Person Responsible	Target Date	Evidence
PLC - Literacy	Jessica Woodall	1st semester	PLC documentation
PLC - Literacy	Cari Roop	2nd semester	PLC documentation
Literacy coach - coaching cycles	Tracie Ghrist		XX number of teacher have signed up for a coaching cycle.
Literacy coach - trainings during institutes	Tracie Ghrist		
A focus on the middle of the road students (yellow)	Cari Roop	ongoing 23-24	what other supports can we make sure are taking place in tier 1 classroom opportunities
Purposeful intervention block planning	staff		teachers continue to work on ideas and intentional intervention planning
Intentional intervention blocks	Cari Roop	August	intervention blocks are spread throughout the day
Specific reading workshop walk-throughs	Cari Roop	ongoing 23-24	
Utilize building experts at SIP/Institute days	staff	ongoing 23-24	
Provide opportunities for staff to observe other staff during workshop	Jessica Woodall	December 23	Gathered data and only 2 staff have pursued the opportunity.
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Academic Goal

Instructional Leadership Team Members

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Meeting Dates:

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2/8/24	3/14/24	4/11/24	5/9/24		

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Jen Chlebowski - running record review	Jen Chlebowski	March 2024	



Unit 5 School Improvement Plan Template

SIP Directions & Slides

School Year: 2024-2025

Building: Pepper Ridge Admin. Name: Shannon Panetta

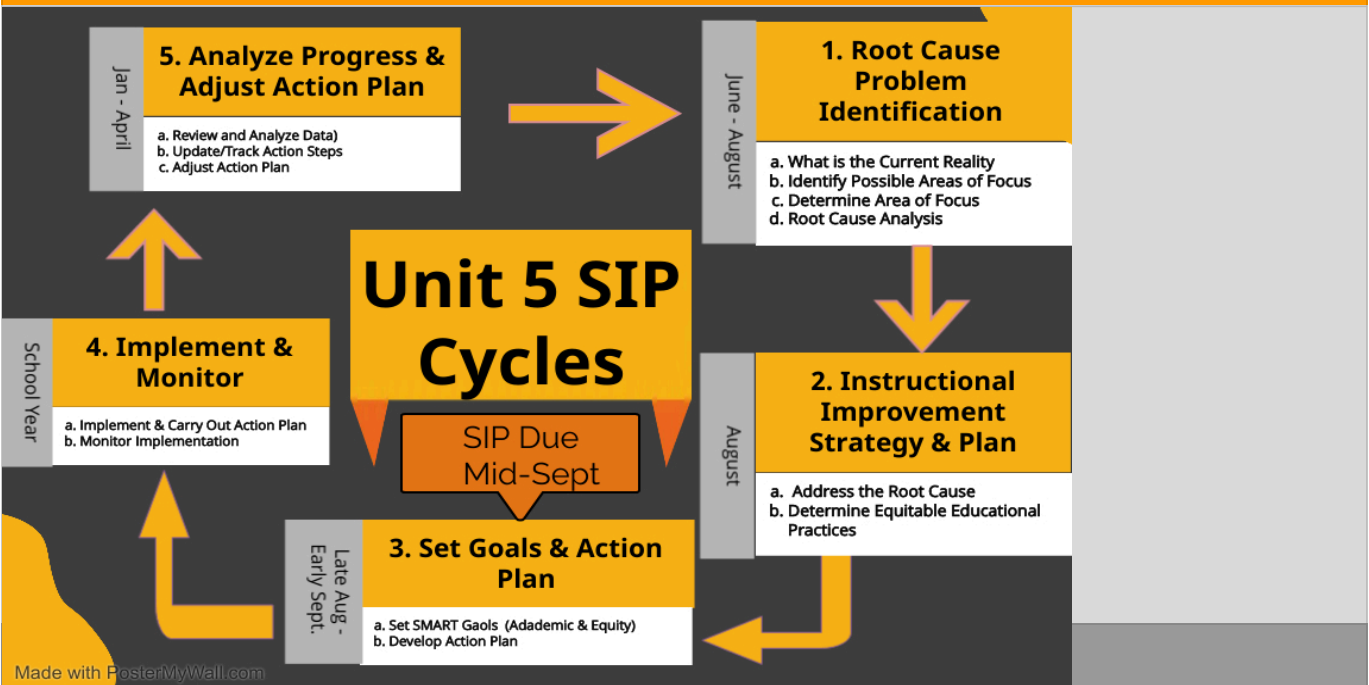
Important Dates

Due Date	Meeting/Task
September 27th	Plans completed and shared
Jan. - April	Analyze progress, adjust action plans, internal reporting
May 21st	Goal Results

Cycles of Inquiry for Finding & Solving Problems

Cycles of Inquiry includes a five-step, action/analysis process that can be continuously refined to address the needs of the specific school, grade level, content area, or classroom context. The five steps involved in the Cycles of Inquiry approach include problem identification, strategy selection, goal setting, teacher learning, and diagnosis of implementation and impact. The Cycles of Inquiry Logic Model is organized around a proposition that links student learning outcomes with adult instructional practice. Not only will leadership teams consider student learning data in their analysis, but they will methodically collect and interpret instructional data in the form of artifact reviews or observable adult behaviors. Taken together, this more robust investigation results in sound strategy selection with a stronger logic connection to the problem of origin unique to the school. The diagram below illustrates the five step process that make-up the Cycles of Inquiry Design.

Five Step Process



1. Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

What Is The Current Reality?

- Identify the Problem
- Make Observations
- Discuss data without bias. Focus should be on instructional/system changes, not a focus on families or students.

[Admin Digging into Data Directions and Templates](#)

Selecting a “Focus Area/Topic”

- Only select areas we have control over and can influence

What Is the Root Cause?

- Ask the 5 Whys
- Agree on the Potential Root Cause

[Let's Practice Cycles of Inquiry & Root Cause](#) (presentation)

[Let's Practice Cycles of Inquiry & Root Cause](#) (handout)

2. Select Instructional Improvement Strategy

What can be done to address the identified and agreed upon Root Cause of the Focus Area/Topic?

[Elementary Root Cause Resources](#)

Which Equitable Educational Practice connects to the Root Cause Analysis?

- *Equitable Instructional Practices*
- *Radically Inclusive Relationships*

Academic Goal

Instructional Leadership Team Members

Shannon Panetta	Cami Williams	Jen Ficek	Elizabeth Washkuhn	Jennifer Corbly	Anna Evans
Shauna Gourley	Betsy Zimmerman	Kirsten Freeze			

Meeting Dates:

November 11, 2023	March 11, 2024	April 3, 2024	May 15, 2024	May 28, 2024	June 6, 2024

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and ink in your data analysis and other documents here.

Baseline Data: In the 22/23 school year, our 3rd-5th grade students scored the lowest in written expression with only 20% of our student meeting or exceeding benchmark. Compared to 25% M/E in conventions, 24% M/E in literacy, 25% M/E in reading info and 29% M/E in vocabulary on the IAR. In the 21/22 school year, written expression was the second lowest subclaim with 24% of the students meeting or exceeding. Conventions was the lowest subclaim (18% meeting or exceeding) in the 21/22 school year. Since written expression is 32% of the overall ELA scoring compared to conventions of 8%, the team chose to focus on written expression for the 24/25 school year. 📄 22/23 IAR Data

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and examples, please see the linked document.

Our goal is to [quantifiable objective] by [timeframe or deadline]. **By the end of the 2024-2025 school year, the percentage of students at Pepper Ridge Elementary at/above benchmark in written expression will increase 15% from Fall to Spring benchmarking.**

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

Instructional Practice Plan

What NEW Knowledge ("Knowing") -or- Instructional Practice(s) ("Doing") will your building be focusing on this year?

[Key players or teams] will accomplish this goal by [what steps you'll take to achieve the goal]. Accomplishing this goal will [result or benefit]. **For the 24/25 school year, Pepper Ridge will focus on school improvement goals driven by the Targeted School SIP team. Written Expression and Math Reasoning.**

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Review Targeted SIP Next Steps for 24/ 25 School Year	Targeted SIP Team	May 23, 2024	Powerpoint Shared
Targeted Team Fall Planning	Targeted Team	Prior to the start of the 24/25 school year	Meeting Agenda
Review Unit 5 Balanced Literacy Model & Expectations	Shannon Panetta/Cami Williams	Teachers Institute - August 12-14, 2024	Balanced Literacy Model
			Readers Workshop Self Assessment
Targeted Team Share Reading SIP Plan with staff	Targeted SIP Team	Teachers Institute - August 12-14, 2024	Powerpoint Shared
Readers Response Rubric - School Wide	Targeted SIP Team	Teachers Institute - August 12-14, 2024	3-5 Rubric
			K-2 Rubric
Fall Benchmarking for Readers Response	Grade Level Staff	Week of August 26	
School Wide Data Collection Tool	Targeted SIP Team	Teachers Institute - August 12-14, 2024	Data Collection Tool
Reader Response and F&P Mini Lesson Resource	Staci Schroen	Teachers Institute - August 12-14, 2024	Powerpoint
Grade Level Mtgs with Literacy Coach - Classroom teachers will bring RR journals and rubrics to analyze, discuss and goal set	Staci Schroen	September 27, 2024	Grade Level Meeting Times
Modeling Reading Response in K-5 classrooms. Subs will be hired so each grade level can observe and debrief.	Staci Schroen	Week of 9/30 to 10/4	Schedule
Follow up on modeling in classroom with staff. Review anchor charts across grade levels and discuss longitudinal writing K-5. Staff select three student readers response samples and discuss how they assess using rubric with grade level team.	Targeted SIP Team	October 23 Early Release	Rubrics

Family Night - Written Expression Focus	Targeted SIP Team, Family Coordinator, Title	October-November	
Conferencing & Goal Setting with Students		December 4 Early Release	
Winter Benchmarking for Readers Response	Grade Level Staff	Week of December 9	
Classrooms add winter RR scores and reflect. Chose 5 students in yellow. Goal set with students.	Targeted SIP Team	December-January	Data Collection Tool
Diving Deeper in F & P Mini Lesson Resource	Staci Schroen	January 2025	
IAR Writing Rubrics	Targeted SIP Team	January - February	Staff review
Spring Benchmarking for Readers Response	Grade Level Staff	Week of May 5	

Academic Goal

Instructional Leadership Team Members

Shannon Panetta	Cami Williams	Jen Ficek	Elizabeth Washkuhn	Jennifer Corbly	Anna Evans
Shauna Gourley	Betsy Zimmerman	Kirsten Freeze			

Meeting Dates:

November 11, 2023	March 11, 2024	April 3, 2024	May 15, 2024	May 28, 2024	June 6, 2024
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SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and link in your data analysis and other documents here.

In the 22/23 school year, our 3rd-5th grade students scored the lowest in math reasoning with only 14% of our student meeting or exceeding benchmark on the IAR. Compared to 17% M/E in modeling, 20% M/E in major content and 27% M/E in supporting content.

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and [examples](#), please see the linked document.

Our goal is to [quantifiable objective] by [timeframe or deadline]. **By the end of the 2024-2025 school year, the percentage of students at Pepper Ridge Elementary at/above benchmark in math reasoning will increase 15% from Fall to Spring benchmarking.** 📄 22/23 IAR Data

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

[Key players or teams] will accomplish this goal by [what steps you'll take to achieve the goal]. Accomplishing this goal will [result or benefit]. **For the 24/25 school year, Pepper Ridge will focus on school improvement goals driven by the Targeted School SIP team. Written Expression and Math Reasoning.**

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Review Targeted SIP Next Steps for 24/ 25 School Year	Targeted SIP Team	May 23, 2024	Powerpoint Shared
Targeted Team Fall Planning	Targeted Team	Prior to the start of the 24/25 school year	Meeting Agenda
Introduce Launching Math - Unit Zero	Targeted Team	Teachers Institute - August 12-14, 2024	Launching Math Core
Targeted Team Share Math SIP Plan with staff	Targeted SIP Team	Teachers Institute - August 12-14, 2024	Powerpoint Shared
			Mathematical Practice Standards
Shared Slide Deck with Math Reasoning K-5	Targeted SIP Team	Teachers Institute - August 12-14, 2025	Slide Deck
Math Written Response Rubric - School Wide	Targeted SIP Team	Teachers Institute - August 12-14, 2024	3-5 Rubric
			K-2 Rubric
School Wide Data Collection Tool	Targeted SIP Team	Teachers Institute - August 12-14, 2024	Data Collection Tool
Fall Benchmarking for Math Reasoning	Grade Level Staff	Week of August 26	
Family Night - Written Expression Focus	Targeted SIP Team, Family Coordinator, Title, Math Coach	October-November	
Math Sentence Frames, Vocabulary & Discourse	Targeted SIP Team	TBD	
Math - Solving Multi Step Problems	Targeted SIP Team, Math Coach	TBD	
Providing Evidence and Critiquing Reasoning of Others	Targeted SIP Team, Math Coach	TBD	
Winter Benchmarking for Math Reasoning	Grade Level Staff	Week of December 9	
Spring Benchmarking for Math Reasoning	Grade Level Staff	Week of May 5	

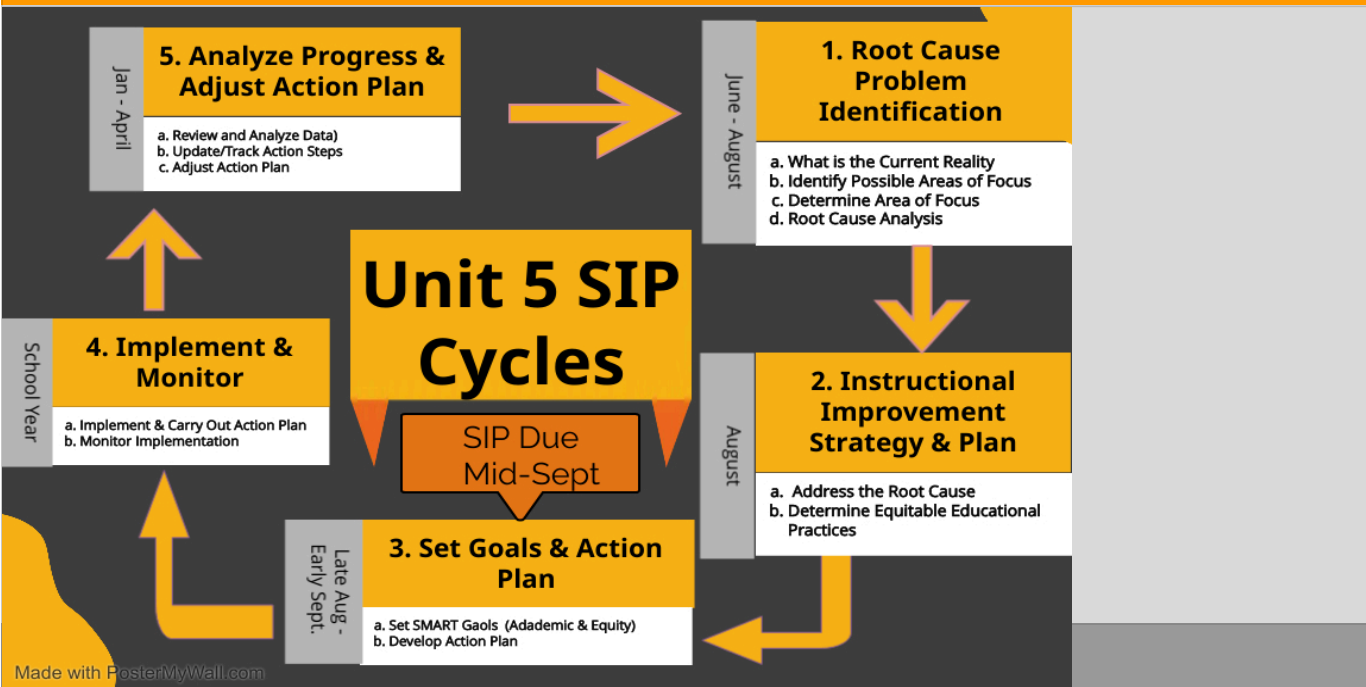
	<h2>Unit 5 School Improvement Plan Template</h2> <h3><u>SIP Directions & Slides</u></h3>		School Year:	2024-2025
	Building:		Admin. Name:	

Important Dates	
Due Date	Meeting/Task
September 27th	Plans completed and shared
Jan. - April	Analyze progress, adjust action plans, internal reporting
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Cycles of Inquiry for Finding & Solving Problems

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Five Step Process



1. Root Cause Problem Identification

Analysis of student data to indicate that there is a need to improve student growth and achievement. The leadership team evaluates assessment items or tasks to identify the specific standards, content knowledge, skills, or learning strategies that are less well developed among students.

What Is The Current Reality?

- Identify the Problem
- Make Observations
- Discuss data without bias. Focus should be on instructional/system changes, not a focus on families or students.

[Admin Digging into Data Directions and Templates](#)

Selecting a “Focus Area/Topic”

- Only select areas we have control over and can influence

What Is the Root Cause?

- Ask the 5 Whys
- Agree on the Potential Root Cause

[Let's Practice Cycles of Inquiry & Root Cause](#) (presentation)

[Let's Practice Cycles of Inquiry & Root Cause](#) (handout)

2. Select Instructional Improvement Strategy

What can be done to address the identified and agreed upon Root Cause of the Focus Area/Topic?

[Elementary Root Cause Resources](#)

Which Equitable Educational Practice connects to the Root Cause Analysis?

- *Equitable Instructional Practices*
- *Radically Inclusive Relationships*

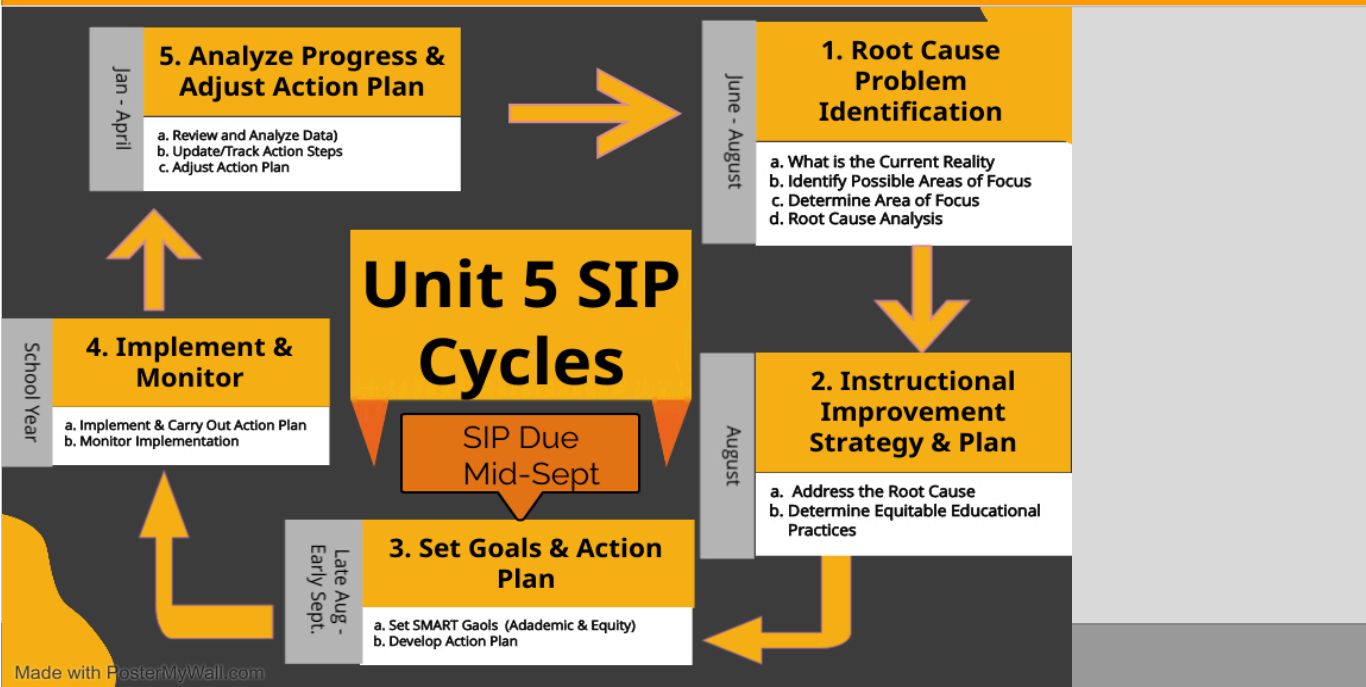
	<h2>Unit 5 School Improvement Plan Template</h2> <h3><u>SIP Directions & Slides</u></h3>		School Year:	2024-2025
	Building:	Fox Creek	Admin. Name:	Leslie Davenport

Important Dates	
Due Date	Meeting/Task
September 27th	Plans completed and shared
Jan. - April	Analyze progress, adjust action plans, internal reporting
May 21st	Goal Results

Cycles of Inquiry for Finding & Solving Problems

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Which Equitable Educational Practice connects to the Root Cause Analysis?

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Academic Goal

Instructional Leadership Team Members

Kelly Reardon	Kelly Gerharz	Mollie Marvel	Kjersten Woodward	Taylor Martin	Meghan Hillebrandt
Susan Felix	Sarah Egge	Karrie Ruestman			

Meeting Dates:

August	September	October	November	December	January
February	March	April	May		

SMART Goal

Student Outcome (Growth & Achievement) Goal:

Background Data: What is the current reality? Provide background data that has led you to your focus, root cause and SMART Goal. Provide an explanation and link in your data analysis and other documents here.

In the past two school years, the growth from fall to spring on the aMath assessment grades 1-5, has been two points. For the 2024-25 school year, we will strive for a 3% growth from Fall to Spring.

The staff at Fox Creek will continue to strengthen math instructional practices that are inquiry based and include productive discourse and hands on learning.

[Fox Elementary Data Review](#)

Outcome Goal/SMART Goal: An outcome goal is a result of the analysis of student data and identifying one or several concerns. The student data measures are considered a building's outcome goals. For more information on [SMART Goals](#) and **examples**, please see the linked document.

During the 2024-25 school year, our goal is to increase our aMath scores in the 17th percentile and above in grades 1-5 by 3% during the Fall to Spring time period.

Results: Did you meet your SMART Goal? Provide evidence that shows the data indicating if you met your goal. Be sure to label and/or explain your data.

Instructional Practice Plan

What NEW Knowledge (“Knowing”) -or- Instructional Practice(s) (“Doing”) will your building be focusing on this year?

[Key players or teams] will accomplish this goal by [what steps you'll take to achieve the goal]. Accomplishing this goal will [result or benefit].

Staff members will receive professional development on inquiry based learning that that are inquiry based and include productive discourse and hands on l

Action Plan with Specific Measures of Progress

Plan, design, and facilitate places, spaces, and times for [staff learning and instructional practice development](#) focused on school improvement to occur.

Action Step	Person Responsible	Target Date	Evidence
Math Pact Presentation and Resources			
Math Pact CORE Team			
Math Walkthroughs			
Math Discourse			

Normal Community High School

Athletic Department

3900 East Raab Road, Normal, IL 61761

Nic Kearfott: Athletic Director Beth Wagner: Administrative Assistant

PHONE #: (309) 557-4571

FAX # (309) 557-4540

PHONE #: (309) 557-4570

June, 2024

The following dates are requests that the Normal Community High School athletic teams anticipate needing overnight approval from the Unit 5 School District for the 2024-25 school year. Thank you for your consideration of this request.

Summer 2024

Girls Basketball	6/24-27/24	Westminster College	Columbia, Missouri
Boys Soccer	6/20-22/24	Burlington Invite	Burlington, IA
Boys Soccer	6/27-28/24	Burlington Invite	Burlington, IA

Fall 2024

Girls Tennis	8/23/24	Jacobs Invite	Algonquin, IL
	9/6/24	Edwardsville Invite	Edwardsville, IL
	10/18/24	IHSA Sectional	TBA
Girls Golf	10/23-26/24	IHSA State	Buffalo Grove, IL
	9/30/24	IHSA Regional	TBD
	10/6/24	IHSA Sectional	TBD
Boys Golf	10/10-12/24	IHSA State	Decatur, IL
	8/30/24	Dick Gerber Invite	Edwardsville, IL
	10/124	IHSA Regional	TBD
Boys Soccer	10/6/24	IHSA Sectional	TBD
	9/27/24	Great River Classic	Bettendorf, IA
	11/7-9/24	IHSA State	Naperville, IL
Volleyball	8/30/24	Plainfield North Invite	Plainfield, IL
	10/4/24	Belleville Invite	Belleville, IL
	10/18/24	Autumn Fest Invite	Glenbard, IL
Girls Swim	10/11/24	United Township Invite	East Moline, IL
	11/8/24	IHSA Sectional	TBD
	11/14-16/24	IHSA State	Evanston, IL
Cross Country	10/25/24	IHSA Regional	TBD
	11/1/24	IHSA Sectional	TBD

Winter 2024-25

Wrestling	12/20/24	Mascoutah Invite	Mascoutah, IL
	2/7/25	IHSA Regional	TBD
	2/14/25	IHSA Sectional	TBD
	2/19-22/25	IHSA State	Champaign, IL
Boys Swim	1/17/2025	Jefferson Invite	Rockford, IL
	1/24/25	United Township Invite	East Moline, IL
	2/21/25	IHSA Sectional	TBD
	2/27-3/1/25	IHSA State 340	Evanston, IL

Boys Basketball	1/18-19/25	MLK Tournament	Wheaton, IL
Cheerleading	1/25/25	Fremd Snow Down Comp	Palatine, IL
<u>Spring 2025</u>			
Boys Tennis	3/22-3/29/25	Spring Break Trip	Florida
	4/4/25	Edwardsville Invite	Edwardsville, IL
	4/18/25	Moline Invite	Moline, IL
	5/2/25	Belleville West Invite	Belleville, IL
	5/23/25	IHSA Sectional	TBA
	5/28-31/25	IHSA State	Chicago Suburbs
Baseball	3/23-27/25	Gulf Shores Invite	Gulf Shores, AL
Girls Soccer	5/2/25	Tournament of Champions	Bettendorf, IA
	5/29-31/25	IHSA State	Naperville, IL
Girls Track	5/22-24/25	IHSA State	Charleston, EIU
Boys Track	5/29-21/25	IHSA State	Charleston, EIU