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

Wednesday, August 21, 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 (5:45p.m.)**

Recommended motion: Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:
•2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity and
•2(c)(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. **FOCUS ON STUDENTS AND GOOD NEWS REPORTS**
   - A **Staff Introductions**
7. **SUPERINTENDENT COMMENTS**
8. **PUBLIC COMMENTS**
9. **REPORTS**
   - A **Summer Maintenance Projects**
   - B **FY25 Proposed Budget Presentation** **4**
   - C **1st Reading of Board Policies, Administrative Procedures and Exhibits**
     - 1 **Section 1: School District Organization**
       - a. Policy 1.20 District Organization, Operations, and Cooperative Agreements 19
     - 2 **Section 2: Board of Education**
       - a. Policy 2.260 Uniform Grievance Procedure 20
       - b. Policy 2.265 Title IX Sexual Harassment Grievance Procedure 25
       - c. Administrative Procedure 2.250-AP2 Protocols for Record Preservation and Development of Retention Schedules 33
       - d. Administrative Procedure 2.265-AP1 Title IX Sexual Harassment Response 39
       - e. Administrative Procedure 2.265-AP2 Formal Title IX Grievance Process 54
       - f. Administrative Procedure 2.265-AP3 Title IX Coordinator 72
       - g. Exhibit 2.265-E1 Title IX Sexual Harassment Glossary of Terms 78
     - 3 **Section 3: General School Administration**
       - a. Exhibit 3.30-E1 - Organizational Chart for Administration 88
     - 4 **Section 4: Operational Services**
       - a. Administrative Procedure 4.140-AP1 Fines, Fees, and Charges _ Waiver of Student Fees 89
     - 5 **Section 5: Personnel**
       - a. Policy 5.100 Staff Development Program 91
       - b. Policy 5.200 Terms and Conditions of Employment and Dismissal 96
       - c. Administrative Procedure 5.30-AP4 Fingerprint-Based Criminal History Record Information Security 99

6 **Section 6: Instruction**
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b. Administrative Procedure 6.140-AP1 Education of Homeless Children 105
7 **Section 7: Students**
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b. Policy 7.185 Teen Dating Violence Prohibited 116
c. Administrative Procedure 7.10-AP1 Transgender, Nonbinary, and Gender Non-Conforming Students 118
d. Administrative Procedure 7.10-AP2 Accommodating Breastfeeding Students 125
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f. Administrative Procedure 7.280-AP1 Managing Students with Communicable or Infectious Diseases 128
g. Exhibit 7.280-E2 Reporting and Exclusion Requirements for Common Communicable Diseases 133
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The District has received and processed the following requests for information:
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10. **CONSENT AGENDA**
A **Approval of Minutes**
Minutes are not released for public viewing until approved by the Board of Education
1 07.17.24 Closed Minutes
2 07.17.24 Regular Minutes
B **Personnel Matters** **141**
C **Payment of Bills and Payrolls**
1 Bills and Payroll Reports 146
D **Approve Finance Department Reports**
1 June 2024 Financial Statements 200
E **Approve Board Policies, Administrative Procedures, and Exhibits**
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b. Administrative Procedure 4.110-AP3 School Bus Safety Rules 211
c. Administrative Procedure 4.170-AP6 Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED 213
d. Administrative Procedure 4.170-AP8 Movable Soccer Goal Safety 217
e. Administrative Procedure 4.190-AP1 Targeted School Violence Prevention Program 218
f. Administrative Procedure 4.190-AP2 Threat Assessment Team 225
g. Exhibit 4.110-E1 Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses 233
h. Exhibit 4.170-AP2, E4 Letter to Parents Guardians About Preventing and Reducing Incidences of Sexting 234
i. Exhibit 4.170-AP2,E1 Letter to Parents-Guardians Regarding Student Safety 236
j. Exhibit 4.170-AP2,E2 Letter to Parents-Guardians Regarding Educational Programs About the Dangers of Underage Drinking 238
k. Exhibit 4.170-AP2,E3 Letter to Parents-Guardians About Disruptive Social Media Apps; Dangers 240
l. Exhibit 4.170-AP2,E6 Letter to Parents Guardians About Safe Firearm Storage 241
m. Exhibit 4.170-AP6,E2 Notification to Staff and Parents-Guardians of CPR and AED Video 243
n. Exhibit 4.175-AP1,E1 Informing Parents-Guardians About Offender Community Notification Laws 244
o. Exhibit 4.190-AP2, E1 Principles of Threat Assessment 245
p. Exhibit 4.190-AP2, E2 Threat Assessment Documentation 251
q. Exhibit 4.190-AP2, E3 Threat Assessment Key Areas and Questions Examples 252

r. Exhibit 4.190-AP2, E4 Responding to Types of Threats 259
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2 **Section 6: Instruction**
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b. Administrative Procedure 6.120-AP1 Special Education Procedures 268
c. Administrative Procedure 6.240-AP1 Field Trip Approval Process 269
d. Exhibit 6.240-E1 Field Trip Request Form 272
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g. Exhibit 6.240-E4 Overnight Field Trip Guidelines 275
3 **Section 7: Students**
a. Policy 7.270 Administering Medicines to Students 276
F **Approve Memorandum of Understanding for School Resource Officer Program 281**
G **Approve Requests for Authorization to Use Fire Prevention and Safety Funds**
1 Brigham Ten Year Survey 303
2 Colene Hoose Elementary Ten Year Survey 314
3 EJHS Ten Year Survey 327
4 Hudson Elementary Ten Year Survey 342
5 Parkside Elementary Ten Year Survey 353
6 Towanda Elementary Ten Year Survey 363
7 Northpoint Elementary Ten Year Survey 369
8 NCHS Amendment #38 378
9 NCWHS Amendement #59 382
10 NCWHS Amendment #60 386
H **Approve Temporary Facility Reports**
1 Cedar Ridge Elementary 390
2 Parkside Elementary 391
3 Towanda Elementary 392
I **Approve 2024 NCWHS Football Field Sound System RFP Results 393**
J **Appoint Mark Adams as Delegate to the IASB Delegate Assembly**
K **Approve Donation Request 394**
11. **BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS**
12. **ADJOURNMENT**

McLean County Unit District No. 5

FY 2025 Proposed Budget

August 21, 2024

The Budget Process

July 1, 2024

- New fiscal year begins

August 2024

- PPRT estimate released by the Illinois Department of Revenue
- Evidence Based Funding released by ISBE
- Notice published in the newspaper for public hearing on tentative budget
- Tentative budget available for public

September 2024

- Public hearing on tentative budget
- Board considers adoption of tentative budget

October 2024

- Consult with the County Supervisor of Assessments for guidance on property values

The Budget Process

November 2024	December 2024	January 2025	March 2025	May/June 2025
• Present proposed 2024 Tax Levy to the Board	• Board action to approve the 2024 tax levy which includes revenue for current year budget	• District administration meets with each build Principal to begin planning for the following year budget	• Receive confirmation of actual tax extension	• Receive first half of the 2024 levy year taxes

FY 2024 Unaudited Results

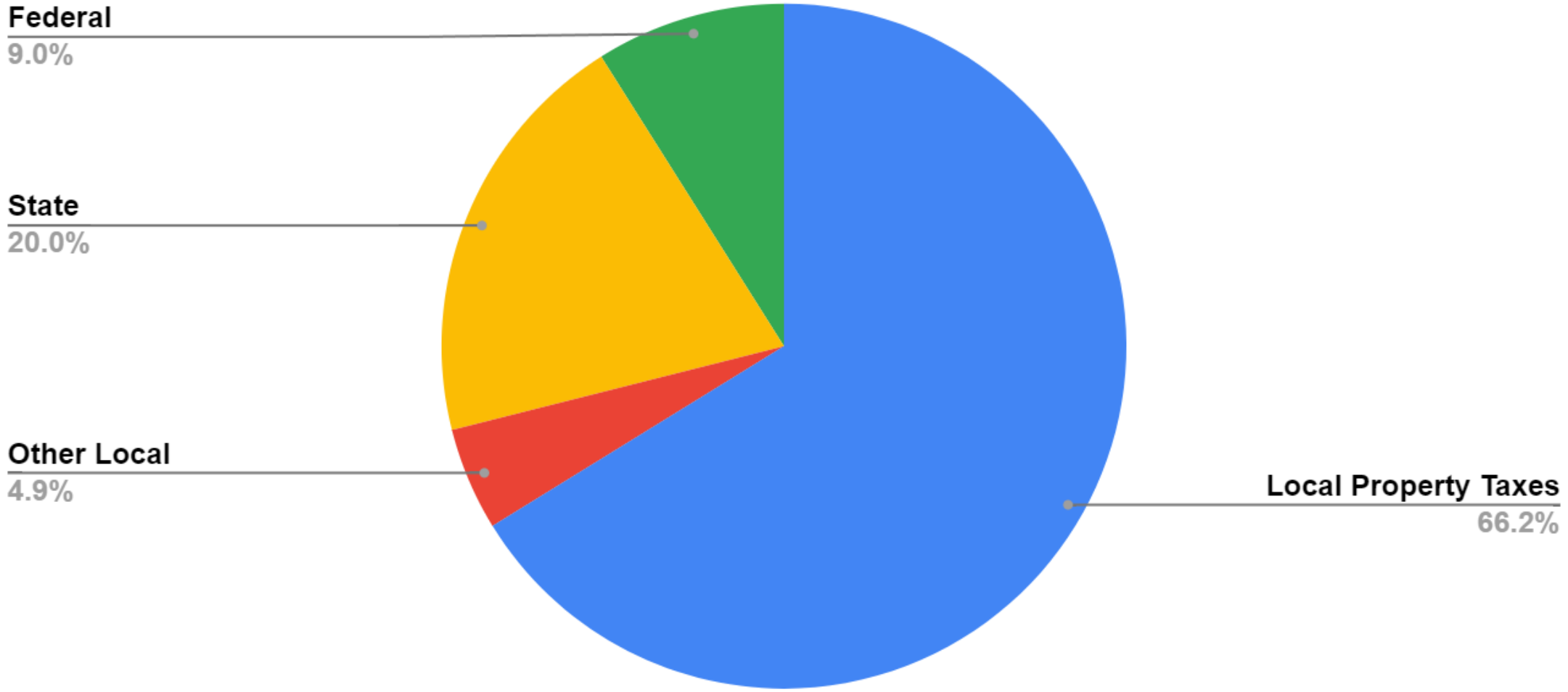
Fund	Total Revenue	Total Expenditures	Net Change
Education	136,828,124	134,029,723	2,798,401
Operations & Maintenance	14,122,564	13,812,104	310,460
Transportation	19,045,486	18,308,286	737,200
Tort	6,160,894	6,415,373	-254,478
Debt Service	38,000,493	38,030,462	-29,969
Municipal Retirement / SS	5,149,556	4,707,954	441,602
Working Cash	3,561,959	12,500,000	-8,938,041
Fire Prevention & Safety	1,316,124	1,491,689	-175,566

*** Operating funds are highlighted in gray.**

FY 2025 Proposed Budget

FY 2025 Proposed Budget Revenue Mix

Education, Operations & Maintenance, Transportation & Tort Funds



FY 2025 Proposed Budget

Major Revenue Assumptions

Education, Operations & Maintenance, Transportation and Tort Funds

Local Revenue

- Property Tax revenue is projected to increase 9% ($12.7M) over FY 2024.
  - FY 2025 Property Tax revenue is made up of half of the 2023 Levy where EAV actually increased 14.1% and half of the 2024 Levy where EAV is anticipated to increase 6%.
  - The 2024 levy is the first that will include the new Education Fund referendum rate of 3.60.
- Local Food Service revenue projected to increase 4.7% ($138K) over FY 2024.
- Personal Property Replacement Tax (PPRT) projected to decrease about 32.6% ($1.2M) under FY 2024.
- Student fees revenue is projected to be flat due to no increase in registration fees.

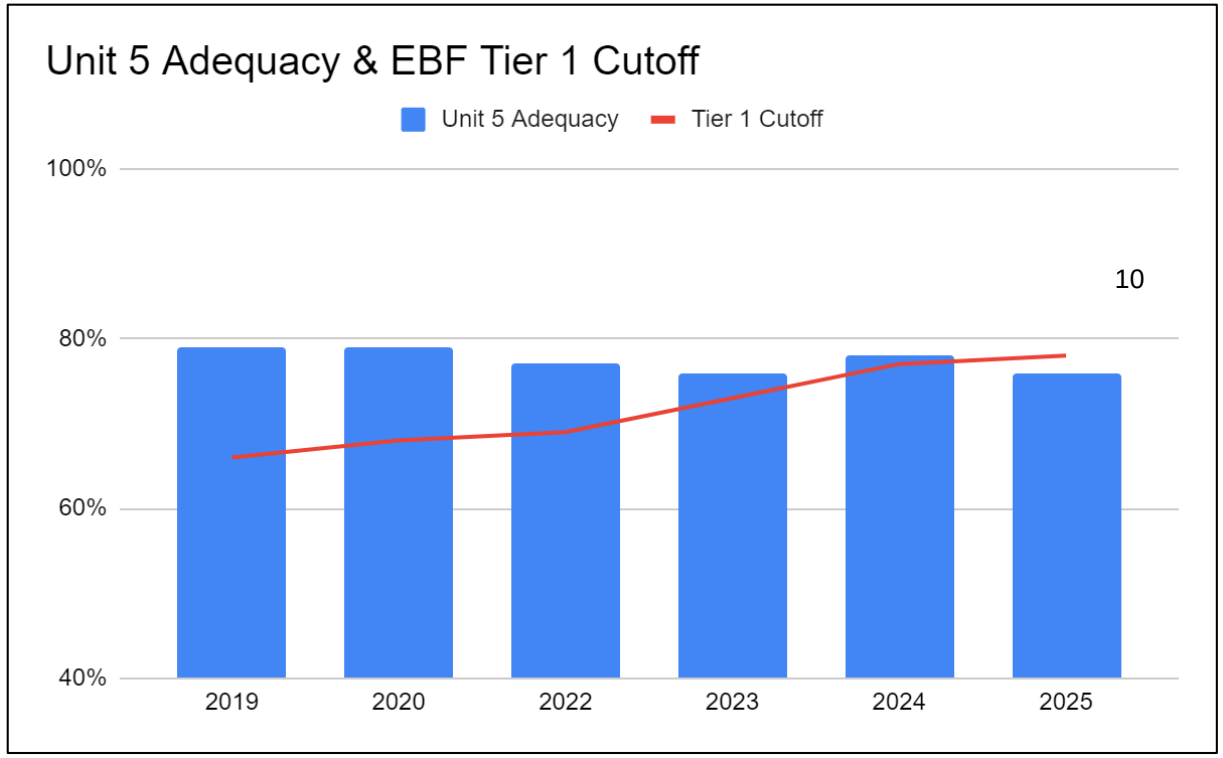
FY 2025 Proposed Budget

Major Revenue Assumptions (cont'd)

Education, Operations & Maintenance, Transportation and Tort Funds

State Revenue

- Evidence Based Funding (EBF) to increase 7.5% ($1.7M) over FY 2024.
  - The District moved from Tier 2 to Tier 1 for FY 2025. The Tier 1 cutoff for FY 2025 was 78% of adequacy; Unit 5 is at 76%



* There was no new funding for fiscal year 2021. The State didn't calculate any adequacy ratios for 2021.

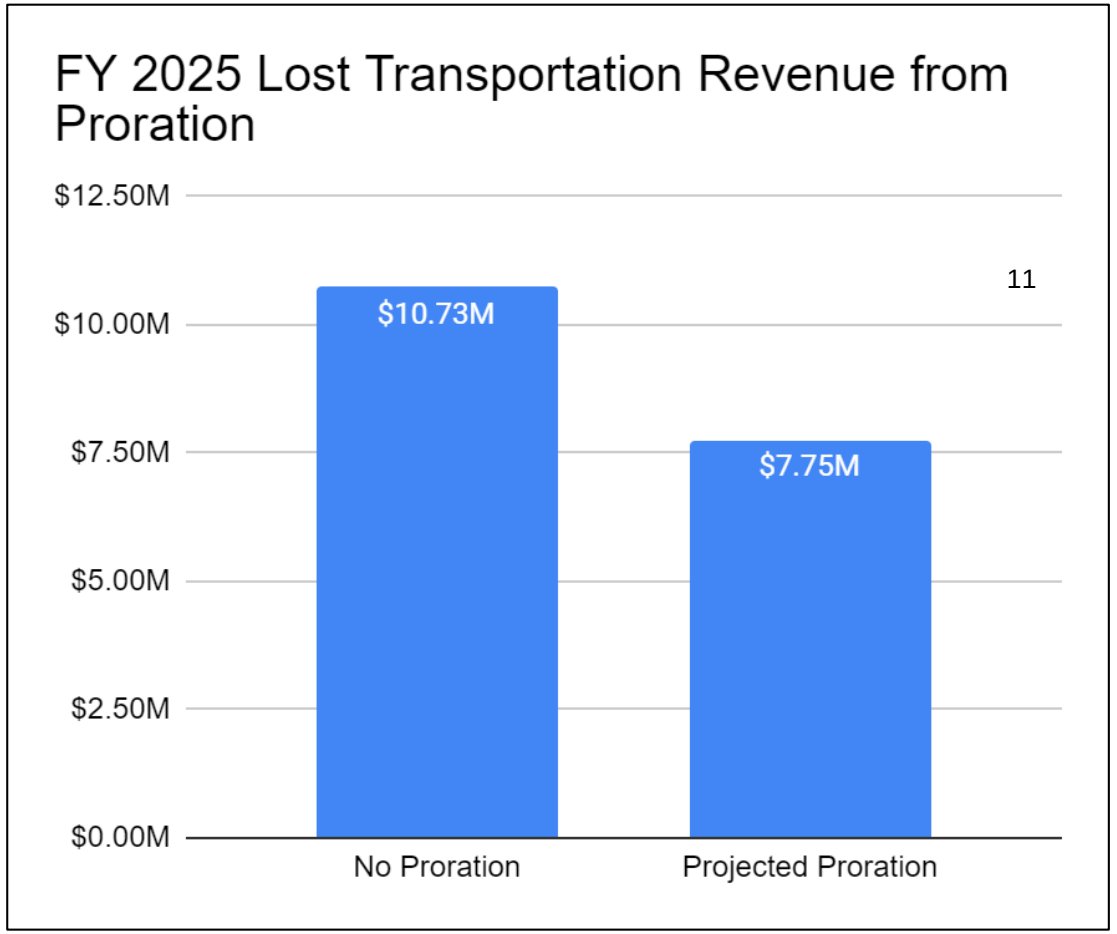
FY 2025 Proposed Budget

Major Revenue Assumptions (cont'd)

Education, Operations & Maintenance, Transportation and Tort Funds

State Revenue (cont'd)

- Transportation revenue expected to be about the same as FY 2024.
  - Current fiscal year revenue is based on prior fiscal year allowable expenses.
  - Estimated proration of 81% for general ed and 71% for special ed. Estimated $3.0M in lost revenue due to proration.
  - Final proration from the State will come out sometime in November.



FY 2025 Proposed Budget

Major Revenue Assumptions (cont'd)

Education, Operations & Maintenance, Transportation and Tort Funds

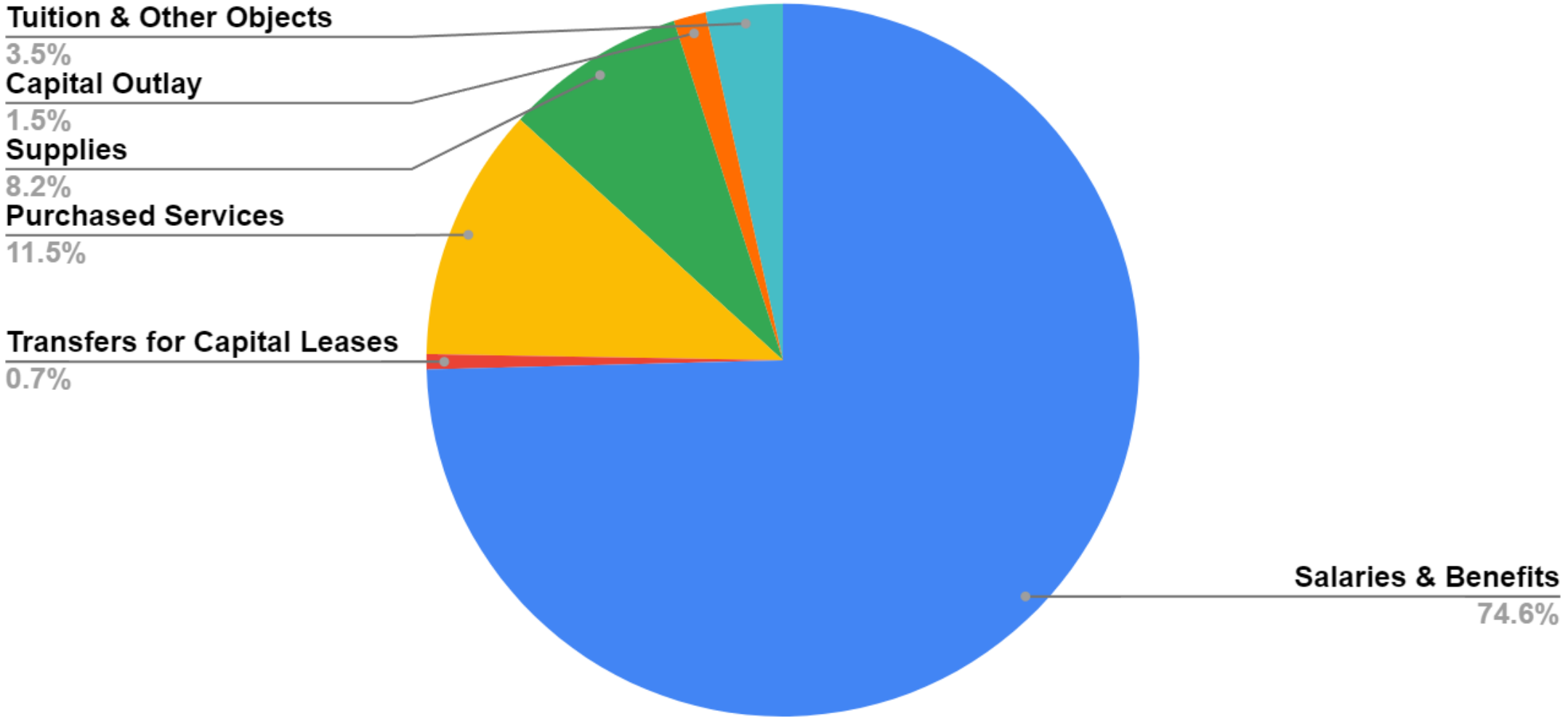
Federal Revenue

- Federal Food Service revenue expected to decrease by 6.1% ($226K) from FY 2024.
- Anticipating about $4.6M of ESSER revenue. This will be the final year with all funds expended by 9/30/2024.
  - (6) new minivans for transporting students
  - (2) New activity buses
  - Improve vestibules at CJHS, KJHS & PJHS for better security
  - Summer School during summer 2024
  - Technology equipment

FY 2025 Proposed Budget

FY 2025 Proposed Budget Expenditure Mix

Education, Operations & Maintenance, Transportation & Tort Funds



FY 2025 Proposed Budget

Major Expenditure Assumptions

Education, Operations & Maintenance, Transportation and Tort Funds

Salaries & Benefits

- Salaries are expected to increase 4.7% ($4.5M) over FY 2024.
- Benefits (primarily health insurance and TRS) are expected to increase 11% ($2.0M) over FY 2024.
- Budget assumes all positions will be filled for the entire year.

FY 2025 Proposed Budget

Major Expenditure Assumptions (cont'd)

Education, Operations & Maintenance, Transportation and Tort Funds

Other Expenditures

- Special Ed tuition expected to increase 9% ($344K) over FY 2024.
- Food Service expected to increase 6.5% ($208K) over FY 2024.
- Utilities expected to increase 8% ($223K) over FY 2024.
- First Student fees to increase 4% ($501K) over FY 2024.
- Liability insurance expected to increase 10% ($121K) over FY 2024
- Capital equipment and improvements ($1.8M)
  - (3) new maintenance trucks, portable classroom site prep for Cedar Ridge, Parkside ES and Towanda, (6) new minivans for student transportation (ESSER funds), (2) white activity buses (ESSER funds), (4) yellow school buses.

Working Cash Transfers

- No transfers expected currently.
- The site prep work for the portable classrooms at Parkside ES, Towanda ES and Cedar Ridge ES were originally going to be funded with a Working Cash transfer. Currently it looks like the O&M Fund will be able to absorb this expense without a transfer. The Finance Department will monitor this as the year progresses.

FY 2025 Proposed Budget

Fund	Total Revenue	Total Expenditures	Net Change
Education	147,299,629	140,580,995	6,718,634
Operations & Maintenance	15,162,619	14,832,118	330,501
Transportation	14,541,524	16,359,431	-1,817,907
Tort	6,341,678	6,233,425	108,253
Debt Service	26,082,408	38,326,902	-12,244,494
Municipal Retirement / SS	5,114,953	4,911,996	202,957
Working Cash	3,447,540	0	3,447,540
Fire Prevention & Safety	1,457,540	1,637,540	-180,000

*** Operating funds are highlighted in gray.**

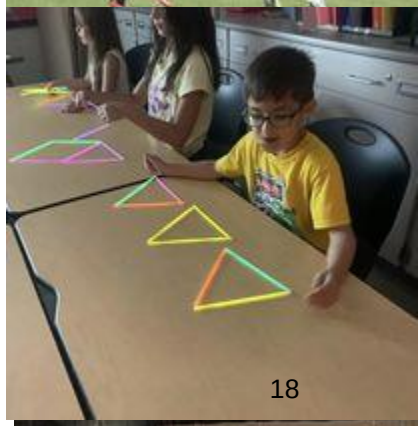
















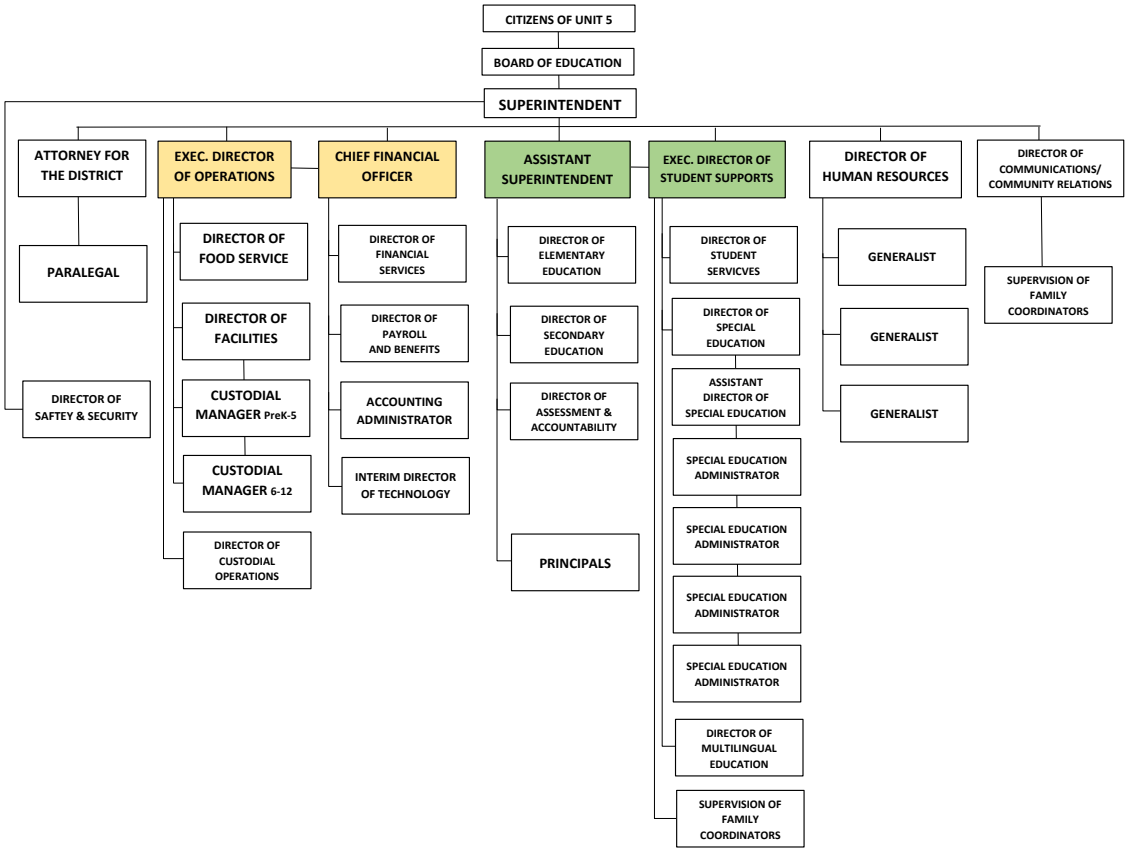
Questions?

www.unit5.org

#unit5pride

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as follows:



Joint Programs and Cooperative Agreements

The District enters into, and participates in, joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the Board concerning these programs and agreements.

LEGAL REF.: Ill. Const., Art. VII, Sec. 10.
5 ILCS 220/1 et seq.

CROSS REF.: 2.20 (Powers and Duties of the Board; Indemnification), 2.150 (Committees), 3.30 (Chain of Command), 6.15 (School Accountability)

ADMIN. PROC.: 1.20-AP1 (Checklist for Handling Intergovernmental Agreement Requests), 2.150-AP1 (Superintendent Committees), 3.30-~~AP1~~E1 (Organizational Chart for Administration)
~~*"Unit Services by Department"*~~

Adopted: March 11, 2009
Reviewed: ~~July 2020~~August 2024
Amended: August 12, 2020

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~~ has 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.~~2. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
~~4.~~3. 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.~~4. 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.~~5. 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.~~6. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
~~8.~~7. Bullying, 105 ILCS 5/27-23.7
~~9.~~8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
~~10.~~9. Curriculum, instructional materials, and/or programs
~~11.~~10. Victims' Economic Security and Safety Act, 820 ILCS 180/
~~12.~~11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
~~13.~~12. Provision of services to homeless students
~~14.~~13. Illinois Whistleblower Act, 740 ILCS 174/
~~15.~~14. 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.~~15. 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 parent(s)/guardian(s)); 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 or designee shall process and review the complaint ~~according to~~under Board ~~policy~~ 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 sex discrimination that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Title IX Coordinator or designee shall process and review the complaint under Board Policy 2.265, *Title IX Grievance Procedure*.

For any complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint under Board Policy 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, in addition to any response required by this policy.

For any complaint alleging sexual harassment or other violation of Board ~~policy~~ Policy 5.20, *Workplace Harassment Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall process and review the complaint according to that policy in addition to any response required by this policy, and shall consider whether an investigation under Board policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated.

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 from the Superintendent.

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~~ provide 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~~ provide 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; 28 C.F.R. Part 35.
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 70/, Employee Credit Privacy Act.
820 ILCS 112/, Equal Pay Act of 2003.
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 70/25~~
23 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 (Rewritten)

~~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 on the basis of sex, including sex-based harassment, affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from discrimination on the basis of sex is an important District goal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sex Discrimination Prohibited

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or

2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive**5** that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or

3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.

Definitions from 34 C.F.R. §106.2

Complainant means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.

Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Respondent means a person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a Complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Making a Report

A person who wishes to make a report under this policy may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

School employees who receive information about conduct that reasonably may constitute Sex Discrimination under this policy shall promptly forward the report or information to the Title IX Coordinator. An employee who fails to promptly make or forward a report or information 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 of conduct that reasonably may constitute Title IX Sex Discrimination, the Title IX Coordinator and/or designee shall offer and coordinate supportive measures, as appropriate, for a Complainant.

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*; 5.10, *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*; 7.185, *Teen Dating Violence Prohibited*; and 7.190, *Student Behavior*, to determine if the allegations in the report require further action under those policies.

Reports of alleged Title IX Sex Discrimination 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 Title IX Sex Discrimination.

Title IX Complaint Grievance Process

The Superintendent or designee shall implement procedures to ensure the prompt and equitable resolution of all Complaints according to a grievance process that fully complies with 34 C.F.R. §106.45. See the District's Title IX Complaint Grievance Process (Grievance Process) under Administrative Procedure 2.265-AP2, Formal Title IX Complaint Grievance Process.

When a Complaint is filed, the Title IX Coordinator will investigate it and make a determination regarding the outcome of the Complaint, or appoint a qualified person(s) to undertake the investigation and make a determination regarding the outcome of the Complaint.

Enforcement

Any District employee who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination 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 Title IX Sex Discrimination 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 District student who is determined, at the conclusion of the Grievance Process, to have engaged in Title IX Sex Discrimination 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 Title IX Sex Discrimination 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, including peer retaliation, in its education program or activity. Any person should report claims of retaliation using this Board Policy 2.265, Title IX Grievance Procedure.

A student, employee, or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity 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), 5.200 (Terms and Conditions of Employment and Dismissal), 5.240 (Suspension), 5.290 (Employment Termination and Suspension), 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)

Administrative Procedure - Protocols for Record Preservation and Development of Retention Schedules

Legal Citations

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

Actor	Action
All Staff Members and Board Members	Maintain all records, as defined and required in the ~~Illinois~~ Ill. Local Records Act (LRA). No public record shall be destroyed except as allowed by the LRA. "*Public record* means any book, paper, map, photograph, born-digital electronic material, digitized electronic material, electronic material with a combination of digitized and born-digital material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/3. Do not destroy any District record, no matter its form, if it is subject to a litigation hold. F.R.C.P. 37(e). 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 to not destroy any electronic records that might be relevant. The receipt of a *litigation hold* or preservation letter from the Attorney for the District requires all potentially relevant electronic information to be identified, located, and preserved. This includes all email, e-documents, the tapes and servers of discarded systems, and backup data stored elsewhere. Whenever disposing of materials containing *personal information*, render the *personal information* unreadable, unusable, and undecipherable. 815 ILCS 530/40 and 44 Ill. Admin. Code §4000.40(b). The Personal Information Protection Act (815 ILCS 530/) contains mandates for disposing of materials containing personal information (*personal information* is defined in 815 ILCS 530/5 as either of the following: (1) an individual's first name or first initial and last name combined with any of the following data elements, when either the name or data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the name or data elements have been acquired without authorization through a security breach: social security number~~;~~, driver's license number or State identification card number~~;~~, financial account information~~, including without limitation, credit or debit card numbers;~~ medical information, ~~or~~ health insurance information, or unique biometric data; or (2) user name or email address, combined with a password or

	security question and answer that would permit access to an online account, when any of these data elements are not encrypted/redacted or are encrypted/redacted but the keys to unencrypt/unredact or otherwise read the data elements have been acquired without authorization through a security breach). The Ill. Attorney General is authorized to impose a fine and bring court action for noncompliance. 815 ILCS 530/40~~, amended by P.A. 99-503, eff. 1/1/17~~. Whenever disposing of materials containing social security numbers that do not otherwise qualify as personal information under 815 ILCS 530/40, follow Administrative Procedure 4.15-AP1, *Protecting the Privacy of Social Security Numbers*. The Superintendent, Director of Human Resources, and their respective designees must follow Administrative Procedure 5.30-AP4, *Fingerprint-Based Criminal History Record Information Security*, when disposing of criminal history record information (CHRI).
Superintendent or designee	Assign the following activities to the Records Custodian and Head of Information Technology (IT): **1. Develop and maintain a protocol for preserving and categorizing District records;** **2. Develop and maintain a record retention and destruction schedule; and** **3. Develop protocols to implement a litigation hold.**
Records Custodian and Head of IT	**1. Develop and maintain a protocol for preserving and categorizing District records.** Develop and maintain a list of all District records organized in categories and sub-categories, e.g., records relating to business, students, personnel, Board meetings, etc. Align this list with the list of District records required by the Freedom of Information Act. 5 ILCS 140/5. Paper records may be easier to locate than electronic records. Electronic records will potentially exist in all of the available clouds, servers, tapes, hard drives, computers, and similar types of electronic devices (e.g., laptops, tablets, smart phones, voicemail, etc.). Prepare a description of how District records stored by means of electronic data processing may be obtained in a form understandable to persons lacking computer knowledge. 5 ILCS 140/5; ~~and Digital Reproduction,~~ 44 Ill. Admin. Code §4000.70, *Digital Reproduction*; and ~~*Management of Electronic Records*,~~ 44 Ill. Admin. Code §4000.80, *Management of Electronic Records*. Such a description may include contact information for a person who can aid in obtaining records stored electronically. Provide for keeping only *records* and destroying non-records. Avoid filing non-record material with records. Determine what is a non-record, e.g., identical copies of documents maintained in the same file; extra copies of printed or processed materials (official copies of which are retained by the office); blank forms; and personal communications.

The goal is to control excessive accumulation of material. Non-record material may be destroyed at any time. 50 ILCS 205/9.

Absent a litigation hold, email must be retained only when it contains: (1) evidence of the District's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. 50 ILCS 205/3. Email that is conversational, personal, or contains brainstorming may generally be deleted.

A consistent email retention ~~policy~~ process for use across the District ensures that the necessary emails are being retained and emails that are not required to be preserved are purged on a regular basis.

Determine whether each sub-category of documents should be reproduced by photography (44 Ill. Admin. Code §4000.60), microphotographic and electronic microimaging processes (44 Ill. Admin. Code §4000.50), or digitized electronic format 44 Ill. Admin. Code §4000.70).

Any public record may be reproduced in a microfilm or digitized electronic format and the analog/paper version destroyed, provided: (a) the records are reproduced on "a durable medium that accurately and legibly reproduces the original record in all details~~."~~," and "that does not permit additions, deletions, or changes to the original document images~~."~~," and (b) the reproduction is retained for the prescribed retention period, and (c) the Local Records Commission is notified when the original record is disposed of and also when the reproduced record is disposed of. Local Records Act. 50 ILCS 205/7.

Use ~~this web link to~~ the ~~Illinois~~ Ill. Secretary of State's publication~~,~~ Guidelines for Using Electronic Records (www.cyberdriveillinois.com/departments/archives/records_management/electrecs.html) and 44 Ill. Admin. Code §§4000.APPENDIX A *Sustainable File Formats for Electronic Records - A Guide for Government Agencies* (www.ilga.gov/commission/jcar/admincode/044/04404000ZZ9996aR.html) and 4000.APPENDIX B *Reliable Storage Media for Electronic Records - A Guide for Government Agencies* (www.ilga.gov/commission/jcar/admincode/044/04404000ZZ9996BR.html).

Identify and index the location of each category and sub-category of District records. Organize electronic record and data storage.

The goal is to ensure that all documents, including electronically created ones, are retained for the required timeframes and are easy to retrieve and produce if necessary.

2. Develop and maintain a record retention and destruction schedule for submission to the Superintendent and eventually to the Local Records Commission.

Prepare a list of public records that: (1) are not needed for current business, and (2) do not have sufficient administrative, legal, or fiscal value to warrant their further preservation. Stated differently, identify records that have no administrative, legal, or fiscal value, as this is the criteria the commission uses to determine whether or not to authorize the records' destruction.

Records that have no administrative, legal, or fiscal value may be destroyed according to provisions in the ~~Local Records Act~~LRA. ~~———~~50 ILCS 205/10.

Prepare a schedule for record destruction by identifying the length of time a record category or series warrants retention after it has been received or produced by the District.

The ultimate goal is to obtain permission to destroy unnecessary public records. The Local Records Commission must approve the destruction of any public record. 50 ILCS 205/7, 44 Ill. Admin. Code Part 4000 (Local Records Commission for agencies comprising counties of less than 3,000,000 inhabitants). See the Archives Department on the Secretary of State's website ~~at :~~ ~~www.cyberdriveillinois.com/departments/archives/databases/home.html~~ www.ilsos.gov/departments/archives/home.html

44 Ill. Admin. Code Part 4000.30 details the procedures for compiling and submitting lists and schedules of records for disposal.

The School Code and other statutes (e.g., statutes of limitations) contain mandatory retention timelines. The Attorney for the District should be consulted.

The e-discovery rules provide a safe harbor for parties during a lawsuit that cannot provide information because it was destroyed as a result of routine practices. F.R.C.P. 37(e).

3. Develop protocols to implement a litigation hold.

Understand what a *litigation hold* is.

A litigation hold refers to the notification made by the Attorney for the District telling the District to preserve all information that may be relevant to current or anticipated litigation. While it may occur anytime in the legal process, it will usually occur during discovery, the pretrial phase of a lawsuit designed to compel the exchange of information between parties. A litigation hold triggers the need to immediately suspend destruction of electronic and other records relevant to the current or potential claim. F.R.C.P. 37(e).

Specify how to implement a litigation hold, i.e.:

Who can trigger a litigation hold?

How is a litigation hold communicated?

Who should gather the records?

What records are subject to a litigation hold and who determines this?

In what format should records be gathered?

Where should records be gathered?

Identify how to implement a litigation hold for all IT systems, including backup tapes, to ensure they are not deleted or overwritten as part of the normal tape rotation process.

	Prepare a map of potentially relevant data and otherwise assist the Attorney for the District in locating all potentially relevant information.
Superintendent or designee	Submit new or revised record retention and destruction lists and schedules to the Local Records Commission for approval. Disseminate the record retention schedule, along with instructions, to all affected staff members and Board members. Immediately inform the Records Custodian and Head of IT whenever a record must be preserved because: (1) it may be relevant to present or future litigation, or (2) the Attorney for the District has notified the District to preserve a record, including electronic information (*litigation hold*). Authorize and/or order the destruction of District records after ensuring that the following steps have been performed: 1. The Local Records Commission approved a schedule for continuing authority to destroy District records after the expiration of the applicable period. 2. Any record is retained and removed from the disposal list if it is or may be evidence in litigation, or is otherwise subject to a *litigation hold.* 3. Thirty days prior to disposal or destruction of any records, regardless of physical format or characteristics, submit a Local Records Disposal Certificate to the Commission and dispose only after a copy of that certificate has been reviewed and approved by the Chairman and returned to the District. The original copy of that Local Records Disposal Certificate is kept in the files of the Commission, and the duplicate copy approved and returned by the Chairman must be retained by the District. ~~Section~~ 44 Ill. Admin. Code §§4000.40(c) ~~of the rules of the Downstate Local Records Commission~~. 4. In the case of records with scheduled retention of less than one year, a single Local Records Disposal Certificate for more than one disposal event within a given year may be used. Local Records Disposal Certificates submitted with this intent must include a schedule of proposed records disposal in addition to the normally required information. The District must wait to dispose of records until receipt of approval from the Commission, as required in number 3, above. ~~Section~~ 44 Ill. Admin. Code §§4000.40(d) ~~of the rules of the Downstate Local Records Commission~~. 5. For records that have been damaged by water, fire, smoke, insects or vermin, mold or some other natural disaster that poses a health or safety risk to employees, the District may apply to the Commission for permission to dispose of those records ahead of their scheduled disposal date. The request must include a Local Records Disposal Certificate accompanied by the District's explanation of why the records need early disposal. The Commission may grant the request only after physically reviewing the damaged records. ~~Section~~ 44 Ill. Admin. Code §§4000.40(e) ~~of the rules of the Downstate Local Records Commission~~.

Links to Web-based Record Management Resources:

Downstate Local Records Commission Meetings

Rules of the Downstate Local Records Commission (44 Ill. Admin. Code ~~Title PART~~Part 4000)

~~Illinois School Student Records Act (105 ILCS 10~~Ill. School Student Records Act (105 ILCS 10/)

Local Records Act (50 ILCS 205/)

Local Records Disposal Certificate

LEGAL REF.: Federal Rules of Civil Procedure, Rules 16, 26 and 37.
5 ILCS 140/, Freedom of Information Act.
50 ILCS 205/, Local Records Act.
105 ILCS 10/, Ill. School Student Records Act.
815 ILCS 530/, Personal Information Protection Act.
820 ILCS 40/., Ill. Personnel Record Review Act.
44 Ill. Admin. Code Part 4000, Local Records Commission.
~~44 Ill.Admin.Code Part 4500, Cook County Local Records Commission.~~

~~CROSS REF.: 2.250~~
~~ADMIN. PROC.: 2.250-AP1, 2.250-E1, 2.250-E2, 2.250-E3~~

Adopted: February 11, 2009
Reviewed: ~~December 2016~~August 2024
Amended: January 18, 2017

Administrative Procedure – Title IX Response (Rewritten)

~~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 Complaint Grievance Process*.~~

~~Glossary of Terms~~

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

~~Training~~

~~Actor~~	~~Action~~
~~Superintendent or Designee~~	~~Ensures:~~ ~~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 otherwise making them available upon request for inspection by~~

Actor	Action
	members of the public. 34 C.F.R. §106.45(b)(10)(i)(D). See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

Reporting

Actor	Action
All District employees	Upon receiving knowledge of a sexual harassment allegation: 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. **Note:** Employees may receive knowledge of a sexual harassment allegation via an anonymous report. 85 Fed. Reg. 30132.

Initial Meeting with the Complainant; Complaint Analysis

Actor	Action
Title IX Coordinator	Upon receiving knowledge of a sexual harassment allegation, promptly contacts the Complainant to (34 C.F.R. §106.44(a)): 1. Discuss the availability of supportive measures; 2. Consider the Complainant's wishes with respect to supportive measures; **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. 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, *Formal Title IX Complaint Grievance Process*. Maintains the confidentiality of the sexual harassment allegation, to the greatest extent practicable. Analyzes the sexual harassment allegation under the following Board policies: • 2:260, *Uniform Grievance Procedure* • 5:20, *Workplace Harassment Prohibited*

	• 5:90, *Abused and Neglected Child Reporting* • 5:120, *Employee Ethics; 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* • 7:190, *Student Behavior* Answers the following questions: 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, *Title IX Grievance Procedure*? See 2:265-E, *Title IX Glossary of Terms*, for a discussion of sexual harassment governed by laws other than Title IX. Consult the board attorney for guidance.

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 Complaint Grievance Process*. 34 C.F.R. §106.30.

Actor	**Action**
Title IX Coordinator	**When a Complainant Does NOT File a Formal Title IX Sexual Harassment Complaint:** 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. "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. 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

	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. **When a Complainant Files, or the Title IX Coordinator Signs, a Formal Title IX Sexual Harassment Complaint:** Proceeds to and follows 2:265-AP2, *Formal Title IX Complaint Grievance Process*, in conjunction with any response required by this procedure.

Consideration of Removal of the Respondent

Actor	Action
Title IX Coordinator	**Emergency Removal of Respondent-Student:** 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). 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, *Threat Assessment Team (TAT)*. If the Respondent-student is removed on an emergency basis: 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. **Administrative Leave for Respondent-Employee:** 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, *Suspension*, and 5:290, *Employment Termination and Suspensions*. **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.

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

	~~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:~~ ~~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; and~~ ~~3. If the District did not provide Complainant with supportive measures, why not providing them was clearly reasonable in light of the circumstances. Id.~~ ~~See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records.~~ ~~See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records,* addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.~~

The District responds to all reports of alleged Title IX Sex Discrimination regardless of whether a Complaint is filed. Use this procedure to implement the District's response to reports of Title IX Sex Discrimination, as that term is defined in 34 C.F.R. §106.10.

The response steps outlined in this procedure include: Notice of Nondiscrimination, Training, Notification and Information, Response to Allegations, Supportive Measures, Title IX Complaint Initiation, Consideration of Removal of a Respondent, and Recordkeeping.

Title IX Complaints are processed using the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

Glossary of Terms

Use Exhibit 2.265-E, *Title IX Glossary of Terms*, in conjunction with this procedure.

Notice of Nondiscrimination

Actor	**Action**
Superintendent or Designee	Develops a notice of nondiscrimination that includes the following elements (34 C.F.R. §106.8(c)(1)(i)): 1. A statement that the District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in employment; 2. A statement that inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, the U.S. Dept. of Education's Office for Civil Rights, or both;

3. The name, office address, email address, and telephone number of the District's Title IX Coordinator;
4. How to locate Board Policy 2.265, *Title IX Grievance Procedure*, and the Grievance Process; and
5. How to report information about conduct that may constitute sex discrimination under Title IX and how to make a complaint of sex discrimination.

The following sample notice of nondiscrimination meets the minimum requirements of Title IX regulations:

> The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in employment. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Dept. of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is:
>
> **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
>
> The District's nondiscrimination policy and grievance procedures can be located at [insert link to location(s) on website or otherwise describe location(s)]. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [insert link to location(s) on website or otherwise describe location(s)].

Provides the notice of nondiscrimination to students, parents/guardians, or other authorized legal representatives of students, employees, applicants for employment, and all unions and professional organizations holding collective bargaining or professional agreements with the District. 34 C.F.R. §106.8(c).

Ensures that all elements of the notice of nondiscrimination are prominently included on the District's website and in each handbook, catalog, announcement, bulletin, and application form that the District makes available to persons entitled to receive the notice, or which are otherwise used in connection with the recruitment of employees. Alternatively, where necessary due to the format or size of a particular publication, a publication may include a statement that the District prohibits sex discrimination in any education program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator, and provide the location of the notice on the District's website. 34 C.F.R. §106.8(c)(2)(i)-(ii).

The following sample abbreviated nondiscrimination statement meets the minimum requirements of Title IX regulations:

> The District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX

	Coordinator. The notice of nondiscrimination is located at [insert website address]. Ensures that the District does not use or distribute a publication stating that the District treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX. 34 C.F.R. §106.8(c)(2)(iii).

Training

Actor	**Action**
Superintendent or Designee	Ensures that upon hiring or a change of position that alters a below-identified person's duties under Title IX, and annually thereafter (34 C.F.R. §106.8(d)): 1. Tier 1: all District employees receive training on: a. The District's obligation to address Title IX Sex Discrimination in its education program or activity; b. The scope of conduct that constitutes Title IX Sex Discrimination, including the definition of sex-based harassment; and c. All applicable notification and information requirements under the Notification and Information subhead, below (34 C.F.R. §§106.40(b)(2) and 106.44). 2. Tier 2: in addition to Tier 1 training, above, all designated Investigators, Decisionmakers, Appeal Decisionmakers, and other persons responsible for implementing the Grievance Process, or who have the authority to modify or terminate supportive measures under 34 C.F.R. § 106.44(g)(4) receive training on, to the extent related to their responsibilities: a. The District's obligations under 34 C.F.R. §106.44 (see this administrative procedure, 2:265-AP1, Title IX Response); b. The District's Grievance Process under 34 C.F.R. §106.45 (see administrative procedure 2:265-AP2, Formal Title IX Complaint Grievance Process); c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and d. The meaning and application of the term relevant in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 C.F.R. §106.45 (see exhibit 2:265-E, Title IX Glossary of Terms). 3. Tier 3: in addition to Tier 1 training, above, all facilitators of an informal resolution process under 34 C.F.R. §106.44(k) receive training on: a. The rules and practices associated with the District's informal resolution process; and b. How to serve impartially, including by avoiding conflicts of interest and bias.

	4. Tier 4: in addition to Tier 1-3 training, above, the Title IX Coordinator and any designees receive training on: a. Their specific responsibilities under Title IX (see 34 C.F.R. §§106.8(a), 106.40(b)(3), 106.44(f) and (g)); b. The District's recordkeeping system and the recordkeeping requirements under 34 C.F.R. § 106.44(f); and c. Any other training necessary to coordinate the District's compliance with Title IX and its implementing regulations. 5. All materials used to provide the training outlined in Nos. 1-4 are made available upon request for inspection by members of the public. See Exhibit 2.250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

Notification and Information

Actor	**Action**
All District employees who are not *confidential employees* (see below)	Upon receiving information about conduct that reasonably may constitute Title IX Sex Discrimination: 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 notify the Title IX Coordinator. 34 C.F.R. § 106.44(c)(1). Upon receiving information of a student's pregnancy or related conditions from the student or a person who has a legal right to act on behalf of the student, promptly (34 C.F.R. § 106.40(b)(2)): 1. Provide that person with the Title IX Coordinator's contact information; and 2. Inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's program or activity.
Confidential employees, if any	Upon receiving information about conduct that reasonably may constitute Title IX Sex Discrimination: 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. Explain the following to the person who informs the confidential employee of conduct that reasonably may constitute Title IX Sex Discrimination (34 C.F.R. § 106.44(d)(2)): a. The employee's status as confidential for purposes of Title IX, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;

	b. How to contact the District's Title IX Coordinator and how to make a Complaint of sex discrimination; and c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the Grievance Process. See **Section F. Informal Resolution of Title IX Complaint** in administrative procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

Response to Allegations

Actor	**Action**
Title IX Coordinator or Designee	Upon being notified of conduct that the notifying party believes reasonably may constitute Title IX Sex Discrimination, analyzes the allegation(s) to determine whether the conduct as alleged could constitute Title IX Sex Discrimination. Where the Title IX Coordinator reasonably determines that the conduct as alleged could constitute Title IX Sex Discrimination, takes the following actions to promptly and effectively end any Title IX Sex Discrimination in the District's education program or activity, prevent its recurrence, and remedy its effects: 1. Treats the Complainant and Respondent equitably. 34 C.F.R. §106.44(f)(1)(i). 2. Offers and coordinates supportive measures, as appropriate, for the Complainant. 34 C.F.R. §106.44(f)(1)(ii). See **Supportive Measures**, below. 3. If the District has initiated the Grievance Process or offered an informal resolution process to the Respondent, offers and coordinates supportive measures, as appropriate, for the Respondent. Id. See **Supportive Measures**, below. 4. Notifies the Complainant or, if the Complainant is unknown, the individual who reported the conduct, of: the Grievance Process; and the informal resolution process, if available and appropriate. 34 C.F.R. §106.44(f)(1)(iii)(A). **Note:** The U.S. Dept. of Education anticipates that during such conversations the Title IX Coordinator will confirm whether the individual reporting the alleged discrimination wants the District to conduct an investigation, and notes that "nothing in the final regulations would preclude the Title IX Coordinator from memorializing in writing the outcome of that conversation to help avoid any possible confusion about agreed upon next steps." 89 Fed. Reg. 33487. 5. If a Complaint is made, notifies the Respondent of: the Grievance Process; and the informal resolution process, if available and appropriate. 34 C.F.R. §106.44(f)(1)(iii)(B). 6. In response to a Complaint, initiates: the Grievance Process; or the informal resolution process, if available and appropriate and requested by all parties. 34 C.F.R. §106.44(f)(1)(iv). 7. In the absence of a Complaint or the withdrawal of any or all of the allegations in a Complaint, and in the absence or termination of an informal

	resolution process, determines whether to initiate a Complaint of Title IX Sex Discrimination under the Grievance Process, considering the factors outlined in **Initiation of a Title IX Complaint**, below. 34 C.F.R. §106.44(f)(1)(v). 8. If initiating a Complaint under No. 7, above, notifies the Complainant prior to doing so and appropriately addresses reasonable concerns about the Complainant's safety or the safety of others, including by providing supportive measures. 34 C.F.R. §106.44(f)(1)(vi). 9. Regardless of whether a Complaint is initiated, takes other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual Complainant, if any, to ensure that Title IX Sex Discrimination does not continue or recur within the District's education program or activity. 34 C.F.R. §106.44(f)(1)(vii). Regardless of whether the Title IX Coordinator reasonably determines that the conduct as alleged could constitute Title IX Sex Discrimination, considers whether action under any of the following policies is required, either in lieu of or in addition to any action under Board Policy 2.265, *Title IX Grievance Procedure*: 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* 7.185, *Teen Dating Violence Prohibited* 7.190, *Student Behavior* Answers the following question(s): 1. Does another appropriate method exist for processing and reviewing the sex discrimination allegation? 2. If yes, does that other method govern the District's response in addition to or at the exclusion of Board Policy 2.265, *Title IX Grievance Procedure*? See Exhibit 2.265-E, *Title IX Glossary of Terms*, for a discussion of sex discrimination governed by laws other than Title IX. Consult the board attorney for guidance.

Supportive Measures

Actor	**Action**
Title IX Coordinator or Designee	Where the Title IX Coordinator has knowledge of conduct that reasonably may constitute Title IX Sex Discrimination in the District's education program or activity, offers and coordinates supportive measures, as appropriate, for the Complainant. 34 C.F.R. §106.44(g). Where the District has initiated the Grievance Process or

offered an informal resolution process to the Respondent, offers and coordinates supportive measures, as appropriate, for the Respondent. Id.

Note: For allegations of Title IX Sex Discrimination other than sex-based harassment or retaliation, the District is not required to alter the alleged discriminatory conduct for the purposes of providing a supportive measure. This is because "such discrimination will likely relate to either sex discrimination allegations arising out of alleged unequal access to resources or facilities or allegations arising out of alleged sex discrimination in an educational setting such as different treatment on the basis of sex" and there "will be few appropriate supportive measures for such discrimination, other than eliminating the source of the discrimination" but eliminating the source of the discrimination "may only be provided as a remedy." 89 Fed. Reg. 33863.

When determining appropriate supportive measures, considers relevant factors, including the following:

1. Supportive measures may vary depending on what the District deems reasonably available. These measures may include, but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of school grounds; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment. 34 C.F.R. §106.44(g)(1).

   Note: Many actions taken by school personnel to quickly intervene and correct behavior, i.e., having educational conversations with students or changing student seating, may be considered reasonable supportive measures. 89 Fed. Reg. 33608.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the District's educational environment, or to provide support during the Grievance Process or during the informal resolution process. Supportive measures may not be imposed for punitive or disciplinary reasons. 34 C.F.R. §106.44(g)(2).

If the Complainant or Respondent is a student with a disability, consults with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team (34 C.F.R. §300.321), if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 C.F.R. §104.35(c), if any. This consultation is needed to determine how to comply with the requirements of the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794) in the implementation of supportive measures. 34 C.F.R. §106.44(g)(6).

At the conclusion of the Grievance Process or at the conclusion of the informal resolution process, determines whether to modify or terminate, as appropriate, any supportive measures previously implemented, or whether to continue such measures beyond that point. 34 C.F.R. §106.44(g)(3).

	Provides a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially. 34 C.F.R. §106.44(g)(4). Provides the parties with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the decision to provide, deny, modify, or terminate supportive measures applicable to them. 34 C.F.R. §106.44(g)(4). The impartial employee must be someone other than the employee who made the challenged supportive decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures under Title IX. Id. The impartial employee must receive Tier 2 training (see the **Training** subhead, above). If a party requests modification or reversal of a decision regarding a supportive measure by submitting a written request to the Title IX Coordinator, identifies an impartial employee who will: 1. Review the request and other relevant information to determine: whether the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures under Title IX; and if so, whether modification or reversal of the supportive measures decision is appropriate; 2. Upon conclusion of the review, notify the requesting party and the Title IX Coordinator of the outcome of the review; and 3. As appropriate, notify the other party of any modifications to a supportive measure applicable to that party that results from the review. Ensures that information about supportive measures is not disclosed to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 C.F.R. §106.44(j)(1) through (5) applies, in conjunction with any response required by this procedure. 34 C.F.R. §106.44(g)(5).

Title IX Complaint Initiation

A *Complaint* for purposes of Board Policy 2.265, *Title IX Grievance Procedure*, and this procedure, means an oral or written request to the District that can objectively be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

The following persons have a right to make a Complaint (34 C.F.R. §106.45(a)(2)):

1. A Complainant (see Board Policy 2.265, *Title IX Grievance Procedure*, and Exhibit 2.265-E, *Title IX Glossary of Terms*);

2. A parent/guardian, or other legal representative with the legal right to act on behalf of a Complainant;
3. The Title IX Coordinator, after making the determination specified in No. 7 under the **Response to Allegations** subhead, above; and
4. For complaints of Title IX Sex Discrimination other than sex-based harassment, in addition to the persons listed under Nos. 1-3, above:
   a. Any student or employee; or
   b. Any person other than a student or employee who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination.

Actor	**Action**
Title IX Coordinator or Designee	**In the absence of a Complaint or the withdrawal of any or all of the allegations in a Complaint, and in the absence or termination of an informal resolution process:** Determines whether to initiate a Complaint of Title IX Sex Discrimination under the Grievance Process, considering, at a minimum, the following factors (34 C.F.R. §106.44(f)(1)(v)(A)): 1. The Complainant's request not to proceed with initiation of a Complaint; 2. The Complainant's reasonable safety concerns regarding initiation of a Complaint; 3. The risk that additional acts of sex discrimination would occur if a Complaint is not initiated; 4. The severity of the alleged Title IX Sex Discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence; 5. The age and relationship of the parties, including whether the Respondent is an employee of the District; 6. The scope of the alleged discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals; 7. The availability of evidence to assist a Decisionmaker in determining whether Title IX Sex Discrimination occurred; and 8. Whether the District could end the alleged discrimination and prevent its recurrence without initiating the Grievance Process. **When a Complaint is filed by an eligible person or initiated by the Title IX Coordinator:** Proceeds to and follows the Grievance Process (34 C.F.R. §106.44(f)(1)(iv)) in conjunction with any response required by this procedure and other applicable District policies. See Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

Consideration of Removal of the Respondent

Actor	**Action**

Emergency Removal of *Student Respondent*:

If the Respondent is an identified student, considers whether the student-Respondent should be removed from the District's education program or activity on an emergency basis in accordance with 34 C.F.R. §106.44(h).

Before removing a student-Respondent on an emergency basis, conducts an individualized safety and risk analysis to determine whether removal is justified by an immediate and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination.

If the student-Respondent is removed on an emergency basis:

Title IX Coordinator or Designee

1. Provides the student-Respondent 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. See Board policies 7:200, Suspension Procedures, and 7:210, Expulsion Procedures.

Administrative Leave for *Employee Respondent*:

If the Respondent is an identified non-student employee, in conjunction with the District's human resources administrator, considers whether the employee-Respondent should be placed on administrative leave in accordance with 34 C.F.R. §106.44(i), relevant District policies and procedures, and any applicable collective bargaining agreements. See Board Policies 5.240, *Suspension*, and 5.290, *Employment Termination and Suspensions*.

Note: While Title IX regulations do not impose a time limit on the duration of an emergency removal, 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, and 105 ILCS 5/10-22.6.

Recordkeeping

Actor	**Action**
Title IX Coordinator or Designee	Maintains, for a period of at least seven (7) years (34 C.F.R. §106.8(f)): 1. For each Complaint of Title IX Sex Discrimination, records documenting the informal resolution process or the Grievance Process, and the resulting outcome. Records should include: complaints (formal and informal), supportive measures, the informal resolution process, investigations, final determinations, appeals, remedies, and any other relevant information related to allegations of Title IX Sex Discrimination. 2. For each notification the Title IX Coordinator receives about conduct that reasonably may constitute Title IX sex discrimination, records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44.

3. All materials used to provide the training outlined in Nos. 1-4 under the **Training** subhead, above.

See Board Policy 5.150, *Personnel Records*, and administrative procedure 5.150-AP1, *Personnel Records*, addressing the identification, storage, and access to personnel records.

See Board Policy 7.340, *Student Records*, along with administrative procedures 7.340-AP1, *School Student Records*, and 7.340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

Administrative Procedure – Formal Title IX Complaint Grievance Process (Rewritten)

~~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 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 Glossary of Terms*, in conjunction with this procedure.~~

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

~~Table of Contents~~

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~~B. Notice of Allegations~~
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~~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 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~~

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 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	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 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. Id. 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. Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).

Actor	Action
	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. Id. **Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id. At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy: 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

Initial Decision-Maker	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. **Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions** Reviews all materials received from the Investigator. 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: 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. Id. 2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Reviews any questions received from each party for submission to any party or witness. 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. Id.

	~~Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.~~ ~~Upon receipt of answers to questions, provides each party with copies of them. Id.~~ ~~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. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days.~~ ~~Upon receipt of answers to the additional questions, provides each party with copies of them. Id.~~ ~~**Determination and Written Notice of Determination**~~ ~~Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)):~~ ~~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~~
	~~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:~~ ~~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).~~ ~~**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.~~
~~Title IX Coordinator~~	~~Upon receiving an appeal from one party:~~ ~~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.~~ ~~**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, *Uniform Grievance Procedure*, 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.**~~ ~~**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.**~~

~~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)):~~ ~~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, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records.~~ ~~See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.~~

This procedure implements the District's grievance process for a Title IX Complaint after a decision to pursue one has been made using administrative procedure 2.265-AP1, *Title IX Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, Grievance procedures for complaints of sex discrimination. Use exhibit 2.265-E1, *Title IX Glossary of Terms*, and administrative procedure 2.265-AP3, *Title IX Coordinator*, in conjunction with this procedure. **Consult the Board Attorney as needed throughout the grievance process.**

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

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A. Overview of Title IX Complaint Grievance Process

The District's Title IX Complaint Grievance Process (Grievance Process) adheres to the following guidelines:

1. Treat Parties Equitably. The District shall treat Complainants and Respondents equitably. 34 C.F.R. §106.45(b)(1).

2. No Conflict of Interest or Bias. The District shall require that any person designated as a Title IX Coordinator, Investigator, or Decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. 34 C.F.R. §106.45(b)(2).

3. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged Title IX Sex Discrimination until a determination is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(3).

4. Grievance Process Required Before Imposing Sanctions. The District shall comply with this Grievance Process before imposing any disciplinary sanctions against a Respondent for Title IX Sex Discrimination. 34 C.F.R. §106.45(h)(3), (h)(4).

5. Supportive Measures. The District shall offer and coordinate supportive measures, as appropriate, for a Complainant upon being notified of conduct that reasonably may constitute Title IX Sex Discrimination and for a Respondent if the District has initiated the Grievance Process or has offered the Respondent an informal resolution process. 34 C.F.R. §§106.44(f)(1)(ii), 106.44(g), 106.45(l)(1). See administrative procedure 2.265-AP1, *Title IX Response*, for more on supportive measures. See Exhibit 2.265-E1, *Title IX Glossary of Terms*, for the definition of *supportive measures*.

6. Timeframe. This Grievance Process shall be concluded within 90 school business days after receipt of a Complaint. As used in this Grievance Process, school business days means days on which the District's main office is open. On a case-by-case basis, this Grievance Process may be temporarily delayed or extended for good cause only if the Complainant and the Respondent, as appropriate, are provided written notice of the delay/extension and the reasons for it. Good cause may include, but is not limited to: the unavailability of a party or a witness; concurrent law enforcement or other agency activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(4).

7. Privacy Protection. The District shall take reasonable steps to protect the privacy of a Complainant and a Respondent and witnesses during the Grievance Process. These steps shall not restrict the ability of a Complainant or a Respondent to obtain and present evidence, including by speaking to witnesses; consulting with their family members, confidential resources, or advisors; or otherwise preparing for or participating in the Grievance Process. 34 C.F.R. §106.45(b)(5).

8. Evidence Considered. The District shall objectively evaluate all relevant evidence – including both inculpatory and exculpatory evidence – that is not otherwise impermissible. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District shall exclude (not disclose or otherwise use) impermissible evidence and questions seeking that evidence, regardless of whether the evidence is relevant. The District may access or consider impermissible evidence solely to determine whether an exception that would allow its consideration exists. 34 C.F.R. §106.45(b)(6), (7). See Exhibit 2.265-E1, *Title IX Glossary of Terms*, for the definition of *impermissible evidence*.

9. Standard of Proof. All determinations are based upon the preponderance of the evidence standard. 34 C.F.R. §106.45(h)(1). See Exhibit 2.265-E1, *Title IX Glossary of Terms*, for the definition of *preponderance of the evidence*.

10. Right to Appeal. Each party may appeal any determination or dismissal as described in **Section H. Appeals**, below. 34 C.F.R. §§106.45(d)(3), (i).

11. Remedies and Disciplinary Sanctions. Following a determination that Title IX Sex Discrimination occurred, the District must provide, as appropriate, remedies to a Complainant and other persons the District identifies as having had their equal access to the District's education program or activity limited or denied by Title IX Sex Discrimination. 34 C.F.R. §106.45(h)(3). Additionally, the District may implement, as appropriate, disciplinary sanctions on a Respondent, up to and including: discharge for an employee-Respondent; expulsion for a student-Respondent; and termination of any existing contracts and/or prohibition from District property and activities for a third-party Respondent. The District may not impose discipline on a Respondent for Title IX Sex Discrimination unless there is a determination at the conclusion of the Grievance Process that the Respondent engaged in prohibited Title IX Sex Discrimination. 34 C.F.R. §106.45(h)(3), (l)(2). See Exhibit 2:265-E1, *Title IX Glossary of Terms*, for the definitions of *remedies* and *disciplinary sanctions*.

12. Training Requirements. The District ensures certain training requirements are met at the time of hiring or change of position that alters an employee's Title IX duties and annually thereafter. 34 C.F.R. §106.8(d). See administrative procedures 2.265-AP1, *Title IX Response*, and 2.265-AP3, *Title IX Coordinator,* for details on training requirements.

B. Evaluation of Title IX Complaint

When a Complaint is filed, the Title IX Coordinator shall, within 10 school business days, evaluate whether to investigate or dismiss the Complaint. 34 C.F.R. §106.45(b)(4). In evaluating the Complaint, the Title IX Coordinator shall analyze the allegations to determine whether the conduct as alleged could constitute Title IX Sex Discrimination and whether any of the bases for dismissal apply as set forth in **Section E. Dismissal**, below.

Where the Title IX Coordinator reasonably determines that the conduct as alleged could constitute Title IX Sex Discrimination, this Grievance Process shall be initiated. Where the Title IX Coordinator reasonably determines that the conduct as alleged does not constitute Title IX Sex Discrimination, the Title IX Coordinator shall dismiss the Complaint, or allegation(s) therein, as set forth in **Section E. Dismissal**, below.

C. Notice of Allegations

Upon initiating this Grievance Process, the Title IX Coordinator:

1. Provides written notice to all known parties with the following information (34 C.F.R. §106.45(c)(1)):

   a. This procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of Title IX Sex Discrimination. This includes sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute Title IX Sex Discrimination, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the District.

   c. Retaliation is prohibited. See Exhibit 2.265-E1, *Title IX Glossary of Terms*, for the definition of *retaliation*.

   d. The parties have an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence. If the District opts to provide a description of the evidence, the parties have an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

   e. 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. 34 C.F.R. §106.45(c)(2).

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 an anonymous person or third-party reports conduct that reasonably may constitute Title IX Sex Discrimination, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to initiate a Complaint, even though the written notice provided in **Section C.1**, above, will not include the Complainant's identity. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties.

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 C.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.

D. Consolidation of Title IX Complaints

When the allegations of Title IX Sex Discrimination arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Complaints 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(e).

E. Dismissal of Title IX Complaint

At any time, the Title IX Coordinator may dismiss a Complaint made under this Grievance Process, or any allegations contained in it, for any of the following reasons (34 C.F.R. §106.45(d)(1)):

1. The District is unable to identify the Respondent after taking reasonable steps to do so.

2. The Respondent is no longer enrolled in or employed by the District.

3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the Title IX Coordinator declines to initiate a complaint, and the Title IX Coordinator determines any remaining allegations in the Complaint would not constitute Title IX Sex Discrimination even if proven.

4. The District determines the alleged conduct, even if proven, would not constitute Title IX Sex Discrimination. Prior to dismissing the Complaint under this paragraph, the District must make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the Title IX Coordinator must promptly notify the Complainant in writing of the basis for the dismissal and the right to appeal the dismissal on the bases as described in **Section H. Appeals**, below. If the dismissal occurs after the Respondent has been notified of the allegations, the Title IX Coordinator shall simultaneously notify the Respondent in writing of the dismissal, its basis, and the right to appeal the dismissal on the bases as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(d)(2), (3).

Upon dismissal, the Title IX Coordinator also must (34 C.F.R. §106.45(d)(4)):

1. Offer supportive measures to the Complainant, as appropriate;
2. Offer supportive measures to the Respondent, as appropriate, if the dismissal was pursuant to **Section E.3** or **Section E.4**, above, and the Respondent has been notified of the allegations;

3. Take other appropriate prompt and effective steps to ensure that Title IX Sex Discrimination does not continue or recur within the District's education program or activity.

See Administrative Procedure 2.265-AP1, *Title IX Response*, for more on supportive measures. See Exhibit 2.265-E1, *Title IX Glossary of Terms*, for the definition of *supportive measures*.

F. Informal Resolution of Title IX Complaint

At any time prior to determining if sex discrimination occurred under this Grievance Process, the District may offer to the Complainant and Respondent an informal resolution process. The District is prohibited from offering an informal resolution process when the Complaint includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with federal, State, or local law.

The District has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute Title IX Sex Discrimination or when a Complaint is made, and may decline to offer informal resolution despite one or more of the parties' wishes. Such circumstances may include, but are not limited to, when the District determines the alleged conduct would present a future risk of harm to others. 34 C.F.R. §§106.44(k), 106.45(k)(1).

To offer an informal resolution process, the District must:

1. Provide the parties written notice explaining (34 C.F.R. §106.44(k)(3)):

    a. The allegations;

    b. Informal resolution process requirements;

    c. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the Grievance Process;

    d. That if the parties agree to a resolution at the conclusion of the informal resolution process, the parties' agreement precludes the parties from initiating or resuming the Grievance Process arising from the same allegations;

    e. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding; and

    f. The information that will be maintained and whether and how the information could be disclosed for use in the Grievance Process if the Grievance Process is initiated or resumed.

2. Obtain the parties' voluntary, written consent to the informal resolution process. The District cannot require a waiver by the parties of the right to an investigation and determination of a complaint under the Grievance Process as a condition of enrollment or continuing enrollment in the District or employment or continuing employment in the District, or exercise of any other right. 34 C.F.R. §106.44(k)(2).

3. Assign a facilitator for the informal resolution process who is not the Investigator or Decisionmaker in the Grievance Process. 34 C.F.R. §106.44(k)(4).

4. Require the Title IX Coordinator, to the extent necessary, to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity. 34 C.F.R. §106.44(k)(1).

Potential Terms for Informal Resolution Agreement

The following are potential terms that an informal resolution agreement may include, but are not limited to (34 C.F.R. §106.44(k)(5)):

1. Restrictions on contact; and

2. Restrictions on the Respondent's participation in one or more of the District's programs or activities or attendance at specific events, including restrictions the District could have imposed as remedies or disciplinary sanctions had the District determined at the conclusion of the Grievance Process that Title IX Sex Discrimination occurred.

G. Investigation and Determination of Title IX Complaint

The Investigator/Decisionmaker follows these steps when investigating the allegations in a Complaint. The Investigator/Decisionmaker shall make all reasonable efforts to complete the investigation and issue a written determination regarding whether Title IX Sex Discrimination occurred under Title IX within 30 school business days. This timeframe can be extended for good cause as provided in **Section A.6**, above.

If the allegations are against the Superintendent or against a Board Member, an independent Investigator/Decisionmaker (e.g., an attorney or retired school administrator) shall be appointed.

Actor	Action
Investigator/ Decisionmaker	**Investigation** During an investigation and throughout the Grievance Process, provides an adequate, reliable, and impartial investigation by (34 C.F.R. §106.45(f)): 1. Ensuring the burden of gathering sufficient evidence to determine whether Title IX Sex Discrimination occurred is on the District and not the parties. 34 C.F.R. §106.45(f)(1). 2. Providing an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. 34 C.F.R. §106.45(f)(2). 3. Reviewing all evidence gathered through the investigation and determining what evidence is relevant and what evidence is impermissible regardless of relevance. 34 C.F.R. §106.45(f)(3). 4. Providing the parties an equal opportunity to access the evidence that is relevant to the allegation(s) and not otherwise impermissible, or an

	accurate description of this evidence. If a description of the evidence is provided, the parties must be provided an equal opportunity to access the relevant and not otherwise impermissible evidence upon request. 34 C.F.R. §106.45(f)(4)(i). 5. Providing the parties a reasonable opportunity to respond to the evidence or to the accurate description of the evidence. 34 C.F.R. §106.45(f)(4)(ii). 6. Taking reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through this Grievance Process. 34 C.F.R. §106.45(f)(4)(iii). **Determination and Written Notice of Determination** Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, does the following (34 C.F.R. §106.45(h)(1), (2)): 1. Bases all decisions on the preponderance of evidence standard. 2. Notifies the parties in writing of the determination regarding whether Title IX Sex Discrimination occurred, including the rationale for such determination and permissible bases for the Complainant and the Respondent to appeal as described in **Section H. Appeals**, below.
Title IX Coordinator or Designee	If there is a determination that Title IX Sex Discrimination occurred (34 C.F.R. §106.45(h)(3)): 1. Coordinates the provision and implementation of remedies for the Complainant and other persons identified as having had their equal access to the District's education program or activity limited or denied by Title IX Sex Discrimination. 2. Coordinates the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions. The District may not impose discipline on a Respondent for Title IX Sex Discrimination unless there is a determination at the conclusion of the Grievance Process that the Respondent engaged in prohibited Title IX Sex Discrimination. 3. Takes other appropriate prompt and effective steps to ensure that Title IX Sex Discrimination does not continue or recur within the District's education program or activity.

H. Appeals

The determination regarding whether Title IX Sex Discrimination occurred becomes final either on the date on which an appeal would no longer be considered timely if an appeal is not filed, or the date that the Appeal Decisionmaker provides the parties with the written decision of the result of the appeal if an appeal is filed. 34 C.F.R. §106.45(b)(4).

Complainant or Respondent	Within five (5) school business days after receiving either (1) notice of the determination of whether Title IX Sex Discrimination occurred, or (2) notice of dismissal of a Complaint, or allegations therein, makes a written request to

	the Title IX Coordinator appealing the determination/dismissal based on (34 C.F.R. §§106.45(d)(3), 106.46(i)(1)): 1. Procedural irregularity that would change the outcome. 2. New evidence now available that would change the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator or Investigator/Decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
Title IX Coordinator or Designee	Upon receiving an appeal from one party (34 C.F.R. §106.45(d)(3), (i)): 1. Notifies the parties in writing that an appeal has been filed, including notice of the allegations if notice consistent with **Section C. Notice of Allegations**, above, was not previously provided to the Respondent. 2. Provides both parties five (5) school business days to submit a written statement and/or new evidence in support of, or challenging, the outcome to the Title IX Coordinator. 3. Promptly forwards all materials relative to the appeal to the Appeal Decisionmaker. Ensures that the Appeal Decisionmaker is not the same person as the Investigator/Decisionmaker or the Title IX Coordinator. 34 C.F.R. §106.45(d)(3)(iii). Note: 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, Uniform Grievance Procedure, 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 Appeal Decisionmaker, the Board must receive the training in **Section A.12**, above. 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. **Consult the board attorney regarding these options.**
Appeal Decisionmaker	Within 30 school business days, affirms, reverses, or amends the written determination regarding whether Title IX Sex Discrimination occurred or the notice of dismissal. Within five (5) school business days after its decision, notifies the parties in writing of the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(d)(3)(vi).

I. Recordkeeping

Actor	Action

Title IX Coordinator or Designee	See the Recordkeeping subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

Administrative Procedure –Title IX Coordinator (NEW)

This procedure centralizes all Title IX Coordinator responsibilities that appear throughout the 2.265 suite of PRM materials into one document. Use this procedure in conjunction with Exhibit 2.265-E1, Title IX Glossary of Terms, and Administrative Procedures 2.265-AP1, Title IX Response, and 2.265-AP2, Formal Title IX Grievance Procedure.

The Title IX Coordinator directs the District's compliance with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), and assists the Superintendent in implementing Board Policy 2.265, *Title IX Grievance Procedure*. If the District has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight to ensure the District's consistent compliance with its responsibilities under Title IX and its implementing regulations. 34 C.F.R. §106.8(a)(1). The Title IX Coordinator with ultimate oversight should be listed in Board Policy 2.265, *Title IX Grievance Procedure*. The District may delegate, or permit the Title IX Coordinator to delegate, specific duties to one or more designees. 34 C.F.R. §106.8(a)(2).

Title IX Coordinator's General Responsibilities

1. Coordinates the District's efforts to comply with its responsibilities under Title IX and 34 C.F.R. Part 106 to provide educational programs and activities free from sex discrimination. 34 C.F.R. §106.8(a)(1). Includes, as needed, coordinating compliance with Board policies 2.260, Uniform Grievance Procedure; 2.265, *Title IX Grievance Procedure*; 5.10, *Equal Employment Opportunity*; 5.20, *Workplace Harassment Prohibited*; 5.90, *Abused and Neglected Child Reporting*; 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*; and 7.190, *Student Behavior*.

2. Assists the Superintendent in developing and managing a program that notifies all students, parents/guardians, or other authorized legal representatives of students, employees, applicants for employment, and all unions and professional organizations holding collective bargaining or professional agreements with the District about the District's commitment to equal employment and educational opportunities and a discrimination-free environment, including by posting a Notice of Nondiscrimination on the District's website and in each handbook, catalog, announcement, bulletin, and application form that the District makes available to persons entitled to notice, or which are otherwise used in connection with the recruitment of employees. 34 C.F.R. §106.8(c). See the **Notice of Nondiscrimination** subhead of Administrative Procedure 2.265-AP1, *Title IX Response*.

3. Assists the Superintendent in developing and managing a staff training program (see the **Title IX Coordinator's Responsibilities for Training Staff** subhead, below). 34 C.F.R. §106.8(d).

4. When a Complainant or Respondent is a student with a disability, consults with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team (34 C.F.R. §300.321), if any, or one or more members of the group of persons responsible for the student's placement decision under 34 C.F.R. §104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) throughout the implementation of the District's Title IX Complaint Grievance Process

(Grievance Process) under Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*. 34 C.F.R. §106.8(e).

5. Maintains, for a period of at least seven (7) years (34 C.F.R. §106.8(f)):

   a. For each Complaint of Title IX Sex Discrimination, records documenting the informal resolution process or the Grievance Process, and the resulting outcome. Records should include: complaints (formal and informal), supportive measures, the informal resolution process, investigations, final determinations, appeals, remedies, and any other relevant information related to allegations of Title IX Sex Discrimination.

   b. For each notification the Title IX Coordinator receives about conduct that reasonably may constitute Title IX Sex Discrimination, records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44.

   c. All materials used to provide the training outlined in Nos. 1-4 under the **Training** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

   Records shall only be destroyed in accordance with Board policies and administrative procedures governing the destruction of records. 34 C.F.R. §106.8(f). See the **Recordkeeping** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

6. Provides ongoing consultation, technical assistance, and information services regarding Title IX compliance requirements and programs.

7. Makes recommendations for action by appropriate decision makers.

8. Establishes a positive climate for nondiscrimination compliance efforts, including by encouraging individuals to come forward with suggestions and complaints.

Title IX Coordinator's Responsibilities for Training Staff

The Title IX Coordinator assists the Superintendent to ensure that upon hiring or a change of position that alters a below-identified person's duties under Title IX, and annually thereafter (34 C.F.R. §106.8(d)):

1. Tier 1: all District employees receive training on:

   a. The District's obligation to address Title IX Sex Discrimination in its education program or activity;

   b. The scope of conduct that constitutes Title IX Sex Discrimination, including the definition of sex-based harassment; and

   c. All applicable notification and information requirements under 34 C.F.R. §§106.40(b)(2) and 106.44.

2. Tier 2: in addition to Tier 1 training above, all designated Investigators, Decisionmakers, Appeal Decisionmakers, and other persons responsible for implementing the Grievance Process, or who have the authority to modify or terminate supportive measures under 34 C.F.R. § 106.44(g)(4) receive training on, to the extent related to their responsibilities:

a. The District's obligations under 34 C.F.R. §106.44 (see Administrative Procedure 2.265-AP1, *Title IX Response*);

b. The District's Grievance Process under 34 C.F.R. §106.45 (see Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*);

c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and

d. The meaning and application of the term relevant in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 C.F.R. §106.45 (see Exhibit 2.265-E1, *Title IX Glossary of Terms*).

3. Tier 3: in addition to Tier 1 training, above, all facilitators of an informal resolution process under 34 C.F.R. § 106.44(k) receive training on:

   a. The rules and practices associated with the District's informal resolution process; and
   b. How to serve impartially, including by avoiding conflicts of interest and bias.

4. Tier 4: in addition to Tier 1-3 training, above, the Title IX Coordinator and any designees receive training on:

   a. Their specific responsibilities under Title IX (see 34 C.F.R. §§106.8(a), 106.40(b)(3), 106.44(f) and (g));

   b. The District's recordkeeping system and the recordkeeping requirements under 34 C.F.R §106.8(f); and

   c. Any other training necessary to coordinate the District's compliance with Title IX and its implementing regulations.

See the **Training** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

Title IX Coordinator's Responsibilities for Responding to Reports of Sex Discrimination

1. Implements and administers Administrative Procedure 2.265-AP1, *Title IX Response*.

2. Monitors the District's education program and activity for barriers to reporting information about conduct that may reasonably constitute Title IX Sex Discrimination, and takes steps reasonably calculated to address such barriers. 34 C.F.R. §106.44(b). Strategies to identify barriers may include, for example: conducting regular climate surveys, seeking targeted feedback from students and employees who have reported sex discrimination, participating in public awareness events to receive feedback from student and employee attendees, and regularly publicizing and monitoring an email address designated for receiving anonymous feedback about barriers to reporting sex discrimination. 87 Fed. Reg. 41436.

3. Receives reports of conduct that reasonably may constitute Title IX Sex Discrimination (34 C.F.R. §106.44(c)) and analyzes the allegation(s) to determine whether the conduct as alleged could constitute Title IX Sex Discrimination.

4. Where the Title IX Coordinator reasonably determines that conduct as alleged could constitute Title IX Sex Discrimination, takes the following actions to promptly and effectively end any Title IX Sex Discrimination in the District's education program or activity, prevent its recurrence, and remedy its effects (34 C.F.R. §106.44(f); see the **Response to Allegations** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*):

    a. Treats the Complainant and Respondent equitably.

    b. Offers and coordinates supportive measures, as appropriate, for the Complainant.

    c. If the District has initiated the Grievance Process, or offered an informal resolution process to the Respondent, offers and coordinates supportive measures, as appropriate, for the Respondent.

    d. Notifies the Complainant or, if the complainant is unknown, the individual who reported the conduct, of the Grievance Process, and the informal resolution process, if available and appropriate.

    e. If a Complaint is made, notifies the Respondent of the Grievance Process and the informal resolution process, if available and appropriate.

    f. In response to a Complaint, initiates the Grievance Process or the informal resolution process, if available and appropriate and requested by all parties.

    g. In the absence of a Complaint or the withdrawal of any or all the allegations in a Complaint, and in the absence or termination of an informal resolution process, determines whether to initiate a Complaint of Title IX Sex Discrimination under the Grievance Process, considering the factors outlined in the **Initiation of a Title IX Complaint** subhead of Administrative Procedure 2.265-AP1, *Title IX Response*.

    h. If initiating a Complaint, notifies the Complainant prior to doing so and appropriately addresses reasonable concerns about the Complainant's safety or the safety of others, including by providing supportive measures.

    i. Regardless of whether a Complaint is initiated, takes other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual Complainant, if any, to ensure that Title IX Sex Discrimination does not continue or recur within the District's education program or activity.

5. Offers and coordinates supportive measures, as appropriate, consistent with 34 C.F.R. §106.44(g) and as described in the **Supportive Measures** subhead in 2.265-AP1, *Title IX Response*.

6. In the absence of a Complaint or the withdrawal or any or all of the allegations in a Complaint, and in the absence or termination of an informal resolution process, determines whether to initiate a Complaint of Title IX Sex Discrimination under the Grievance Process, considering, at a minimum, the factors set forth in 34 C.F.R. §106.44(f)(1)(v)(A) and described in the **Title IX Complaint Initiation** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

7. When a Complaint is filed by an eligible person or initiated by the Title IX Coordinator, follows the Grievance Process (34 C.F.R. §106.44(f)(1)(iv)) in 2.265-AP1, *Formal Title IX Complaint*

Grievance Process, in conjunction with any response required by Administrative Procedure 2.265-AP1, *Title IX Response* and applicable District policies.

8. If the Respondent is an identified student, considers whether the student-Respondent should be removed from the District's education program or activity on an emergency basis in accordance with 34 C.F.R. §106.44(h) and the **Consideration of Removal of the Respondent** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*.

9. If the Respondent is an identified non-student employee, in conjunction with the District's human resources administrator, considers whether the employee-Respondent should be placed on administrative leave in accordance with 34 C.F.R. §106.44(i), relevant District policies and procedures, any applicable collective bargaining agreements, and the **Consideration of Removal of the Respondent** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*. See Board Policies 5.240, *Suspension*, and 5.290, *Employment Termination and Suspensions*.

Title IX Coordinator's Responsibilities for Processing Grievances

1. Implements and administers the Title IX Complaint Grievance Process (Grievance Process) under Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

2. Receives Complaints and evaluates whether to investigate or dismiss the Complaint. See **Section B. Evaluation of Title IX Complaint** in Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

3. Upon initiating the Grievance Process, provides written notice to all known parties consistent with 34 C.F.R. §106.45(c). See **Section C. Notice of Allegations** in Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

4. Considers whether to offer the Complainant and Respondent an informal resolution process. 34 C.F.R. §106.45(k). See **Section F. Informal Resolution of Title IX Complaint** in Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

5. Investigates and makes determinations regarding complaints, or appoints a qualified Investigator/Decisionmaker to do so on the Title IX Coordinator's behalf, consistent with 34 C.F.R. §106.45(f) - (h). See **Section G. Investigation and Determination of Title IX Complaint** in Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

6. Receives a request from a party to appeal the final determination or dismissal, and appoints an Appeal Decisionmaker to review the appeal. 34 C.F.R. §106.45(i). See **Section H. Appeals** in Administrative Procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*.

Title IX Coordinator's Responsibilities for Students who are Pregnant or have Pregnancy-Related Conditions

1. Upon notice of a student's pregnancy or related conditions, the Title IX Coordinator (34 C.F.R. §106.40(b)(3)):

    a. Informs the student and, if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and who has a legal right to act on behalf of

the student, of the student's right to be free from discrimination based on their status, the District's obligations under 34 C.F.R. §106.40(b)(1) - (5), and the District's Notice of Nondiscrimination. 34 C.F.R. §106.40(b)(3)(i).

b. Offers reasonable modifications, based on the student's individualized needs, to the District's policies, practices, or procedures as necessary to prevent Title IX Sex Discrimination and ensure equal access to the District's education program or activity. 34 C.F.R. §106.40(b)(3)(ii). Reasonable modifications may include, but are not limited to: breastfeeding accommodations (see Administrative Procedure 7.10-AP2, *Accommodating Breastfeeding Students*), breaks during class to attend to health needs associated with pregnancy or related conditions; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests or examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies; elevator access; alternative educational programming; voluntary leaves of absence; or other changes to policies, practices, or procedures. 34 C.F.R. §106.40(b)(3)(ii)(C).

2. Ensures the District does not require supporting documentation in order to offer reasonable modifications, unless the documentation is necessary and reasonable for the District to determine the reasonable modifications or whether to take additional specific actions. 34 C.F.R.§106.40(b)(3)(vi).

3. Ensures the District treats pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the District administers, operates, offers, or participates in with respect to students admitted to the District's education program or activity. 34 C.F.R. §106.40(b)(4).

4. Ensures the District does not require a student who is pregnant or has pregnancy related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the recipient's class, program, or extracurricular activity unless (34 C.F.R. §106.40(b)(5)):

   a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;

   b. The District requires such certification of all students participating in the class, program, or extracurricular activity; and

   c. The information obtained is not used as a basis for discrimination prohibited by Title IX and 34 C.F.R. Part 106.

Exhibit – Title IX Glossary of Terms (Rewritten)

~~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 Grievance Procedure*, implemented by Administrative Procedures 2.265-AP1, *Title IX Response*, and 2:265-AP2, *Formal Title IX 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 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 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 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.

- 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 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).

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 Grievance Procedure*,

implemented by administrative procedures 2.265-AP1, *Title IX Response*, 2.265-AP2, *Formal Title IX Complaint Grievance Process*, and 2.265-AP3, *Title IX Coordinator*.

Glossary of Terms

Appeal Decisionmaker – An individual or group, e.g., an administrator or the Board, appointed by the Title IX Coordinator, who reviews an appeal of the Decisionmaker's determination regarding responsibility or a dismissal of a Complaint (defined below). The Appeal Decisionmaker cannot be the same person as the Decisionmaker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(d)(3)(iii). The Appeal Decisionmaker must be: free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent; and be trained as set out in 34 C.F.R. §106.8(d)(2) (see the **Training** subhead in Administrative Procedure 2.265-AP1, *Title IX Response*). 34 C.F.R. §106.45(d)(3)(iv).

Complainant – (1) A student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Title IX Sex Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Title IX Sex Discrimination. 34 C.F.R. §106.2.

Complaint – An oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX. 34 C.F.R. §106.2.

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 underage; 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:** The 2024 Title IX regulations do not define *consent*, leaving the definition to the District's discretion. Nothing precludes the District from using a definition of consent that takes into account a student's age or developmental level, but the definition should consider relevant State law and be consistent with applicable disability laws. See 89 Fed Reg. 33519-33521. Consult the Attorney for the District if the District would like to customize this definition.

Confidential Employee – An employee of the District that the District has designated as confidential for the purpose of providing services to persons related to Title IX Sex Discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about Title IX Sex Discrimination in connection with providing those services. 34 C.F.R. §106.2.

Disciplinary Sanctions – Consequences imposed on a Respondent following a determination under Title IX that the respondent violated the District's prohibition on Title IX Sex Discrimination. 34 C.F.R. §106.2.

Impermissible Evidence – Evidence which must not be accessed or considered (except by the District to determine whether: an exception applies, it must not be disclosed, and/or must not otherwise be used), regardless of whether it is relevant because it is (34 C.F.R. §106.45 (b)(7)(i)-(iii)):

1. Evidence that is protected under a privilege as recognized by federal or State law or is evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
2. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in the District's Title IX Complaint Grievance Process (Grievance Process) under administrative procedure 2.265-AP2, *Formal Title IX Complaint Grievance Process*; or
3. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Decisionmaker – An individual designated by the Title IX Coordinator to make a written determination regarding whether Title IX Sex Discrimination occurred using the preponderance of the evidence standard. 34 C.F.R. §106.45(h)(1). The Decisionmaker may be the same person as the Title IX Coordinator or Investigator. 34 C.F.R. §106.45(b)(2). The Decisionmaker cannot have served as the Informal Resolution Facilitator for the same Complaint. 34 C.F.R. §106.44(k)(4). The Decisionmaker must be: free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent; and be trained as set out in 34 C.F.R. §106.8(d)(2) (see the **Training** subhead in administrative procedure 2.265-AP1, *Title IX Response*). 34 C.F.R. §§106.45(b)(2), 106.8(d)(2)(iii).

Investigator – An individual designated by the Title IX Coordinator to investigate a Complaint using the Grievance Process. The Investigator may be the same person as the Title IX Coordinator or Decisionmaker. 34 C.F.R. §106.45(b)(2). The Investigator cannot have served as the Informal Resolution Facilitator for the same Complaint. 34 C.F.R. §106.44(k)(4). The Investigator must be: free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent; and be trained as set out in 34 C.F.R. §106.8(d)(2) (see the **Training** subhead in 2.265-AP1, *Title IX Response*). 34 C.F.R. §§106.8(d)(2), 106.45(b)(2).

Informal Resolution Facilitator – An individual designated by the Title IX Coordinator to facilitate the District's informal resolution process, detailed in **Section F. Informal Resolution of Title IX Sex Discrimination Complaint** of 2.265-AP2, *Formal Title IX Complaint Grievance Process*. The Informal Resolution Facilitator must: not be the same person as the Investigator or Decisionmaker; be trained on the rules and practices associated with the District's informal resolution process; be trained to serve impartially; and be free of conflicts of interest and bias. 34 C.F.R. §§106.8(d)(3).

Parental Status – The status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological parent; an adoptive parent; a foster parent; a stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person. 34 C.F.R. §106.2.

Party – A Complainant or Respondent. 34 C.F.R. §106.2.

Peer Retaliation – Retaliation by a student against another student. 34 C.F.R. §106.2.

Preponderance of the Evidence – Preponderance of the evidence is defined to mean "the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by evidence that has the most convincing force." Black's Law Dictionary, 11th ed. 2019.

Pregnancy or Related Conditions – Pregnancy, childbirth, termination of pregnancy, or lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions. 34 C.F.R. §106.2.

Relevant – Related to the allegations of Title IX Sex Discrimination under investigation. Relevant questions are those which seek evidence that may aid in showing whether the alleged Title IX Sex Discrimination occurred. Evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Title IX Sex Discrimination occurred. 34 C.F.R. §106.2.

Remedies – Measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by Title IX Sex Discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after a District determines that Title IX Sex Discrimination occurred. 34 C.F.R. §106.2.

Respondent – A person who is alleged to have violated the District's prohibition on Title IX Sex Discrimination. 34 C.F.R. §106.2.

Retaliation – Intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. Nothing in this definition precludes the District from requiring an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity to participate as a witness in, or otherwise assist with, an investigation or proceeding under Title IX. 34 C.F.R. §106.2.

Sex-based Harassment – Prohibited conduct which is a form of Title IX Sex Discrimination and means sexual harassment and other harassment on the basis of sex (including based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), that is (34 C.F.R. §106.2):

1. **Quid pro quo harassment.** An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. **Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

   a. The degree to which the conduct affected the complainant's ability to access the District's education program or activity;

   b. The type, frequency, and duration of the conduct;

   c. The parties' ages, roles within the District's education program or activity, previous interaction, and other factors about each party that may be relevant to evaluating the effects of the conduct;

   d. The location of the conduct and the context in which the conduct occurred; and

   e. Other sex-based harassment in the recipient's education program or activity; or

3. Specific offenses.

   a. *Sexual assault*, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

   b. *Dating violence*, meaning 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 following factors: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

   c. *Domestic violence*, meaning felony or misdemeanor crimes committed by a person who: (1) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse 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 family or domestic violence laws of the jurisdiction; or

   d. *Stalking*, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Supportive Measures – Individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to: (1) restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or (2) provide support during the Grievance Process or during the informal resolution process. Supportive measures may vary depending on what the District deems to be reasonably available. These

measures may include, but are not limited to: counseling, extensions of deadlines and other course-related adjustments, campus escort services, increased security and monitoring of certain areas of the campus, restrictions on contact applied to one or more parties, leaves of absence, changes in schedules (work, class, housing, extracurricular, or any other activity) regardless of whether there is or is not a comparable alternative, and training or education programs related to sex-based harassment. 34 C.F.R. §§106.2, 106.44(g)(1). If the Grievance Process or informal resolution process has been initiated, the Title IX Coordinator must offer and coordinate supportive measures for the Respondent. 34 C.F.R. §106.44(f)(i)(ii).

Sex Discrimination Governed by Laws Other Than Title IX – The District must also address sex discrimination that does not meet the definition of Title IX Sex Discrimination, including but not limited to sex discrimination and/or 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 Grievance Procedure*:

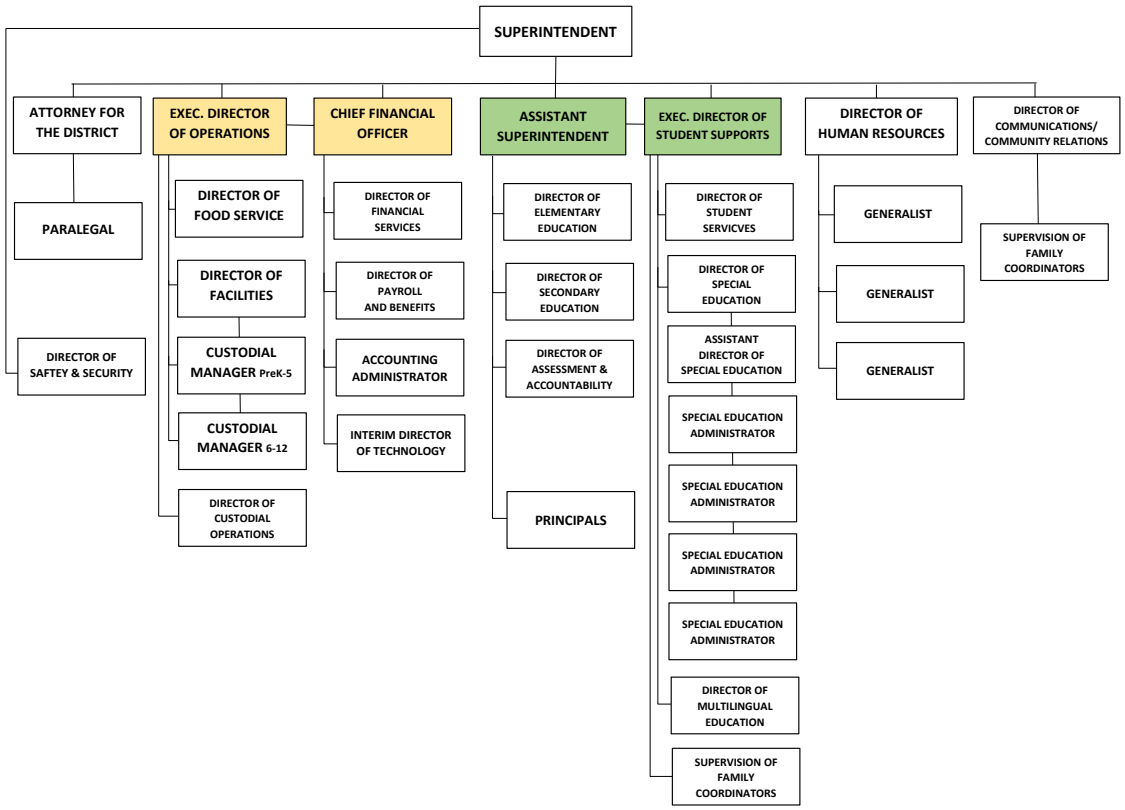
- 2.260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5.10, *Equal Employment Opportunity and Minority Recruitment*. This policy requires that equal employment opportunities be available to all persons without regard to, among other protected statuses: sex; sexual orientation; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; and pregnancy, childbirth, or related medical conditions.
- 5.20, *Workplace Harassment Prohibited*. This policy prohibits harassment by employees on the basis of, among other protected statuses: sex; sexual orientation; and pregnancy.
- 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; Code of Professional Conduct; and Conflict of Interest*. This policy sets forth standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7.10, *Equal Educational Opportunities*. This policy requires that equal educational and extracurricular opportunities be available for all students without regard to, among other protected statuses: sex; sexual orientation; gender identity; and actual or potential parental status, including pregnancy.
- 7.20, *Harassment of Students Prohibited*. This policy prohibits harassment, intimidation, or bullying of students on the basis of, among other protected statuses, actual or perceived: sex; sexual orientation; gender identity; gender-related identity or expression; and actual or potential parental status, including pregnancy.
- 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.
- 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.

Exhibit - Organizational Chart for Administration

The Administration is organized and operates as follows:



Adopted: March 11, 2009
Reviewed: ~~March 2023~~August 2024
Amended: April 26, 2023

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

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

Actor	Action
	For a waiver based on homeless status, contact the District Liaison for Homeless Children, ~~M. Curt Richardson~~Dr. Kristal Shelvin, at ~~richardmc~~shelvik@unit5.org.
Building Principal	Submits the completed form 4.140-E1, *Application for Fee Waiver*, and verifying documents to the Chief Financial Officer.
Chief Financial Officer or designee	Determines the student's eligibility for fee waiver in accordance with Board ~~policy~~ Policy 4.140, *Waiver of Student Fees*. Notifies the parents/guardians within 30 calendar days if their *Application for Fee Waiver* is denied. 23 Ill. Admin. Code §1.245(c)(3). A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4.140-E3, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*); and (3) a statement that they may reapply at any time if circumstances change. 23 Ill. Admin. Code §1.245(c)(3)(A). Ensures that any completed 4.140-E1, *Application for Fee Waiver*, and the 4.140-E3, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*, are confidentially treated and maintained. 23 Ill. Admin. Code §1.245(f).
Parents/Guardians seeking a school fee and fine waiver	May appeal the denial of a waiver request. May request to meet with the person who will decide the appeal in order to explain why the fee waiver should be granted. 23 Ill. Admin. Code §1.245(c)(3)(B).
Superintendent or designee	If the parents/guardians request to meet with the person who will decide the appeal to explain why the waiver should be granted, contacts the parents/guardians and schedules the meeting. 23 Ill. Admin. Code §1.245(c)(3)(B). Ensures that the person who decides the appeal is not the person who initially denied the waiver or a subordinate of this person. 23 Ill. Admin. Code §1.245(c)(3)(B). Responds in writing to the parent/guardian's appeal within 30 calendar days of receipt of the appeal. 23 Ill. Admin. Code §1.245(c)(3)(B). Ensures that no discrimination or punishment of any kind, including the lowering of grades, exclusion from classes, or withholding of student records, transcripts, or diplomas, is exercised against a student whose parents/guardians are unable to purchase required textbooks or instructional materials or to pay required fees and fines. 105 ILCS 5/28-19.2(a), amended by P.A. 102-805~~, eff. 1-1-23~~; 23 Ill. Admin. Code §1.245(g).

General Personnel – Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of ~~such~~ the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

Abused and Neglected Child Reporting Act (ANCRA) and Erin's Law Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA)~~, School Code~~,mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) ~~training~~ as follows (see Board ~~policies~~ Policies 4~~:~~.165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5~~:~~.90, *Abused and Neglected Child Reporting*):

~~1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.~~

~~2~~1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.

~~3~~2. By January 31~~, 2023, and~~of every year ~~after~~, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, ~~at least once every two years~~within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all ~~licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children~~District staff who work with pupils on~~.~~:

~~The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.~~

1. Health conditions of students, including but not limited to training on:

   a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;

   b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;

c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;

d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;

e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and

f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).

4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.

5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:

   a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;

   b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;

   c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and

   d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board Policy 7.185, *Teen Dating Violence Prohibited*).

6. Protections and accommodations for students, including but not limited to training on:

   a. The federal Americans with Disabilities Act as it pertains to the school environment; and
   b. Homelessness.

7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board Policy 5.120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:

    a. Teacher-student conduct;

    b. School employee-student conduct; and

    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).

8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.

5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.

7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.

8. For all District staff, annual sexual harassment prevention training.

9. Title IX requirements for training in accordance with 34 C.F.R. §106.8(d) (see Board Policy 2.265, *Title IX Grievance Procedure*).

10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.

11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board ~~policy~~ Policy 7~~:~~.290, *Suicide and Depression Awareness and Prevention*.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, ~~5/22-80(h),~~ 5/10-23.12, 5/10-23.13, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 145/25, Care of Students with Diabetes Act.
105 ILCS 150/25, Seizure Smart School Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.
23 Ill. Admin. Code §§ 22.20, 226.800, and Part 525.
77 Ill. Admin. Code §527.800.

CROSS REF.: ~~2.265, 3.40, 3.50, 4.160, 4.165, 5.20, 5.90, 5.120, 5.250, 6.15, 6.20, 6.50, 6.160, 7.10, 7.20, 7.180, 7.185, 7.270, 7.285, 7.290, 7.305~~
2.265 (Title IX Grievance Procedure), 2.270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3.40 (Superintendent), 3.50 (Administrative Personnel Other Than the Superintendent), 4.160 (Environmental Quality of Buildings and Grounds), 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), 5.250 (Leaves of Absence), 6.15 (School Accountability), 6.20 (School Year Calendar and Day), 6.50 (School Wellness), 6.160 (English Learners), 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), 7.270 (Administering Medicines to Students), 7.285 (Anaphylaxis Prevention, Response, and Management Program), 7.290

(Suicide and Depression Awareness and Prevention), 7.305 (Student Athlete Concussions and Head Injuries)

ADMIN. PROC.: 2.265-AP1 (Title IX Response), 2.265-AP2 (Formal Title IX Complaint Grievance Process), 2.265-AP3 (Title IX Coordinator), 2.270-AP (Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin), 4.160-AP (Environmental Quality of Buildings and Grounds), 4.170-AP6 (Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED), 5.100-AP (Staff Development Program), 5.120-AP2 (Employee Conduct Standards), 5.150-AP (Personnel Records), 6.120-AP4 (Care of Students with Diabetes), 7.250-AP1 (Measures to Control the Spread of Head Lice at School), 7.250-AP2 (Protocol for Responding to Students with Social, Emotional, or Mental Health Needs), 7.285-AP (Anaphylaxis Prevention, Response, and Management Program), 7.290-AP (Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program)

Professional Personnel – Terms and Conditions of Employment and Dismissal

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

School Year and Day

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

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

School Day

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

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

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

Experience Credit

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

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

Salary

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

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

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

Payroll Deductions

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

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

The Board shall remit such deductions to the specified groups.

Assignments and Transfers

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

School Social Worker Services Outside of District Employment

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

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

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

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

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.
105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5.5/24A-1 through 24A-20.

Adopted: April 19, 1976
Reviewed: ~~March 2023~~August 2024
Amended: April 26, 2023

820 ILCS 260/, Nursing Mothers in the Workplace Act
23 Ill. Admin. Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).

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

Adopted: April 19, 1976
Reviewed: ~~March 2023~~August 2024
Amended: April 26, 2023

Administrative Procedure –Fingerprint-Based Criminal History Record Information Security (NEW)

The District is required by State law to conduct fingerprint-based criminal history record checks on applicants for employment. See Administrative Procedure 5.30-AP2, *Investigations*, for the procedures to be followed in carrying out such checks. This procedure outlines the District's responsibility to safeguard applicants' criminal justice information (CJI), including Criminal History Records Information (CHRI), received from the Federal Bureau of Investigation (FBI), whether the information is received directly from the FBI or through the Ill. State Police (ISP) or a live scan vendor pursuant to an existing Outsourcing Management Control Agreement. This procedure is based on the FBI Criminal Justice Information Services (CJIS) Security Policy (CJIS Security Policy) available at: https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center (see Appendix J, Noncriminal Justice Agency Supplemental Guidance) and ISP's generic template titled Criminal History Record Information Proper Access, Use, and Dissemination Procedures. The FBI's CJIS Security Policy provides a minimum set of security requirements for access to FBI CJIS Division systems and information and to protect and safeguard CJI.

Glossary of Terms

These definitions are based on those provided in the FBI CJIS Security Policy.

Criminal Justice Information (CJI) — All data provided through the FBI CJIS, including, but not limited to, biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data.

Criminal History Records Information (CHRI) — A subset of CJI that includes identifiable descriptions of arrests, detentions, indictments, information, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release. For purposes of this procedure, CHRI is interchangeable with CJI.

Authorized Personnel — District employee(s) who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI. For purposes of this procedure, Authorized Personnel includes the Superintendent, Human Resources Administrator, Head of Information Technology, and their respective designees.

Electronic Media — Any form of electronic storage media such as a memory device in a laptop or computer (hard drive) or mobile device; and any removable, transportable electronic media, such as magnetic tape or disk, optical disk, flash drive, external hard drive, or digital memory card.

Physical Media — Media in printed form, including, but is not limited to, printed documents, printed imagery, and printed facsimile.

Remote Access — Any temporary access to the District's information system by a user (or an information system) communicating temporarily through an external, non-District controlled network (e.g., the Internet).

Actor	Action

Superintendent or Human Resources Administrator	If the District utilizes a live scan vendor, ensures the District has entered in an outsourcing agreement with the vendor that incorporates appropriate FBI security and management control outsourcing standards to protect CHRI. See https://www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-non-channelers.pdf/view or www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-channelers.pdf/view, depending on the status of the vendor (channelers are contractors selected by the FBI that have a direct connection to the FBI's identification system, see www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/compact-council/list-of-approved-channelers). For a list of live scan vendors in Illinois, see https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp. Point of Contact Designates employee(s) to serve as the District's Point of Contact (POC), who serves as the primary point of contact with the ISP regarding the District's handling of CJI. Ensures the District has applicable agreement(s) in place necessary to access CJI, e.g., an interagency user agreement with the ISP. Physical Security Designates a secure location within the District with physical and personnel security controls sufficient to protect CHRI and associated information system(s), including the following: 1. The location shall be prominently posted and physically separate from non-secure locations. 2. Only Authorized Personnel will have access to the physically secure location. 3. The District is able to control all access points and verify individual access authorizations before granting access. 4. The device(s) that displays CHRI is positioned in such a way as to prevent unauthorized individuals from accessing and/or viewing it. 5. CHRI on physical media is always stored in a locked cabinet/drawer/container at the District Office which is only accessible to Authorized Personnel. Physical media is not removed from the secure location area except for purposes of sanitization/disposal. Media Protection and Transport Ensures controls are in place to protect electronic and physical media containing CHRI while at rest, stored, or actively being accessed, as well as during transport outside of secure areas to prevent inadvertent or inappropriate disclosure and

	use. Only Authorized Personnel may transport electronic media or physical media containing CHRI. If physical and personnel restrictions are not feasible, directs the Head of Information Technology to ensure CHRI is encrypted per the CJIS Security Policy (pg. 160, see SC-13). <u>Sanitization and Disposal of CHRI</u> Properly sanitizes or disposes of (or designates Authorized Personnel to sanitize or dispose of) physical or electronic media containing CHRI in accordance with the District's record retention schedule. Physical media will be destroyed by one of the following methods: 1. Shredding using District-issue shredders. 2. Placement in locked shredding bins for a private District contractor to come on-site and shred, witnessed by Authorized Personnel. 3. Incineration using District incinerators or witnessed by Authorized Personnel onsite at a District or contractor incineration site, if conducted by non-authorized personnel. Electronic media will be disposed of by one of the following methods: 1. Overwriting at least three times (using a program to write onto the location of the media where the file to be sanitized is located) 2. Degaussing (magnetic erasure of data from magnetic media) 3. Physical destruction. (crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled). <u>Misuse of CHRI</u> In the event of misuse of CHRI by a District employee, issues discipline to the employee (such as loss of access privileges) or recommends discipline to the Board up to and including termination and/or refers the matter to law enforcement. See Board Policies 5.200, *Terms and Conditions of Employment and Dismissal*, 5.240, *Suspensions*, and 5.290, *Employment Termination and Suspensions*.
Head of Information Technology	Assists the Superintendent and Human Resources Administrator as requested to implement appropriate controls for access to CHRI within the District. <u>Account Management</u> Manages information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. Validates information system accounts at least annually and documents the validation process.

	Monitors electronic system log access to CHRI on a weekly basis for indications of inappropriate or usual activity. <u>Remote Access and Personally Owned Devices</u> Authorizes, monitors, and controls all methods of remote access to the information systems that can access, process, transmit, and/or store CJI. Employs automated mechanisms to facilitate the monitoring and control of remote access methods and control all remote accesses through managed access control points. Permits remote access for privileged functions only for compelling operational needs and documents the rationale for such access in the security plan for the information system. If the District permits Authorized Personnel to use personal devices to access, process, store, or transmit CHRI, establishes and documents the specific terms and conditions for personal device use consistent with the requirements in Section 5.13 of the CJIS Security Policy (pg. 173-179). <u>Sanitization and Disposal of CHRI</u> Ensures that Information Technology systems that have been used to process, store, or transmit CHRI may not be released from the District's control until the equipment and has been sanitized and all stored information has been cleared using one of the methods authorized in this procedure. <u>Security Incidents</u> Assists the POC with the reporting of any security incidents to ISP. When feasible, employs automated mechanisms to assist in the reporting of security incidents.
District Point of Contact (POC)	Communicates as needed with the ISP regarding audits, District personnel changes, training, and security. Disseminates information security alerts and other communications from ISP to all Authorized Personnel. If applicable, identifies who is using live scan hardware, software, and firmware and ensures no unauthorized individuals or processes have access to the same. Identifies and documents how the equipment is connected to the ISP system. Ensures appropriate security measures to protect CHRI are in place and working as expected. Maintains a list of Authorized Personnel that is updated annually and when new users are registered or off boarded.

	Annually reviews all information system accounts to ensure that access and account privileges align with job functions, need-to-know, and employment status on systems that contain CHRI. Maintains a log for access to any physical files containing CHRI and monitors the log on a weekly basis for indications of inappropriate or unusual activity. Maintains Security Awareness Training Certificates for all Authorized Personnel. Informs all Authorized Personnel of the procedures for reporting security events and weaknesses that might have an impact on the security of CHRI. Ensures the ISP's Information Security Officer is promptly informed of any security incidents by contacting ISP.LEADSISO@illinois.gov. Upon an Authorized Person's separation form District employment, terminates that individual's access to systems or physical areas where CHRI is accessible.
Authorized Personnel	Completes Basic Security Awareness Training within six months of initial assignment and every two years thereafter as required under Section 5.2 of the CJIS Security Policy, as well as any other role-based training that may be required under the CJIS Security Policy (pgs. 11-16). Security Awareness Training is available at: https://www.cjisonline.com/. Submits Security Awareness Training Certificates to the POC. Complies with the District's established controls for access and handling of CHRI. Positions documents or other physical media containing CHRI and any devices through which CHRI is viewed in such a manner to prevent authorized persons from accessing or viewing the CHRI. Only communicates CHRI in secure, private areas. Takes extreme care to prevent overhearing or interception of communication. Unless authorized by the District under specific terms and conditions, never uses a personal device (computer, smartphone, tablet, flash drive, etc.) to access, view, process, store or transmit CHRI. Never uses a publicly accessible computer to access, process, store, or transmit CHRI. Promptly reports to the POC any security incidents or weaknesses associated with the District's information systems of which he or she becomes aware.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act. The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney Homeless Assistance Act.
105 ILCS 45/, Education for Homeless Children Act.
23 Ill. Admin. Code §1.241.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 4.110 (Transportation), 4.140 (Waiver of Student Fees), 7.10 (Equal Educational Opportunities), 7.30 (Student Assignment and Intra-District Transfer), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.60 (Residence), 7.100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6.140-AP1

Adopted: December 11, 2002
Reviewed: ~~September 2022~~August 2024
Amended: November 16, 2022

Administrative Procedure - Education of Homeless Children

Actor	Action
School Board **Preliminary Step**	Upon recommendation of the Superintendent, determines whether to expend transportation funds to provide financial homeless prevention assistance to the parents/guardians (or persons who enroll students) of children who are homeless *or at risk of becoming homeless*, in accordance with the provisions of 105 ILCS 5/29-5 (amended by P.A. 102-539); 105 ILCS 45/1-17. See duties of the Liaison for Homeless Children below for specific eligibility requirements.
Superintendent **Preliminary Steps**	Serves as or designates an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a Liaison for Homeless Children. 42 U.S.C. §11432(g)(1)(J)(ii). Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)), *homeless children and youths* means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of 42 U.S.C §11302(a)(1)). The term includes: 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; **Note:** ~~Section~~ 42 U.S.C. §11434a(2) no longer includes children "awaiting foster care placement" within the definition of *homeless children and youths*. 2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of ~~Section~~ 42 U.S.C. 11302(a)(2)(C)); 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4. Migratory children (as such term is defined in ~~section~~ 20 U.S.C. §6399 ~~of title 20~~) who qualify as homeless for purposes of this part because ~~the children are~~their living situations are covered by~~in clauses~~ (1), (2), or ~~through~~ (3) above. Under the Education for Homeless Children Act, 105 ILCS 45/1-5, *homeless person, child, or youth* includes, but is not limited to, any of the following: 1. An individual who lacks a fixed, regular, and adequate nighttime place of abode. 2. An individual who has a primary nighttime place of abode that is: a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including

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	welfare hotels, congregate shelters, and transitional housing); b. An institution that provides a temporary residence for individuals intended to be institutionalized; or c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
Liaison for Homeless Children **Duties**	Reviews and uses the information provided at www.isbe.net/Pages/Homeless.aspx to become aware of the resources and training materials provided by the ~~Illinois~~ Ill. State Board of Education (ISBE) ~~with regard to~~regarding the education of homeless children. For information about federal requirements and technical assistance from the National Center for Homeless Education, funded by the U.S. Dept. of Education, ~~See~~ see ~~www2.ed.gov/programs/homeless/legislation.html~~ https://nche.ed.gov/legislation/mckinney-vento/~~for the U.S. Dept. of Education's information about federal requirements~~. Ensures that homeless children are identified by school personnel and through coordinated activities with other entities and agencies. 42 U.S.C. §11432(g)(6)(A)(i). Ensures that homeless children enroll in, and have full and equal opportunity to succeed in District programs. 42 U.S.C. §11432(g)(6)(A)(ii). Ensures that homeless families, ~~and~~ children, and youths have access to and receive educational services for which they are eligible, and make referrals to health care, dental, mental health and substance abuse, housing, and other appropriate services. 42 U.S.C. §11432(g)(6)(A)(iii)-(iv). Informs parents/guardians of educational and related opportunities available to their children, and provide them with meaningful opportunities to participate in their children's education. 42 U.S.C. §11432(g)(6)(A)(v). Disseminates public notice of the educational rights of homeless children and youths in ~~the~~ locations where they receive services (such as schools, shelters, public libraries, and soup kitchens). 42 U.S.C. §11432(g)(6)(A)(vi). Mediates enrollment disputes to: a. Ensure the child/youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute; b. Provide the homeless child/youth's parent/guardian with a written explanation of the school's decision regarding school selection or enrollment, including their rights to appeal the decision; c. Complete the dispute resolution process as expeditiously as possible; and

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	d. In the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending resolution of the dispute. 42 U.S.C. §11432(g)(3)(E)(i~~v~~)-(iv) and 42 U.S.C. §11432(g)(6)(A)(vii). Fully informs the parent/guardian of a homeless child/youth, and any unaccompanied youth, of all transportation services and assist in accessing transportation services. 42 U.S.C. §11432(g)(6)(A)(viii). Convene a meeting with the parent/guardian and teacher of the child if the travel time to a homeless child's school of origin is longer than one hour each way, or if the travel time is shorter, but the District wishes to evaluate whether such travel is in the best interest of the child's development and education. 105 ILCS 45/1-15. Assists unaccompanied youth in placement/enrollment decisions, consider the youth's wishes in those decisions, and provide notice to the youth of the right to appeal such decisions. 42 U.S.C. §11432(g)(3)(B)(iv). Assists children/youths who do not have immunizations or medical records in obtaining necessary immunizations and/or medical records. 42 U.S.C. §11432(g)(3)(C)(iii). If needed, ~~verify~~ verifies children's homeless status so they may obtain free copies of their birth certificates, in accordance with procedures established by the State Registrar of Vital Records. 410 ILCS 535/25.3, amended by P.A. 102-1141. Collaborates with State and local social service agencies that provide services to the homeless as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. 42 U.S.C. §11432(g)(5)(A) and (g)(6)(C). Conducts a hardship review whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing; a hardship review should be performed after the passage of 18 months and annually thereafter. 105 ILCS 45/1-25(a-5). Makes a recommendation to the Superintendent regarding whether the Board should authorize financial homeless prevention assistance for families with children who are homeless or at risk of being homeless. 105 ILCS 5/29-5 (amended by P.A. 102-539); 105 ILCS 45/1-17. In those cases where the parties agree it is in the best interest of the child and District to do so, prepares a written housing plan (Plan) to provide financial assistance in an amount that will allow a child who is homeless or at risk of being homeless to remain permanently in his/her home or obtain new housing. Financial assistance may include: (1)

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	mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate. 105 ILCS 45/1-17(a). Before entering into any such Plan, ~~verify~~ verifies that all of the following requirements have been met in order for the District to claim the financial assistance against its State transportation funds: 1. The District has attempted to provide ~~the~~ financial assistance through its local homeless assistance agency that is part of the McKinney-Vento Homeless Act's continuum of care. 105 ILCS 45/1-17(b). 2. The amount of ~~the~~ financial assistance will not exceed the District's actual costs for providing transportation for the child. 105 ILCS 5/29-5, amended by P.A. 102-539. 3. The District is not otherwise claiming the transportation costs in another State or federal grant. 105 ILCS 5/29-5, amended by P.A. 102-539. 4. If the assistance is to be provided to a child at risk of becoming homeless, the parent/guardian, person who enrolled the child, or unaccompanied minor has provided documented evidence showing that the child's living situation will, within eight weeks, cease to be fixed, regular, and adequate and will result in the child becoming homeless. Acceptable proof includes, but is not limited to: foreclosure notice, eviction notice, utility shut-off or discontinuation notice, or written statement from the parent/guardian, person who enrolled the student, or unaccompanied minor. 105 ILCS 45/1-17(d). Refers the child or ~~his or her~~their parent/guardian to the ombudsperson appointed by the Regional Superintendent whenever a school denies a homeless child enrollment or transportation, and provides the child or ~~his or her~~their parent/guardian with a written statement of the basis for the denial. 105 ILCS 45/1-25(a).

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Parents/guardians **Assignment**	Choose the child's attendance center between the following options (105 ILCS 45/1-10 controls because it exceeds the rights granted to parents/guardians in federal law.): 1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. The term *school of origin* means the school that the student attended when permanently housed or the school in which the student was last enrolled. 42 U.S.C. §11432(g)(3)(I) and 105 ILCS 45/1-5. If the child is attending his/her school of origin, make a good faith effort to provide or arrange for transportation to and from the school of origin, including authorizing relatives, friends, or a program for homeless persons to provide the child with transportation.
Building Principal Where Homeless Student Will be Enrolled **Enrollment**	~~Shall i~~Immediately enrolls the homeless child/youth, even if the child/youth is unable to produce records normally required for enrollment, e.g., previous academic records, medical records, proof of residency, or other documentation. 42 U.S.C. §11432(g)(3)(C)(i) and 105 ILCS 45/1-20. ~~Shall i~~Immediately contacts the school last attended by the child/youth to obtain relevant academic and other records. 42 U.S.C. §11432(g)(3)(C)(ii) and 105 ILCS 45/1-20. If the child needs to obtain immunizations, or immunization or medical records, ~~shall~~ immediately refers the child/youth's parent/guardian to the Liaison for Homeless Children. 42 U.S.C. §11432(g)(3)(C)(iii) and 105 ILCS 45/1-20. Maintains records for the homeless child/youth that are ordinarily kept for students according to District policy and procedure on student school records. 42 U.S.C. §11432(g)(3)(D). See Board Policy 7.340, *Student Records*, and Administrative Procedure 7.340-AP1, *School Student Records*. Ensures each homeless child/youth is provided services comparable to services offered to other students including the following (42 U.S.C. §11432(g)(4)): 1. Transportation services; 2. Educational services for which the child/youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for English learners; 3. Programs in career and technical education;

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	4. Programs for gifted and talented students; and 5. School nutrition programs. ~~Shall r~~Requires a parent/guardian of a homeless child/youth, if available, to submit contact information. 42 U.S.C. §11432(g)(3)(H) and 105 ILCS 45/1-20.
Transportation Director and Building Principal Where Homeless Student Will be Enrolled **Transportation**	Ensure transportation is provided a homeless child/youth, at the request of the parent/guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin. 42 U.S.C. §11432(g)(1)(J)(iii). State law, found at 105 ILCS 45/1-15, is superseded by federal law. The term *school of origin* means the school that the student attended when permanently housed or the school in which the student was last enrolled. 42 U.S.C. §11432(g)(3)(I). Transportation shall be arranged as follows: 1. If the homeless child/youth continues to live in the area served by the school district in which the school of origin is located, the child/youth's transportation to and from the school of origin shall be provided or arranged by the district in which the school of origin is located. 2. If the homeless child/youth's living arrangements in the area served by the district of origin terminate and the child/youth, though continuing his or her education in the school of origin, begins living in an area served by another school district, the district of origin and the district in which the homeless child/youth is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally. 42 U.S.C. §11432(g)(1)(J)(iii).
Liaison for Homeless Children **Dispute**	If a dispute arises involving any issue related to the homeless status or homelessness-related claim of a child/youth or the child/youth's parent/guardian, attempts to resolve any disagreement. 23 Ill. Admin. Code §1.241(b)(1). Note: The District must structure dispute resolution as informally as possible to give a child/youth or the child/youth's parent/guardian any necessary assistance navigating the process. 23 Ill. Admin. Code §1.241((b)(2). Does not delay enrollment, transportation, or other services before or during dispute resolution; continues providing those services until the conclusion of the dispute resolution process (including any appeals). 23 Ill. Admin. Code §1.241(b)(3).
Superintendent or Designee **Dispute**	If a dispute ~~arises~~is not resolved by the Liaison for Homeless Children, ~~shall inform~~sends a letter to the homeless child/youth~~'s~~ or the child/youth's parent~~s~~/guardian~~s~~, the Regional Superintendent, and the State Coordinator of Homeless Children and Youth (State Coordinator) indicating the District's position on the dispute and including information on (23 Ill. Admin. Code §1.241(c)):

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	1. ~~of t~~The availability of an ~~investigator~~ombudsperson~~,~~ ; 2. ~~sources~~ Sources ~~for~~ of low-cost or free legal assistance~~,~~ ; ~~and~~ 3. ~~other~~ Other advocacy services in the community~~.~~; and ~~1.~~4. The dispute resolution procedure. ~~Each Regional Superintendent appoints an ombudsperson to provide resource information and resolve disputes at schools within his or her jurisdiction relating to the rights of homeless children under this Act. 105 ILCS 45/1-25.~~ The Homeless Family Placement Act governs shelter placement. 310 ILCS 85/1.
Regional Superintendent **Dispute**	No later than 10 school days after receiving the Superintendent or Designee's dispute letter, appoints an ombudsperson to provide resource information and resolve disputes at schools within the region relating to the rights of homeless children under 105 ILCS 45/. 105 ILCS 45/1-25(a); 23 Ill. Admin. Code §1.241(d).
Ombudsperson **Dispute**	Within five school days after receiving notice of the dispute, if possible, convenes a meeting with the parties and attempts to resolve the dispute. Id. During dispute resolution, the ombudsperson (23 Ill. Admin. Code §1.241(d)(1)-(4)): 1. Must set clear rules and timelines for the dispute resolution process and inform each party of their respective expectations; 2. Must provide copies of documents that will be used by the other party before the meeting, if possible; 3. Must allow: a. A complete presentation of relevant facts by all parties; and b. Assistance for the child/youth or the child/youth's parent/guardian from a legal representative knowledgeable of federal and State laws concerning homeless students' educational rights; 4. May: a. Require each party to make an opening statement; b. Limit the amount of time each party may use to present information; c. Pose questions to each party; d. Limit any redundant testimony or testimony that is not directly related to homelessness claims; or e. Make allowances for the child/youth or child/youth's parent/guardian, e.g., in how evidence or arguments are presented. No later than 10 school days after the conclusion of the dispute resolution meeting, if possible, makes a written determination using a form supplied by ISBE. The form must include all components set forth in 23 Ill. Admin. Code §1.241(d)(5)(A)-(I), including notice of the parties' right to appeal the final determination by submitting a written appeal request within five school days to the State Coordinator. 23 Ill. Admin. Code §1.241(d), (e).

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State Coordinator **Dispute**	After receiving a written appeal request, obtains from the ombudsperson all documents, notes, transcripts, and any other materials used by the parties to present their cases. May request additional relevant information. 23 Ill. Admin. Code §1.241(e)(1). No later than 15 school days after receiving a written appeal request, makes a final determination and notifies the parties of its decision. May, if necessary, extend the timeline for an additional five school days but must inform the parties of any extension. 23 Ill. Admin. Code §1.241(e)(2).
State Superintendent of Education or Designee **Dispute**	If it is determined that a District's actions giving rise to a dispute are inconsistent with applicable law, may require the District to take any action necessary to comply with the law. 23 Ill. Admin. Code §1.241(f). If the District does not comply, places the District's recognition status on probation in accordance with 23 Ill. Admin. Code §1.20(b). Id.

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~~ incidents 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~~ Policy 2.265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager or designee 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 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

Adopted: July 9, 1997
Reviewed: ~~May~~ August 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~~ sex-based 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.

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/guardian, 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)

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

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
    a. 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.
    b. 2.~~:~~265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. This policy prohibits ~~any person~~a District employee, agent, or student from engaging in sex~~ual harassment~~ discrimination, including sex-based harassment, in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
    c. 7.20, *Harassment of Students Prohibited*. This policy prohibits any person, including a District employee, agent, or student, from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
    d. 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 threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
    a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence
    b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in Board policy 7.20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board ~~policy~~ Policy 6.60, *Curriculum Content.* 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.*

Adopted: April 23, 2014
Reviewed: ~~September 2020~~August 2024
Amended: September 29, 2020

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated
By Reference: 7.180-AP1 (Prevention, Identification, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2.240 (Board Policy Development), 2.260 (Uniform Grievance Procedure), 2.265 (Title IX Grievance Procedure), 5.100 (Staff Development Program), 5.230 (Maintaining Student Discipline), 6.60 (Curriculum Content), 6.65 (Student Social and Emotional Development), 7.20 (Harassment of Students Prohibited), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.190 (Student Behavior), ~~7.20, 7.180, 7.190,~~ 7.220 (Bus Conduct), 7.230 (Misconduct by Students with Disabilities), 7.240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: April 23, 2014
Reviewed: ~~September 2020~~August 2024
Amended: September 29, 2020

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 s*exual 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 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 (Title IX). Updated Title IX regulations explain that discrimination on the basis of sex "includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity." 34 C.F.R. §106.10.~~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~~ 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 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**.

Gender-Based ~~Bullying and/or~~Discrimination, Harassment, and/or Bullying Prohibited

The laws prohibiting gender discrimination require the District to protect transgender, nonbinary and gender non-conforming students from ~~bullying and~~sex discrimination, sex-based harassment, and bullying by other students. Under Title IX ~~of the Education Amendments of 1972 (Title IX)~~, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or other related conditions, sexual orientation, and gender identity. Title IX also makes a school district ~~is~~ responsible for damages suffered by a student who was the victim of ~~protected~~ prohibited sex-based hostile environment harassment: unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively ~~determined by a reasonable person to be so severe, pervasive, and objectively~~ offensive and is so severe or pervasive that it ~~effectively~~ limits or denies a person's ability to participate in or benefit from ~~equal access to~~ the District's educational program or activity. 34 C.F.R. §106.~~30(a)~~2. Board Policy 2.265, *Title IX 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). The Board Policy 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. See Board Policy 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

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-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 Grievance Procedure* - contains the process for an individual to report or complain of sex~~ual harassment~~ discrimination in violation of Title IX, including sex-based harassment. The District ~~Nondiscrimination~~ Title IX 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 (IHRA 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.

3. School student records

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

   ISBE is not required to collect student sex, sexual orientation, or gender identity data for its major programs, unless required for federal reporting. 20 ILCS 65/20-15(a-5), amended by P.A. 103-175.

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: 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.

Mass. Dept. 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.

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

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/.

Administrative Procedure – Accommodating Breastfeeding Students

The Superintendent or designee shall ensure that students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed an infant. The District's Title IX Coordinator, in consultation with the Building Principal, will implement reasonable accommodations for the nursing mother in a manner that minimizes disruption to the student's education.

Reasonable accommodations for breastfeeding students, include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant child.

2. Permission to bring onto the school campus a breast pump or other equipment used to express breast milk.

3. Access to a power source for a breast pump or any other equipment used to express breast milk.

4. Access to a place to store expressed breastmilk safely.

5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).

6. The opportunity to make up work missed to due to the student's use of reasonable accommodations for breastfeeding.

Complaints

The District's Complaint Manager or Non-Discrimination Coordinator or designee will process any complaints regarding reasonable accommodations for breastfeeding students in accordance with Board ~~policy~~ Policy 2~~:~~.260, *Uniform Grievance Procedure*, and/or 2.265, *Title IX Grievance Procedure*. In those cases where a complainant appeals the Superintendent's decision to the Board, the Superintendent will inform the complainant that he or she may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent, in accordance with 23 Ill. Admin. Code §200.40.

LEGAL REF.: 34 C.F.R. §106.40.
105 ILCS 5/10-20.60.

Adopted: November 16, 2022
Reviewed: ~~September 2022~~August 2024
Amended:

Administrative Procedure - Harassment of Students Prohibited

This procedure informs: (1) the Building Principal of specific steps to prevent harassment of students; and (2) staff members of the appropriate response to allegations of harassment.

Actor	Action
Building Principal or Designee	▪ Informs staff members and students that the District prohibits harassment of students. ▪ Distributes or references 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*; and 7.20, *Harassment of Students Prohibited*, using various methods. ▪ Takes measures to prevent harassment of students, which may include: 1. Conducts regular harassment awareness training for all school staff, including administrators, teachers, and school counselors, and ensures all new employees are trained. 2. Conducts regular 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 regular 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 or gender identity or expression; 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.

	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. Notifies the Nondiscrimination Coordinator of all reports of harassment.
Nondiscrimination Coordinator and/or Grievance Complaint Manager	▪ Thoroughly and promptly investigates allegations of harassment by: ~~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.~~1. Distributing 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*; and 7.20, *Harassment of Students Prohibited*, to any person upon request; ~~3.~~2. Following 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*; and 7.20, *Harassment of Students Prohibited*; ~~4. Notifying a student's parents/guardians that they may attend any investigatory meetings in which their child is present;~~ ~~5.~~3. Keeping the complaining parents/guardians informed of any investigation's progress; and ~~6.~~4. 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, 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. ~~7.~~5. ~~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.~~
All District Staff Members	▪ Immediately report to the Ill. Dept. 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. See Board Policy 5.90, *Abused and Neglected Child Reporting*. ▪ Promptly notifies the Superintendent and Building Principal that you made a report. 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.

Administrative Procedure ~~-~~ Managing Students with Communicable or Infectious Diseases

If a student's communicable or infectious disease affects his or her ability to participate in the District's educational programs, he or she shall be treated as a *disabled person* under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for and is receiving services through an Individualized Education Plan (IEP) under the Individuals with Disabilities in Education Act. For students with an IEP, Administrative Procedure 6.120-AP1, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, must also be followed and they will control whenever there is a conflict with these procedures.

Rules and guidance from the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) should be consulted and supersede these procedures. Guidance documents and important information include:

1. *Communicable Disease School Nurse Guide,* revised ~~2002~~2023, available at ~~www.idph.state.il.us/health/infect/comm_disease_guide.pdf~~https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurse-guidance.html.

2. *Management of Chronic Infectious Disease in Schoolchildren,* revised in 2003 by ISBE and IDPH, available at ~~www.iwbe.net/spec-ed/pdfs/chronic_diseases.pdf~~https://wordpress.uchospitals.edu/infectionprevention/files/2011/05/IDPH-Chronic-ID-in-schoochildren.pdf.

3. The Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois (20 ILCS 2310/) and the Department of Professional Regulation Law of the Civil Administrative Code of Illinois (20 ILCS 2105/) both expanded the statutory authority of the governor and the IDPH to respond to significant threats to the public health.

Managing Students with Communicable or Infectious Diseases

Actor	Action
Parents/ Guardians	Notifies the Building Principal where their child is enrolled if their child has a ~~communicative~~ communicable or infectious disease. ~~A communicative or infectious disease includes Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), and Human Immunodeficiency Virus (HIV).~~See Exhibit 7.280-E2, *Reporting and Exclusion Requirements for Common Communicable Diseases*, for a list of ~~communicative~~ communicable or infectious diseases.
Building Principal or designee	Upon having knowledge of a known or suspected case or carrier of a communicable disease: a. Notifies the *local health authority* as required by 77 Ill. Admin. Code §~~697~~690.200. The *local health authority* is a full-time official health department, as recognized by ~~the Department of Public Health~~IDPH, having jurisdiction over a particular area, including city, village,

Actor	Action
	township, and county boards of health. See also Exhibit 7.280-E2, *Reporting and Exclusion Requirements for Common Communicable Diseases*, identifying the diseases for which there is mandatory reporting. **NOTE**: The Communicable Disease Report Act, 745 ILCS 45/, grants immunity from slander or libel to persons who in good faith make such reports. ~~b. Notifies the Superintendent. As necessary, disclose the infected child's identity to the school nurse, applicable teachers, and those persons who, by federal or State law, are required to decide the placement or educational program of the child (410 ILC 315/2a)~~ ~~c. Notifies others, as necessary, provided the child's identity is not revealed (410 ILC 315/2a).~~ ~~d.~~b. Follows directions for temporarily excluding a student from school according to the local health authority direction and 77 Ill. Admin. Code ~~§~~Part 690. Keeps the school open where a student with a communicable disease ~~attended~~attends, except in the event of an emergency. ~~(~~77 Ill. Admin. Code §690.30(c)(1).
District staff	Observes all rules of the IDPH regarding communicable and chronic infectious disease. See Legal References for a list of these rules. Collects and maintains the student's medical information in a manner that ensures the strictest confidentiality and in accordance with federal and State laws regarding student records. Consult the Attorney for the District to ensure compliance with such laws. 77 Ill. Admin. Code 690.30(c)(5).
Superintendent or designee	Confirms that all required and appropriate notices are made. Convenes the Communicable and Chronic Infectious Disease Review Team. This Superintendent committee is composed of the District's medical advisor, a school nurse, the Building Principal, and the Superintendent or designee (see Administrative Procedure 2.150-AP1, *Superintendent Committees*).
Communicable and Chronic Infectious Disease Review Team.	Arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of the meeting is to: a. Determine when an excluded student will return to school. This determination shall be based on whether the student poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff. A student suspected of being infected with a disease for which isolation is required shall be refused admittance ~~while acute symptoms are present~~until fever-free and diarrhea and vomiting-free for 24 hours without the use of fever reducing,

Actor	Action
	antidiarrheal, or antiemetic medications and other medications. ~~(~~77 Ill. Admin. Code §690.30(c)(~~32~~)~~)~~. b. Perform a pre-placement evaluation (34 C.F.R. §104.35). ~~See *7.280-E1*, published by the U.S. Dept of Education Office for Civil Rights.~~ c. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services ~~(~~34 C.F.R. §104.35.~~)~~ d. If there is a reason to believe that the student may have a disability requiring special education and related services, the child shall be referred for a special education evaluation. Referrals may also be made, at any time, by any concerned person, including but not limited to District personnel, the child's parent(s)/guardian(s), a community service agency employee, a professional having knowledge of a child's problems, a child, or an ISBE employee. See the District's *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. ~~(~~23 Ill. Admin. Code §226.110~~)~~. Reports the meeting results to the Superintendent.
Superintendent or designee	Notifies the student's parent(s)/guardian(s) when an excluded student can return to school and of the placement decision. If the student will not attend school, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and Board policies regarding homebound instruction shall apply.
Communicable and Chronic Infectious Disease Review Team.	At least annually while a student has a communicable or infectious disease, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the student's education placement and the provision of related services.

Managing a Student with a Communicable or Infectious Disease Who Demonstrates Behavior that Could Result in Infecting Other Students or Staff Members

Actor	Action
Parents/ Guardians or any staff member	Notifies the Building Principal if a student with a communicable or infectious disease shows a lack of control of bodily secretions, has open sores that cannot be covered, or demonstrates behavior (e.g., biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream.
Principal	Immediately notifies the Superintendent of the above.

Actor	Action
Superintendent or designee	Upon being notified that a student is demonstrating behavior that could spread his or her disease, convenes the Communicable and Chronic Infectious Disease Review Team. If appropriate, notifies parents of students of possible exposure if their student may have been exposed to a communicable or infectious disease due to behaviors exhibited by a student having such a disease.
Communicable and Chronic Infectious Disease Review Team.	Arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available. The purpose of this meeting is to: a. Determine whether the student's temporary removal from the classroom is appropriate because the student poses a high risk of transmitting a communicable and chronic infectious disease or whether another response exists to reduce the risk of transmission. A student suspected of being infected with a disease for which isolation is required shall be refused admittance ~~while acute symptoms are present~~ until fever-free and diarrhea and vomiting-free for 24 hours without the use of fever reducing, antidiarrheal, or antiemetic medications and other medications. ~~(~~77 Ill .Admin. Code §690.30(c)(~~3~~2)~~)~~. b. Perform a pre-placement evaluation if the student will continue to attend school. ~~(~~34 C.F.R. §104.35~~)~~. c. Make a placement decision based on the pre-placement evaluation. The placement decision shall include any needed related services. ~~(~~34 C.F.R. §104.35~~)~~. If the student will continue to attend school, determine the student's appropriate educational placement. The team shall also determine if the student needs related services or placement outside the regular classroom. Reports the meeting's results to the Superintendent.
Superintendent or designee	Notifies the student's parents/guardians whether the student will attend school. If the student will not attend school or participate in school activities with other students, every reasonable effort shall be made to provide the student with an adequate alternative education; however, an individual student's Individualized Education Program (IEP) will control. State regulations and school policy regarding homebound instruction apply.
Communicable and Chronic Infectious Disease Review Team.	At least once a month while a student is removed from normal school attendance, arranges a meeting with the student's parent(s)/guardian(s), personal physician, local health authorities, as well as persons with knowledge of the placement options available, to review the removal and to determine whether the condition precipitating the removal has changed.

General Post-Evaluation Procedures

Actor	Action
Parents/ Guardians	May appeal their child's exclusion from school or educational placement to the Board within 10 days of being notified of the action.
Parents/ Guardians	When their child returns to school after an absence due to a communicable and chronic infectious disease, present a certificate from a physician licensed in Illinois stating that the child qualifies for re-admission to school under the rules of the IDPH that regulate periods of incubation, communicability, quarantine, and reporting.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act.
29 U.S.C. §701 et seq., Rehabilitation Act of 1973.
42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990.
34 C.F.R §§104.34 and 104.35.
105 ILCS 5/10-21.11 ~~and 10/1~~ et ~~seq~~.
410 ILCS 315/~~0.01~~, Communicable Disease Prevention Act.
23 Ill. Admin. Code Part 226.
77 Ill. Admin. Code Parts 665, 690, 693, 695, 696, and 697.
~~34 C.F.R §§104.34 and 104.35.~~
~~Communicable Disease Report Act, 745 ILCS 45.~~
~~Americans with Disabilities Act of 1990, 42 U.S.C. §12101 et seq.~~
~~Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g.~~
~~Rehabilitation Act of 1973, Section 504, 29 U.S.C. §701 et seq.~~

CROSS REF.: ~~2.150,~~ 5.40 (Communicable and Chronic Infectious Disease)~~, 7.100~~

ADMIN. PROC.: 2.150-AP1 (Superintendent Committees), ~~7.280-E1, 7.280-E2, 7.280-E3~~4.180-AP1 (School Action Steps for Pandemic Influenza or Other Virus/Disease)

Adopted: June 22, 2011
Reviewed: ~~February 2016~~August 2024
Amended: March 16, 2016

Exhibit – Reporting and Exclusion Requirements for Common Communicable Diseases
(NEW)

The following chart contains requirements from rules adopted by the Ill. Dept. of Public Health (IDPH). They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease-reporting and exclusions measures. School personnel must notify the local health authority if they have knowledge of a known or suspected case or carrier of communicable disease, and such reports must be kept confidential. 77 Ill. Admin. Code §690.200.

Diseases and Conditions, 77 Ill. Admin. Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases or conditions indicates the Section of the rules explaining the notifiable disease or condition. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to IDPH.

Standard precautions refers to infection prevention and control measures for healthcare settings that apply to all patients regardless of diagnosis or presumed infection status. 77 Ill. Admin. Code §690.10.

Contact precautions refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents that can be spread through direct contact with the suspected or known case or indirect contact with potentially infectious items or surfaces. 77 Ill. Admin. Code §690.10.

Droplet precautions refers to infection prevention and control measures for healthcare settings designed to reduce the risk of transmission of infectious agents via large particle droplets that do not remain suspended in the air and are usually generated by coughing, sneezing, or talking. 77 Ill. Admin. Code §690.10.

Case refers to any living or deceased person having a recent illness due to a notifiable condition. 77 Ill. Admin. Code §690.10.

Class I(a) Diseases or Conditions

The following notifiable diseases or conditions shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease or condition to the local health authority, who shall then report to IDPH immediately (within three hours).

Disease or Condition	**Precaution and Exclusion Rules**
Any unusual case of a disease or condition not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye's syndrome, glanders, amoebic meningoencephalitis, orf, monkeypox, hemorrhagic fever viruses, infection from a	Contacts shall be evaluated to determine the need for quarantine and/or for symptoms monitoring follow-up for a period of time following exposure. The local health authority shall implement appropriate control measures.

laboratory-acquired recombinant organism, or any disease or condition non-indigenous to the United States), §690.295	
Anthrax, §690.320	A search shall be made for history of exposure to infected animals or animal products and traced to the place of origin. All anthrax cases shall be reviewed carefully for consideration of a bioterrorist event. No restrictions on contacts.
Botulism, Foodborne, §690.327	No restrictions.
Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330	No restrictions.
Coronavirus, Novel, including Severe Acute Respiratory Syndrome (SARS), and Middle Eastern Respiratory Syndrome (MERS), §690.361	IDPH will make recommendations as information becomes known about the transmissibility of the novel coronavirus. IPDH will make recommendations for control of contacts based on transmissibility and severity of illness caused by the novel strain.
Diphtheria, §690.380	The case shall be isolated until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first. If culturing is unavailable or impractical, isolation may be ended after 14 days of effective appropriate antimicrobial therapy.
Influenza A, Novel or Variant Virus, §690.469	IDPH will make recommendations as information becomes known about the transmissibility of the novel or variant influenza virus. IDPH will make recommendations for control of contacts based on transmissibility and severity of the illness caused by the novel or variant influenza A strain. (See the f/ns of sample policy 4.180, *Pandemic Preparedness; Management; and Recovery*, for information and resources regarding influenza epidemics in schools; administrative procedure 4.180-AP1, *School Action Steps for Pandemic Influenza or Other Virus/Disease*; and administrative procedure 4.180-AP2, *Pandemic Influenza Surveillance and Reporting*.)
Measles, suspect, probable or confirmed, §690.520	All cases, including suspect cases, with measles shall isolate themselves at home and shall be excluded from school, work, and childcare facilities for at least four days after appearance of the rash.
Plague, §690.570	Cases, their clothing, their living quarters and any pets shall be treated to eliminate fleas. Contacts to pneumonic plague and bubonic plague shall be monitored daily for seven days by the local health authority or other designated individual.
Poliomyelitis, §690.580	Cases or suspected cases with polio who are not in the hospital shall isolate themselves at home, and shall be excluded from school,

	work, or any child care facility until IDPH determines the person is no longer infectious and isolation is no longer needed.
Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595	The local health authority should investigate. No specific restrictions on contacts.
Smallpox, §690.650	Cases shall be admitted to a health care setting.
Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725	No specific restrictions.
Any suspected bioterrorist threat or event, §690.800	Cases and contacts shall be evaluated to determine need for isolation.

Class I(b) Diseases or Conditions

The following notifiable diseases or conditions shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates “F” for facsimile or “E” for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

Disease	Precaution and Exclusion Rules
Acute Flaccid Myelitis (AFM), §690.290	No general restrictions.
Botulism (intestinal, wound and other), §690.327 (F or E)	No restrictions.
Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage. No restrictions on contacts.
Chickenpox (Varicella), §690.350 (F or E)	Children shall be excluded from school or child care facilities for a minimum of five days after the appearance of eruption (with day zero being the first day of rash appearance) or until vesicles become dry/crusted, whichever is longer.
Cholera, §690.360 (F)	Contacts should be asked about symptoms during the period of household exposure and for five days after last exposure.
Cronobacter, including C. sakazakii and C. malonaticus, infants younger than 12 months of age, §690.362	No specific restrictions.
Escherichia coli infections (E. coli O157:H7 and other Shiga toxin-producing E. coli), §690.400 (F)	Cases shall avoid public swimming pools while symptomatic and for two weeks after the date diarrhea has ceased. Specific precautions for food handlers must be followed.
Haemophilus influenzae, invasive disease, §690.441 (F)	No specific restrictions.

Hantavirus pulmonary syndrome, §690.442 (F)	No specific restrictions on contacts.
Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)	See requirements for the applicable disease that preceded the HUS (when preceding cases are either E.Coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).
Hepatitis A, §690.450 (F or E)	See §690.450
Influenza, (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465	The death of a child younger than 18 years of age with laboratory-confirmed influenza shall be reported.
Influenza, (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (F or E)	No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.
Melioidosis due to Burkholderia pseudomallei, §690.530	No specific restrictions.
Mumps, §690.550 (F or E)	Suspect, probable, and confirmed cases as defined in Section 690.10 shall be excluded from school, child care facilities or the workplace until five days after onset of symptoms (parotitis). Susceptible close contacts to confirmed and probable cases shall be excluded from school, child care facilities or the workplace from days 12 through 25 after exposure.
Neisseria meningitidis, invasive disease and purpura fulminans, §690.555 (F or E)	No specific restrictions.
Any suspected or Confirmed Outbreak of a Disease of Known or Unknown Etiology that may be a Danger to the Public Health, Whether the Disease, Infection, Microorganism, or Condition is specified in the Rule (including but not limited to, foodborne, healthcare-associated, zoonotic disease, and waterborne outbreaks), §690.565 (E)	Make a report to local health authority within 24 hours for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.
Pertussis (whooping cough), §690.750	Cases shall be excluded from school, child care facilities, or the workplace until five days of appropriate antibiotic therapy has been completed. All household contacts and community-based contacts determined by the local health authority to be at risk should receive at least five days of a course of appropriate antibiotics.
Q-fever (not suspected in bioterrorist attack or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions for contacts.
Rabies, human, §690.600 (F or E)	Cases of suspect human rabies should be admitted to a health care facility.

Rabies, potential human exposure and animal rabies, §690.601 (F or E)	
Definition of exposed person to be reported is lengthy and available in §690.601	The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.
Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.605 (F or E)	No specific restrictions.
SARS-CoV2 Infection (COVID-19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.635	All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.
Staphylococcus aureus infections with intermediate or high level resistance to Vancomycin, §690.661 (F)	No specific restrictions. IDPH will issue specific recommendations for the control of contacts on a case-by-case basis.
Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results, §690.670 (F)	No specific restrictions.
Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed. No restrictions on contacts.
Typhoid fever and Paratyphoid fever (including S. Typhi, S. Paratyphi A, S. Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.730 (F)	Cases with typhoid fever in non-sensitive occupations shall not return to their occupation until the following are completed: i) termination of the acute illness (absence of fever); and ii) receipt of education on transmission of the bacterium that causes typhoid fever from the local health authority.
Typhus, §690.740 (F or E)	Proper delousing for louse-borne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.

Class II Diseases or Conditions

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within seven days, to the local health authority which shall then report to the IDPH within three days.

Arboviral Infections, §690.322	No general restrictions.
Campylobacteriosis, §690.335	No specific restrictions.
Cryptosporidiosis, §690.365	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.
Cyclosporiasis, §690.368	No specific restrictions for contacts.

Hepatitis B, §690.451	No specific restrictions. Contacts to cases or carriers of hepatitis B should be tested for susceptibility to hepatitis B virus.
Hepatitis C Acute Infection, Perinatal and Non-Acute Confirmed Infection, §690.452	No specific restrictions.
Histoplasmosis, §690.460	No specific restrictions.
Legionellosis, §690.475	No specific restrictions.
Leptospirosis, §690.490	No specific restrictions.
Listeriosis, §690.495	No specific restrictions
Malaria, §690.510	No specific restrictions.
Multi-drug resistant organisms considered to be of epidemiologic importance due to either severity of clinical disease, potential for transmission of genetic elements, or opportunities for effective control effects, §690.445	Patients in health care facilities, including, but not limited to, long-term acute care hospitals and skilled nursing facilities, should comply with the local health authority's recommendations for control measures as supported by IDPH or CDC procedures and best practices for control of transmission.
Psittacosis due to chlamydia psittaci, §690.590	No specific restrictions.
Salmonellosis including Paratyphi V var. L(+) tartrate+ (other than S. typhi A., S Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.630	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for two weeks after cessation of diarrhea.
Shigellosis, §690.640	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic, and for two weeks after cessation of diarrhea.
Toxic shock syndrome due to Staphylococcus aureus infection, §690.695	No specific restrictions.
Streptococcus pneumoniae, invasive disease in children younger than five years, §690.678	No specific restrictions.
Tetanus, §690.690	No specific restrictions. No restrictions on contacts.
Tickborne Disease, including African Tick Bite Virus, Anaplasmosis, Babesiosis, Bourbon Virus, Ehrlichiosis, Heartland Virus, Lyme disease, and spotted fever Rickettsiosis, §690.698	No specific restrictions.
Trichinosis, §690.710	No specific restrictions.
Tuberculosis, §696.170	Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH.

	Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.
Vibriosis (Other than Toxigenic Vibrio cholera O1 or O139), §690.745	No specific restrictions.

Reporting of Sexually Transmissible Infections, 77 Ill. Admin. Code 693.30

The following sexually transmitted infections are reportable by health care professionals only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

Infection	Exclusion Rules
Acquired Immunodeficiency Syndrome (AIDS)	A person may only be isolated with that person's consent or upon order of a court in those cases there the public's health and welfare are significantly endangered and where all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill. Admin. Code §693.60(b).
HIV Infection	See above.
Syphilis	See above.
Gonorrhea	See above.
Chlamydia	See above.
Chancroid	See above.

Exclusion Criteria for Non-Reportable Diseases and Illnesses

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school. IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported), but may still require exclusion from school. Please refer to 77 Ill. Admin. Code §690.110, and the following link for further guidance at: https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf

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

1. Daniel Williams, responded 08.13.2024
2. Dave Bentlin, responded 08.20.2024

Personnel Matters - 8/21/24

New Hires

Administrators

Homebase	First Name	Last Name	Position		FTE	Effective

Certified

Homebase	First Name	Last Name	Position	Salary Placement: Lane / Step	FTE	Effective
Brigham	Lindsey	Yount	SLP	M+16/Step 14	1.0	8/12/2024
Cedar Ridge	Ana	Sciortino	4th Grade	B+0/Step 2	1.0	TBD
Fairview	Katlin	Cap	Kindergarten	B+0/New Teacher Step	1.0	8/12/2024
NCWHS	Anna	Underhill	English	M+0/Step 10	1.0	8/12/2024
NCWHS	Ashley	Young	FACS	B+0/Step 8	1.0	8/12/2024
NCWHS	Jill	Brody	Social Studies - LEAVE REPLACEMENT	B+0/New Teacher Step	1.0	8/12/2024
Pepper Ridge	Meredith	Peebles	SLP	M+16/Step 2	1.0	8/12/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Salary Placement	FTE	Effective
Benjamin	Snehal	Kharabe	Noon Hour Supervisor		0.25	TBD
Brigham	Alyssa	Ross	Para - Spec Ed	Step 2	1.0	8/12/2024
Brigham	Breanna	Swanstrom	Para - Spec Ed	Step 2	1.0	TBD
Brigham	Elizabeth	Archie	Para - Spec Ed	Step 5	1.0	8/12/2024
Brigham	Heidy	Arias	Admin Asst	Step 6	1.0	8/15/2024
Brigham	Lauren	McClure	School Nurse		1.0	8/20/2024
Carlock	Debbie	Sieg	Noon Hour Supervisor		1.0	TBD
Cedar Ridge	Cassandra	Fortney	Noon Hour Supervisor		0.25	TBD
Cedar Ridge	Edward	Wortham	Noon Hour Supervisor		0.25	8/15/2024
Cedar Ridge	Jocelyn	Peck	Noon Hour Supervisor		0.25	8/20/2024
Cedar Ridge	Stacy	Douglas	Noon Hour Supervisor		0.25	TBD
EJHS	Jeffrey	Dodge	Noon Hour Supervisor		0.25	TBD
EJHS	Kanimozhi	Babu	Para - Spec Ed	Step 3	1.0	8/20/2024
EJHS	Michelle	Cantaway	Para - Spec Ed	Step 2	1.0	8/12/2024
EJHS	Myranda	Ballenger	Para - Spec Ed	Step 2	1.0	TBD
EJHS	Thomas	Miller	Para - Spec Ed	Step 2	1.0	8/15/2024
Eugene Field	Katrina	Lain	Para - Spec Ed	Step 4	1.0	8/12/2024
Grove	Garima	Asthana	Noon Hour Supervisor		0.25	TBD
Hoose	Amy	Laible	Para - Spec Ed	Step 5	1.0	TBD
Hoose	Senthilkumar	Nalini	Para - Spec Ed	Step 3	1.0	TBD
Hoose	Shelby	Rapp	Para - Spec Ed	Step 2	1.0	TBD
Hoose	Sumala	Ande	Para - Spec Ed	Step 2	1.0	TBD
Hudson	Chloe	Knowlton	Para - Spec Ed	Step 2	1.0	8/12/2024
Hudson	Isabel	Rosales	Para - Spec Ed	Step 2	1.0	8/15/2024
NCHS	Kiruthika	Balakrishnan	Para - Spec Ed	Step 3	1.0	TBD
NCHS	Laura	Goewey	Para - Spec Ed	Step 2	1.0	8/12/2024
NCHS	Mireia	Martinez	Para - Spec Ed	Step 6	1.0	8/12/2024
NCHS	Rupa	Sunkari	Para - Spec Ed	Step 2	1.0	8/12/2024
NCWHS	Kyle	Leslie	Para - Spec Ed	Step 4	1.0	8/15/2024
Northpoint	Uma	Kalla	Para - Spec Ed	Step 2	1.0	TBD
Northpoint	Lindsay	Donnell	Noon Hour Supervisor		0.25	TBD
Oakdale	Julie	Robinson	Noon Hour Supervisor		0.25	TBD
Oakdale	Kristie	Douglas	Noon Hour Supervisor		0.25	TBD
Pepper Ridge	Ashley	Garcia	Para - Spec Ed	Sep 2	1.0	8/20/2024
PJHS	Christina	Maxedon	Para - Spec Ed	Step 2	1.0	TBD
Sugar Creek	Sarah	Flores	Para - Spec Ed	TBD	1.0	8/19/2024
Towanda	Rachel	Johnston	Noon Hour Supervisor		0.25	TBD
Warehouse	Payton	Hartke	Custodian -Floater		1.0	8/19/2024

***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
NCWHS	Carrie	Webster	FACS	Resignation		5/23/2024
Brigham	Rebekah	Burch	Nurse	Resignation		9/10/2024

Educational Support Personnel

Homebase	First Name	Last Name	Position	Action		Effective
Carlock	Mark	Payne	Teaching Assistant	Resignation		5/23/2024
Cedar Ridge	Joel	Morton	Custodian - Night	Termination		7/19/2024
EJHS	Diana	Lawson	Food Service	Resignation		1/12/2024
EJHS	Jennifer	Reed	Teaching Assistant	Resignation		5/23/2024
Hoose	Amy	Newsome	Occupational Therapist	Resignation		7/26/2024
NCHS	Nathan	Komnick	Teaching Assistant	Resignation		5/23/2024
NCWHS	Christine	Komnick	Teaching Assistant	Resignation		8/2/2024
PJHS	Scott	Clegg	Teaching Assistant	Resignation		4/24/2024
PJHS	Michelle	Hartrich	Administrative Assistant	Resignation		5/23/2024
Pepper Ridge	Colleen	Cavi	Teaching Assistant	Resignation		5/23/2024
Pepper Ridge	Lailyah	Royalglenn	Teaching Assistant	Resignation		5/23/2024
Pepper Ridge	Sylvia	Collins	Teaching Assistant	Resignation		5/23/2024
Sugar Creek	Haley	Schenk	Teaching Assistant	Resignation		5/10/2024
PJHS	Jodi	Leary	Teaching Assistant	Retirement		5/23/2024

Contract Revisions

Administration

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective

Certified

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
TBD	Kate	Fagan-Nelson	Social Worker	M+0/Step 10	M+0/Step 19	

Educational Support Personnel

Homebase	First Name	Last Name	Position	Previous Placement	Revision	Effective
PJHS	Santhy	Ramanathan	Food Service - 173 Days	4 Hours/Day	6 Hours/Day	8/14/2024

Leave Requests

Certified

Homebase	First Name	Last Name	Position	Leave Requested		Effective
Field	Erin	Livingston	Teaching Assistant	Planned Extended Leave		24-25
NCWHS	Katie	Lopez	Social Science	Planned Extended Leave - 1st year		24-25
NCWHS	Katie	Lopez	Social Science	Planned Extended Leave - 2nd year		25-26

Educational Support Personnel

Homebase	First Name	Last Name	Position	Leave Requested		Effective

Schedule B

Homebase	First Name	Last Name		Revision		Effective
CJHS	Andrew	Bennett	Non-UFEA	Drop - 8th Grade Basketball		7/24/2024
CJHS	Kaitlyn	Egenes	Non-UFEA	Add - 7th/8th Grade Softball		7/29/2024
CJHS	Justin	Gorczyca	Non-UFEA	Add - 7th/8th Grade Baseball		8/5/2024
CJHS	Dave	Leathery	Non-UFEA	Add - 7th/8th Grade Softball		7/29/2024
CJHS	Andrew	Legett	Non-UFEA	Drop - 7th/8th Grade Wrestling		8/9/2024
CJHS	Skip	Williams	Non-UFEA	Add - 7th/8th Grade Cross Country		8/5/2024
Hudson	Clint	Carden		Add - Extra Assignment - Non-Instructional - Two Semesters		8/15/2024
KJHS	Vincent	Allen	Non-UFEA	Add - 8th Grade Track		8/1/2024
KJHS	Charles	Alsberry	Non-UFEA	Add - 7th Grade Track		8/1/2024
KJHS	Allison	Davis	Non-UFEA	Add - Junior High - 7th/8th Grade Cheerleading		8/1/2024
KJHS	Peyton	Dillingham	Non-UFEA	Add - 7th/8th Grade Baseball		8/1/2024
KJHS	Roger	Nalewajka	Non-UFEA	Add - 8th Grade Basketball		8/1/2024
KJHS	Danny	Tanner		Drop - Junior High - Yearbook		8/1/2024
KJHS	Stephen	Wood	Non-UFEA	Add - 7th Grade Basketball		8/1/2024
NCHS	Cassie	Adleman		Add - High School - Technical Director		8/12/2024
				Add - High School - Drama		8/12/2024
NCHS	Mikayla	Benson	Non-UFEA	Add - Assistant Coach - Softball		8/12/2024
NCHS	John	Bergmann		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Gretchen	Cooley		Add - Assistant Coach - Volleyball		8/12/2024
NCHS	Michelle	Crawford		Add - Assistant Coach - Track		8/12/2024
NCHS	Jackson	Fisher		Add - Head Coach - Lacrosse		8/12/2024
NCHS	Megan	Freymann		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Andy	Grisinger		Add - Head Coach - Lacrosse		8/12/2024
NCHS	Jeremy	Grogg		Add - Assistant Coach - Girls Swimming		8/12/2024
				Add - Assistant Coach - Boys Swimming		8/12/2024
NCHS	Steve	Hassel	Non-UFEA	Add - Head Coach - Softball		8/12/2024
NCHS	Brett	Henneberg		Add - Assistant Coach - Tennis		8/12/2024
NCHS	Jessica	Hooten		Add - Extra Assignment - Instructional - One Semester		8/12/2024
NCHS	Roger	Juers		Add - Head Coach - Tennis		8/12/2024
NCHS	Trevor	Kaufmann		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Jennifer	Kelly		Drop - High School - Head Senior Class - 0.5FTE		8/12/2024
				Add - High School - Head Senior Class - 1.0 FTE		8/12/2024
NCHS	Ricky	King		Add - High School - Student Council		8/12/2024
NCHS	Craig	Lee	Non-UFEA	Add - Assistant Coach - Soccer		8/12/2024
NCHS	Amber	Marzek		Add - High School - Head Sophomore Class		8/12/2024
NCHS	Jacob	McKown	Non-UFEA	Add - Assistant Coach - Football		8/12/2024
NCHS	Chris	Messina	Non-UFEA	Add - Assistant Coach - Football		8/12/2024
NCHS	Jon	Michaels		Add - Assistant Coach - Tennis		8/12/2024
NCHS	Dan	Murrin		Drop - Assistant AD		8/12/2024
NCHS	Tom	Patten	Non-UFEA	Add - Head Coach - Cross Country		8/12/2024
NCHS	Heather	Plattner		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Hilary	Ruyle		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Kent	Simmons	Non-UFEA	Add - High School - Sophomore Cheerleaders / Dance		8/12/2024
NCHS	Carrie	Stevens		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Molly	Stolfa		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Vanessa	Taylor Kokoszka		Add - High School - Competitive Dance		8/12/2024
NCHS	Mike	Triplet		Add - Assistant Coach - Wrestling		8/12/2024
NCHS	Kevin	Vernon		Drop - High School - Technical Director		8/12/2024
				Drop - High School - Drama		8/12/2024
NCHS	Karen	Walker		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Don	Whitman		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCHS	Megan	Williams	Non-UFEA	Add - Assistant Coach - Basketball		8/12/2024
NCHS	Sam	Wurster		Add - Extra Assignment - Instructional - Two Semesters		8/12/2024
NCWHS	Tiffany	Bernardini		Add - Extra Assignment - Instructional - One Semester		8/15/2024
NCWHS	Kimberely	Boehm		Add - Extra Assignment - Instructional - One Semester		8/15/2024
NCWHS	Amy	Enright		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024
NCWHS	Cody	Hatzer		Drop - Assistant Coach - E-Sports		5/23/2024
NCWHS	Elizabeth	Haywood		Add - High School - Head Junior Class		8/15/2024
NCWHS	Vicki	Kobel		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024
NCWHS	Jennifer	Kruse		Add - Head Coach - Tennis		8/15/2024

NCWHS	Heather	Lueschen		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
NCWHS	Corey	Ostling		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
NCWHS	Greg	Rogers		Add - Assistant Coach - Cross Country		8/15/2024	
NCWHS	Jim	Rumps		Add - Extra Assignment - Non-Instructional - Two Semesters		8/15/2024	
NCWHS	Justin	Smith		Add - High School - Technical Director		8/15/2024	
NCWHS	Jessica	Stephens		Add - High School - Head Junior Class		8/15/2024	
NCWHS	Gavin	Teller		Add - Assistant Coach - Football		8/15/2024	
NCWHS	DT	Thornton		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
				Add - Extra Assignment - Instructional - One Semester		8/15/2024	
NCWHS	Dustin	Underwood		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
NCWHS	Brett	Werner-Powell	Non-UFEA	Add - Assistant Coach - Football		8/15/2024	
NCWHS	Sara	Williams		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
NCWHS	Claire	Zimmerman		Add - Extra Assignment - Instructional - Two Semesters		8/15/2024	
Northpoint	Charity	Fulkerson		Add - Elementary - Student Council		8/15/2024	
Northpoint	Chad	Jennings		Add - Elementary - Student Council		8/15/2024	
Northpoint	Kati	Myers		Add - Elementary 300+ Enrollment - PBIS 2		8/15/2024	
Northpoint	Andrea	Norton		Drop - Elementary 300+ Enrollment - PBIS 2		8/15/2024	
Northpoint	Angela	Rippey		Add - Extra Assignment - Non-Instructional - Two Semesters		8/15/2024	
Northpoint	Robert	Scott		Add - Extra Assignment - Non-Instructional - Two Semesters		8/15/2024	
Northpoint	Julie	Watson	Non-UFEA	Add - Building Technology Coach		7/29/2024	
Parkside E	Jennifer	Barlow	Non-UFEA	Add - Elementary - Webmaster		7/1/2024	
				Add - EOP Coach		7/1/2024	
Parkside E	Jessica	Kemp		Add - Elementary 300+ Enrollment - PBIS 2		8/5/2024	
Parkside E	Kaitlyn	Verhulst		Add - CCC		7/16/2024	
PJHS	Reanne	Cupples	Non-UFEA	Add - 7th Grade Volleyball		8/15/2024	
PJHS	Melissa	Jennings		Add - Junior High - Choir		8/12/2024	
PJHS	Riley	Odehnal		Add - Junior High - Band		8/15/2024	
				Add - Junior High - Jazz Band		8/12/2024	
PJHS	Lillian	Owens	Non-UFEA	Add - Junior High - 7th/8th Grade Cheerleading		8/15/2024	

Information Only Changes

Homebase	First Name	Last Name	Position	Change		Effective
Cedar Ridge/PJHS	Gwen	Peebles	Long Term Internal Sub	Certified Teacher - Music/ 6th Grade Band		8/12/2024
Cedar Ridge	Karen	Rouse	Food Service - 173 Days	Pepper		8/14/2024
Cedar Ridge	Mollie	Gantert	Certified Teacher - 4th Grade	Benjamin - Certified Teacher - 4th Grade		8/12/2024
CJHS	Colleen	Cihak	Noon Hour Supervisor	Parkside - Certified Teacher - LBS1		8/12/2024
NCHS	Eric	Nettleton	Night Lead Custodian	NCHS - Day Shift Custodian		7/15/2024
NCHS	Salma	Ali	Food Service - 173 Days	Grove		8/14/2024
NCHS	Sandy	Lennox	Food Service - 173 Days	PJHS		8/14/2024
NCHS	Peggy	Stark	Food Service - 173 Days	NCWHS		8/14/2024
NCWHS	Daniel	Hill	Night Lead Custodian	PJHS - Day Shift Custodian		8/1/2024
Pepper Ridge	Natalie	Karr	SLP	Brigham - SLP		8/12/2024

New Substitutes

Substitute Type	First Name	Last Name
Substitute Teacher	Thriveni	Jagarlamudi
Substitute Teacher	Erika	Basford
Substitute Teacher	Maria	Snyder
Substitute Teacher	Swetha	Are
Substitute Teacher	Meredith	Bardwell
Substitute Teacher	Jennifer	Triezenberg
Substitute Teacher	Bryan	Michalak
Substitute Teacher	Alyssa	Weidner

			Long Term Internal Sub				

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A B HATCHERY	4892	2500746	261221	8/21/2024	113.98
A B HATCHERY Total					113.98
ACCESS ELEVATOR	28763	2500614	261222	8/21/2024	8,844.50
ACCESS ELEVATOR Total					8,844.50
ACE HARDWARE	592032	2500722	261223	8/21/2024	49.47
	592486	2500207	261223	8/21/2024	29.30
	592477	2500775	261223	8/21/2024	50.12
	592485	2500775	261223	8/21/2024	65.17
	592473	2500207	261223	8/21/2024	11.86
	592440	2500207	261223	8/21/2024	64.36
	592445	2500207	261223	8/21/2024	102.30
	592447	2500722	261223	8/21/2024	52.10
	592430	2500207	261223	8/21/2024	44.95
	592432	2500207	261223	8/21/2024	73.91
	592402	2500207	261223	8/21/2024	9.89
	592413	2500207	261223	8/21/2024	44.41
	592414	2500207	261223	8/21/2024	8.99
	592417	2500207	261223	8/21/2024	38.89
	592419	2500207	261223	8/21/2024	10.79
	592383	2500207	261223	8/21/2024	61.16
	592386	2500207	261223	8/21/2024	183.99
	592369	2500207	261223	8/21/2024	56.68
	592371	2500207	261223	8/21/2024	15.10
	592372	2500207	261223	8/21/2024	71.99
	592356	2500207	261223	8/21/2024	8.33
	592418	2500207	261223	8/21/2024	13.49
	592334	2500207	261223	8/21/2024	71.93
	592335	2500207	261223	8/21/2024	32.36
	592341	2500207	261223	8/21/2024	49.58
	592321	2500207	261223	8/21/2024	49.26
	592306	2500207	261223	8/21/2024	44.98
	592314	2500207	261223	8/21/2024	105.55
	592284	2500207	261223	8/21/2024	45.63
	592287	2500207	261223	8/21/2024	69.25
	592288	2500207	261223	8/21/2024	8.60
	592294	2500207	261223	8/21/2024	17.98
	592297	2500207	261223	8/21/2024	161.98
	592300	2500207	261223	8/21/2024	22.65
	592263	2500722	261223	8/21/2024	44.06
ACE HARDWARE Total					1,791.06
ADVANCE AUTO PARTS	6.25342E+12	2500208	261224	8/21/2024	298.85
	6.25342E+12	2500208	261224	8/21/2024	472.47
	6.25342E+12	2500208	261224	8/21/2024	53.83
	6.25342E+12	2500208	261224	8/21/2024	12.67
	6.25342E+12	2500208	261224	8/21/2024	7.45
	6253419989*262	2500224	261224	8/21/2024	(237.98)
	6.25342E+12	2500224	261224	8/21/2024	(120.00)
	6.25342E+12	2500224	261224	8/21/2024	(237.98)
	6.25342E+12	2500224	261135	8/21/2024	133.89
	6.25342E+12	2500224	261135	8/21/2024	57.79
	6.25342E+12	2500224	261135	8/21/2024	382.99
	6.25342E+12	2500224	261135	8/21/2024	344.68
	6.25342E+12	2500224	261135	8/21/2024	405.06
	6.25342E+12	2500224	261135	8/21/2024	358.80
	6.25342E+12	2500224	261135	8/21/2024	117.16
	6.25342E+12	2500224	261135	8/21/2024	11.96

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ADVANCE AUTO PARTS	6.25342E+12	2500224	261135	8/21/2024	98.16
	6.25341E+12	2500224	261224	8/21/2024	(60.00)
	6.25341E+12	2500224	261224	8/21/2024	(51.29)
ADVANCE AUTO PARTS Total					2,048.51
ALL PARTITIONS AND PARTS LLC	17233	2500887	261225	8/21/2024	1,379.00
ALL PARTITIONS AND PARTS LLC Total					1,379.00
ALTORFER	W0430069856	2500739	261226	8/21/2024	1,772.00
	W0430069880	2500739	261226	8/21/2024	2,136.50
	WO020137247	2500681	261226	8/21/2024	2,296.28
ALTORFER Total					6,204.78
AMAZON CAPITAL SERVICES	1HNK-PC7K-3GV7	2500907	261227	8/21/2024	132.32
	1QFC-JTLM-99JH	2500902	261227	8/21/2024	234.76
	19YW-K93G-7XKY	2500774	261227	8/21/2024	58.44
	19YV-PLYP-3YTT	2500828	261227	8/21/2024	205.21
	19MH-HFJR-1643	2500914	261227	8/21/2024	46.98
	1F3HVVC3-7RKY	2500608	261227	8/21/2024	14.40
	11T1-3FPH-C4FX	2500835	261227	8/21/2024	89.11
	1N4C-LMQN-7GRX	2500839	261227	8/21/2024	66.06
	1963-6VD3-7YHP	2500712	261227	8/21/2024	589.15
	13QJ-1P43-CDJJ	2500826	261227	8/21/2024	251.32
	1MVY-DYDR-3J1F	2500837	261227	8/21/2024	72.94
	1NL3-RRNW-3C91	2500767	261227	8/21/2024	405.10
	13G4-X34R-TL6W	2500644	261227	8/21/2024	19.38
	1PXG-LG9K-1677	2500751	261227	8/21/2024	107.13
	1KKJ-PCPM-QRDN	2500697	261227	8/21/2024	525.04
	1HG3-1K1V-MVQY	2500752	261227	8/21/2024	484.64
	1HG3-1K1V-NXPW	2500757	261227	8/21/2024	3,702.63
	1J9N-XYYY-Q436	2500780	261227	8/21/2024	67.70
	1NTF-P1TG-GRC3	2500777	261227	8/21/2024	89.97
	1JHN-Q6PK-HC4G	2500644	261227	8/21/2024	264.06
	1CQR-NCLH-K4TQ	2500698	261227	8/21/2024	733.38
	1N3D-M9P7-K1FF	2500708	261227	8/21/2024	1,347.02
	19QG-CD7T-H9H7	2500770	261227	8/21/2024	252.95
	1HG3-1K1V-GJCR	2500781	261227	8/21/2024	32.78
	1KCH-FNCW-7YQ7	2500680	261227	8/21/2024	224.86
	13XH-9JXM-43GG	2500742	261227	8/21/2024	374.20
	1NNW-JC1K-4XTV	2500747	261227	8/21/2024	34.99
	1DLR-3CC3-16H1	2500717	261227	8/21/2024	394.28
	1W7R-1YJT-3JJX	2500727	261227	8/21/2024	80.13
	169H-CVFK-4YLD	2500749	261227	8/21/2024	45.19
	1J3W-KQ3M-3VCR	2500750	261227	8/21/2024	42.03
	1LFG-6HHT-6XG9	2500627	261227	8/21/2024	1,586.29
	1DMX-7WCW-71LL	2500653	261227	8/21/2024	658.68
	16PY-DWLV-336R	2500699	261227	8/21/2024	59.99
	1VGQ-FMLV-1467	2500729	261227	8/21/2024	74.82
	13RL-NFPY-13G6	2500657	261227	8/21/2024	8.54
	1HQ3-K6JQ-39Y3	2500651	261227	8/21/2024	18.99
	1PFF-GQ16-3XR9	2500608	261227	8/21/2024	605.79
	1VP7-WCGD-43PY	2500624	261227	8/21/2024	491.22
	113Q-7HCG-1K31	2500652	261227	8/21/2024	177.33
	1LQ1-1JDD-176C	2500654	261227	8/21/2024	158.85
	1PRK-D44K-4D94	2500655	261227	8/21/2024	194.13
	1363-1CKV-4FDJ	2500660	261227	8/21/2024	775.03
	1CDT-TK3R-XRD9	2500647	261227	8/21/2024	46.68
	1KR1-9VMY-XYCG	2500381	261227	8/21/2024	5.39
	1C6W-F7XT-1HV1	2500656	261227	8/21/2024	133.93

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AMAZON CAPITAL SERVICES	1Y34-7KP1-NCDL	2500621	261227	8/21/2024	1,453.20
	1V7T-WW6Q-PCD9	2500622	261227	8/21/2024	35.51
	196M-TD3P-NWFJ	2500623	261227	8/21/2024	750.00
	11WK-VPXY-NX9W	2500625	261227	8/21/2024	472.55
	1Y34-7KP1-P9QN	2500626	261227	8/21/2024	414.55
	1KTK-PVNK-JXMF	2500617	261227	8/21/2024	86.32
	14WV-GXGX-FR6D	2500518	261227	8/21/2024	70.81
	17TY-VH3P-FM9Q	2500542	261227	8/21/2024	217.32
	16NW-DYXV-4X66	2500587	261227	8/21/2024	463.60
	1WWD-11RG-6KP1	2500596	261227	8/21/2024	114.11
	1391-HY1G-3733	2500594	261227	8/21/2024	138.46
	1N9L-TLTC-4DX3	2500592	261227	8/21/2024	228.99
AMAZON CAPITAL SERVICES Total					20,429.23
AMEREN IL	V164264	2500954	261302	8/21/2024	768.29
	V585782	2500679	261302	8/21/2024	709.18
	V500110	2500679	261302	8/21/2024	768.29
AMEREN IL Total					2,245.76
B & B AWARDS & RECOGNITION	20054258	2500609	261228	8/21/2024	68.97
B & B AWARDS & RECOGNITION Total					68.97
BABY FOLD	18679	2500788	261229	8/21/2024	6,151.18
	18681	2500788	261229	8/21/2024	6,151.18
	18682	2500788	261229	8/21/2024	6,151.18
	18683	2500788	261229	8/21/2024	6,151.18
	18684	2500788	261229	8/21/2024	6,151.18
	18685	2500788	261229	8/21/2024	6,151.18
	18686	2500788	261229	8/21/2024	6,151.18
	18726	2500788	261229	8/21/2024	6,151.18
BABY FOLD Total					49,209.44
BENNETT ELECTRONICS	36718	2500313	261230	8/21/2024	75.00
BENNETT ELECTRONICS Total					75.00
BIAN, JOHN	UCP08142024	(blank)	261136	8/21/2024	172.00
BIAN, JOHN Total					172.00
BILL'S KEY & LOCK SHOP	181780	2500864	261231	8/21/2024	5.52
	181758	2500748	261231	8/21/2024	24.28
BILL'S KEY & LOCK SHOP Total					29.80
BLUE SPRINGS, INC.	48045	2500769	261232	8/21/2024	275.00
	48068	2500838	261232	8/21/2024	72.50
	48020	2500716	261232	8/21/2024	412.50
	48079	2500744	261232	8/21/2024	275.00
BLUE SPRINGS, INC. Total					1,035.00
BOBCAT OF PEORIA	02-87171	2500906	261233	8/21/2024	171.50
BOBCAT OF PEORIA Total					171.50
BOEHLE-JOHNSON, KAREN	UCP08092024	(blank)	261137	8/21/2024	13.95
BOEHLE-JOHNSON, KAREN Total					13.95
BRADFIELD'S COMPUTER SUPPLY	571966	2500766	261234	8/21/2024	390.00
	571747	2500561	261234	8/21/2024	1,360.00
		2500830	261234	8/21/2024	150.00
BRADFIELD'S COMPUTER SUPPLY Total					1,900.00

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BRIGGS, SUSAN KAY	UPC08152024	(blank)	261138	8/21/2024	52.08
BRIGGS, SUSAN KAY Total					52.08
BSN SPORTS	926283309	2500637	261235	8/21/2024	519.63
	926233069	2500637	261235	8/21/2024	2,504.49
	924811300	2500637	261235	8/21/2024	1,608.93
BSN SPORTS Total					4,633.05
BURT, MICHAEL B	V558899	2500782	261236	8/21/2024	20.99
	V3773	2500678	261236	8/21/2024	45.00
BURT, MICHAEL B Total					65.99
CAMFIL USA, INC.	30486784	2500795	261237	8/21/2024	5,285.08
CAMFIL USA, INC. Total					5,285.08
CARLE BROMENN TC	72424	2500834	261239	8/21/2024	95.00
CARLE BROMENN TC Total					95.00
CARL'S PRO BAND INSTRUMENT REPAIR	1331	2500646	261238	8/21/2024	75.00
CARL'S PRO BAND INSTRUMENT REPAIR Total					75.00
CAROLINA BIOLOGICAL SUPPLY CO	52647993 RI	2500145	261240	8/21/2024	1,123.90
CAROLINA BIOLOGICAL SUPPLY CO Total					1,123.90
CARTER, PAUL W	V449619	2500733	261241	8/21/2024	38.12
CARTER, PAUL W Total					38.12
CARTWHEEL HEALTH SERVICES P.C.	1438	2500939	261242	8/21/2024	32,500.00
	1406	2500754	261242	8/21/2024	32,500.00
CARTWHEEL HEALTH SERVICES P.C. Total					65,000.00
CAVANAUGH, JOANN	V879038	2500861	261243	8/21/2024	10.00
CAVANAUGH, JOANN Total					10.00
CCMSI	0159867-IN	2500677	261139	8/21/2024	17,460.00
CCMSI Total					17,460.00
CDW COMPUTER CENTERS, INC	SR08026	2500613	261244	8/21/2024	11,000.00
	SQ21049	2500198	261244	8/21/2024	97,471.74
	SN45614	2500196	261244	8/21/2024	12,975.00
	ZR00501601	2405216	261244	8/21/2024	1,500.00
CDW COMPUTER CENTERS, INC Total					122,946.74
CENTRAL ILLINOIS TRUCKS INC	101P163432	2500863	261245	8/21/2024	9.94
	101P161500	2500720	261245	8/21/2024	181.20
	101253063	2500676	261245	8/21/2024	2,725.77
CENTRAL ILLINOIS TRUCKS INC Total					2,916.91
CHIEF CITY MECHANICAL, INC	18644	2500737	261246	8/21/2024	6,884.00
CHIEF CITY MECHANICAL, INC Total					6,884.00
CITY OF BLOOMINGTON - UTILITIES	1287106	2500073	261140	8/21/2024	471.95
	1287163	2500073	261140	8/21/2024	852.12
	1265103	2500073	261140	8/21/2024	823.89
CITY OF BLOOMINGTON - UTILITIES Total					2,147.96
CLEAN THE UNIFORM COMPANY	32286580	2500225	261247	8/21/2024	76.02
	32284996	2500225	261247	8/21/2024	76.02
	32283377	2500225	261247	8/21/2024	76.02

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CLEAN THE UNIFORM COMPANY Total					**228.06**
COLUMN SOFTWARE, PBC	**876D7B1B-0002**	2500968	**261248**	8/21/2024	117.92
COLUMN SOFTWARE, PBC Total					**117.92**
CONFIDENTIAL ON-SITE PAPER SHREDDIN	**151533**	2500771	**261249**	8/21/2024	249.64
	151487	2500836	**261249**	8/21/2024	80.59
CONFIDENTIAL ON-SITE PAPER SHREDDIN Total					**330.23**
CONNOR CO	**S010993526.001**	2500799	**261250**	8/21/2024	1,501.59
	S011005705.001	2500799	**261250**	8/21/2024	13.44
	S010995331.001	2500794	**261250**	8/21/2024	253.44
	S011001422.001	2500794	**261250**	8/21/2024	155.00
	S011001874.001	2500794	**261250**	8/21/2024	1,479.00
	S011002774.001	2500794	**261250**	8/21/2024	425.32
	S011005454.001	2500794	**261250**	8/21/2024	15.89
	S011004796.001	2500794	**261250**	8/21/2024	342.01
	S010996023.001	2500794	**261250**	8/21/2024	116.45
	S011001942.004	2500794	**261250**	8/21/2024	180.08
	S010999021.001	2500794	**261250**	8/21/2024	21.17
	S010952134.001	2500794	**261250**	8/21/2024	776.55
	S010988576.001	2500794	**261250**	8/21/2024	374.33
	S010991798.001	2500794	**261250**	8/21/2024	593.58
	S010964858.001	2500794	**261250**	8/21/2024	338.00
	S010993427.001	2500794	**261250**	8/21/2024	428.81
	S010985335.001	2500794	**261250**	8/21/2024	272.71
	S010986102.001	2500794	**261250**	8/21/2024	43.03
	S010980642.001	2500794	**261250**	8/21/2024	2,171.85
	S010984188.001	2500794	**261250**	8/21/2024	90.87
	S010902848.002	2500799	**261250**	8/21/2024	649.26
	S010920766.001	2500799	**261250**	8/21/2024	38.65
	S010921541.0014	2500799	**261250**	8/21/2024	252.55
CONNOR CO Total					**10,533.58**
CONSTELLATION NEWENERGY, INC.	**68901985801**	2500435	**261141**	8/21/2024	6,163.47
	68901987801	2500435	**261141**	8/21/2024	5,121.43
	68882179301	2500435	**261141**	8/21/2024	6,419.85
	68882184401	2500435	**261141**	8/21/2024	5,216.81
	68828807701	2500435	**261141**	8/21/2024	1,587.82
CONSTELLATION NEWENERGY, INC. Total					**24,509.38**
CORN BELT ENERGY CORPORATION	**V275707**	2500072	**261303**	8/21/2024	108,206.86
CORN BELT ENERGY CORPORATION Total					**108,206.86**
CRESCENT ELECTRIC SUPPLY CO	**A512550458.001**	2500829	**261251**	8/21/2024	21.77
	S512553645.001	2500829	**261251**	8/21/2024	134.08
CRESCENT ELECTRIC SUPPLY CO Total					**155.85**
CUNNINGHAM CHILDREN'S HOME	**8063**	2500635	**261252**	8/21/2024	4,836.78
CUNNINGHAM CHILDREN'S HOME Total					**4,836.78**
CURRICULUM ASSOCIATES, INC.	**90837255**	2500645	**261301**	8/21/2024	79.62
CURRICULUM ASSOCIATES, INC. Total					**79.62**
CUSHING'S COMMERCIAL CARPET, INC.	**1524**	2500806	**261253**	8/21/2024	700.00
CUSHING'S COMMERCIAL CARPET, INC. Total					**700.00**
DAVENPORT, LESLIE A	**V551605**	2500619	**261254**	8/21/2024	45.00
DAVENPORT, LESLIE A Total					**45.00**

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DISCOVERY EDUCATION, INC.	CINV-143767	2500673	261255	8/21/2024	27,200.00
	CINV-143768	2500674	261255	8/21/2024	18,564.00
DISCOVERY EDUCATION, INC. Total					45,764.00
DIXON, ELLEN NORINNE	UPC08092024	(blank)	261256	8/21/2024	34.99
DIXON, ELLEN NORINNE Total					34.99
DOLLARDAYS INTERNATIONAL, INC.	2986048	2500952	261257	8/21/2024	1,243.43
DOLLARDAYS INTERNATIONAL, INC. Total					1,243.43
DON OWEN TIRE SERVICE, INC	335894	2500851	261258	8/21/2024	829.56
	335335	2500672	261258	8/21/2024	2,213.72
	335650	2500884	261258	8/21/2024	2,288.22
	335590	2500672	261258	8/21/2024	781.76
	335545	2500672	261258	8/21/2024	829.56
DON OWEN TIRE SERVICE, INC Total					6,942.82
EDMENTUM	INV3240721	2500741	261259	8/21/2024	400.00
EDMENTUM Total					400.00
ELEVATOR SAFETY GROUP	104784	2500545	261260	8/21/2024	230.00
ELEVATOR SAFETY GROUP Total					230.00
EMBI TEC	36022	2500797	261261	8/21/2024	4,087.14
EMBI TEC Total					4,087.14
ENGLER CALLAWAY BAASTEN & SRAGA, LLC	33835	2500711	261262	8/21/2024	906.50
ENGLER CALLAWAY BAASTEN & SRAGA, LLC Total					906.50
EVANS JUNIOR HIGH SCHOOL	V610087	2500640	261263	8/21/2024	880.00
EVANS JUNIOR HIGH SCHOOL Total					880.00
EVERGREEN FS	34259572	2500894	261264	8/21/2024	869.20
	34259441	2500796	261264	8/21/2024	150.00
	34259447	2500796	261264	8/21/2024	17.63
	34259342	2500796	261264	8/21/2024	246.00
	34259286	2500796	261264	8/21/2024	249.63
	34259299	2500796	261264	8/21/2024	2,337.00
	46242221	2500796	261264	8/21/2024	604.66
	34257749	2500631	261264	8/21/2024	11,419.50
EVERGREEN FS Total					15,893.62
FARM & FLEET OF BLOOMINGTON	8198	2500206	261265	8/21/2024	89.00
	8017	2500206	261265	8/21/2024	1.39
	8029	2500206	261265	8/21/2024	29.64
	7979	2500206	261265	8/21/2024	46.96
	7728	2500206	261265	8/21/2024	235.94
	7548	2500206	261265	8/21/2024	82.98
	7496	2500206	261265	8/21/2024	177.44
FARM & FLEET OF BLOOMINGTON Total					663.35
FEENEY, DAVID GEORGE	V871839	2500721	261266	8/21/2024	178.99
FEENEY, DAVID GEORGE Total					178.99
FOLLETT CONTENT SOLUTIONS, LLC	425569	2500762	261267	8/21/2024	800.00
	425570	2500763	261267	8/21/2024	800.00
	412511F	2500046	261267	8/21/2024	4,027.94
FOLLETT CONTENT SOLUTIONS, LLC Total					5,627.94

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FRONTIER	**V855536**	2500075	**261304**	8/21/2024	232.20
FRONTIER Total					**232.20**
FS CUSTOM TURF	**34257745**	2500798	**261268**	8/21/2024	2,645.00
FS CUSTOM TURF Total					**2,645.00**
GATEWAY TRUCK AND REFRIGERATION	**006-4504P**	2500728	**261269**	8/21/2024	77.74
GATEWAY TRUCK AND REFRIGERATION Total					**77.74**
GETZ FIRE EQUIPMENT COMPANY	**IL-594189**	2500846	**261270**	8/21/2024	296.15
	IL-594190	2500846	**261270**	8/21/2024	304.85
	IL-594191	2500846	**261270**	8/21/2024	272.45
	IL-594192	2500846	**261270**	8/21/2024	287.45
	IL-594193	2500846	**261270**	8/21/2024	362.90
	I6-594160	2500784	**261270**	8/21/2024	485.05
	I6-594162	2500784	**261270**	8/21/2024	272.45
	I6-594165	2500784	**261270**	8/21/2024	388.05
	I6-594169	2500784	**261270**	8/21/2024	737.50
	I1-866746	2500755	**261270**	8/21/2024	5,038.40
	I1-866747	2500755	**261270**	8/21/2024	2,747.20
	I6-594163	2500784	**261270**	8/21/2024	304.85
	I6-594166	2500784	**261270**	8/21/2024	896.55
	I6-594168	2500784	**261270**	8/21/2024	398.75
	I6-594158	2500784	**261270**	8/21/2024	306.80
	I6-594159	2500784	**261270**	8/21/2024	272.45
	I6-594161	2500784	**261270**	8/21/2024	390.50
	I6-594164	2500784	**261270**	8/21/2024	615.30
	I6-594167	2500784	**261270**	8/21/2024	314.85
GETZ FIRE EQUIPMENT COMPANY Total					**14,692.50**
GHR ENGINEERS AND ASSOCIATES, INC.	**29852**	2500615	**261271**	8/21/2024	4,758.09
GHR ENGINEERS AND ASSOCIATES, INC. Total					**4,758.09**
GOPHER LEARNING	**IN381464**	2500740	**261272**	8/21/2024	2,596.92
GOPHER LEARNING Total					**2,596.92**
GORDON FOOD SERVICE, INC	**2001527841**	2500877	**261273**	8/21/2024	(153.76)
	2001527843	2500877	**261273**	8/21/2024	(23.34)
	2001527845	2500877	**261273**	8/21/2024	(87.36)
	9012665166	2500877	**261273**	8/21/2024	1,140.76
	9012665167	2500877	**261273**	8/21/2024	1,904.65
	9012665168	2500877	**261273**	8/21/2024	74.32
	9012578856	2500877	**261273**	8/21/2024	390.11
	9012491918	2500877	**261273**	8/21/2024	4,502.47
	9012491921	2500877	**261273**	8/21/2024	6,004.59
	9012491924	2500877	**261273**	8/21/2024	1,533.60
	9012427384	2500671	**261273**	8/21/2024	16,698.83
	9012427391	2500671	**261273**	8/21/2024	29.95
	9012345718	2500671	**261273**	8/21/2024	1,679.50
	9012263605	2500671	**261273**	8/21/2024	801.58
GORDON FOOD SERVICE, INC Total					**34,495.90**
GRAINGER PARTS OPERATIONS WW GRAING	**9202178613**	2500756	**261274**	8/21/2024	119.02
	9202465150	2500756	**261274**	8/21/2024	86.19
	9200419290	2500756	**261274**	8/21/2024	66.71
	9199611980	2500756	**261274**	8/21/2024	1,247.40
	9196735956	2500756	**261274**	8/21/2024	1,314.96
	9197656094	2500756	**261274**	8/21/2024	143.37

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GRAINGER PARTS OPERATIONS WW GRAING	91958666901	2500756	261274	8/21/2024	660.88
	9186189602	2500756	261274	8/21/2024	145.79
GRAINGER PARTS OPERATIONS WW GRAING Total					3,784.32
HAPARA, INC.	INV30174	2500761	261275	8/21/2024	1,202.50
HAPARA, INC. Total					1,202.50
HARRIS, ELIZABETH RAE	V268207	2500726	261276	8/21/2024	85.25
HARRIS, ELIZABETH RAE Total					85.25
HAWKINS, INC.	6824378	2500758	261277	8/21/2024	1,644.53
	6824379	2500758	261277	8/21/2024	2,009.17
HAWKINS, INC. Total					3,653.70
HEARTSPRING	17385	2500791	261278	8/21/2024	30,494.67
	17415	2500790	261278	8/21/2024	40,141.38
HEARTSPRING Total					70,636.05
HEIDEMANN, ELIZABETH ANNE	UCP08092024	(blank)	261142	8/21/2024	34.06
HEIDEMANN, ELIZABETH ANNE Total					34.06
HERITAGE MACHINE & WELDING INC	52797	2500776	261279	8/21/2024	63.05
	52799	2500776	261279	8/21/2024	45.00
HERITAGE MACHINE & WELDING INC Total					108.05
HESS, DARREN	V715296	2500910	261280	8/21/2024	41.25
HESS, DARREN Total					41.25
HILL, SHANE PADRAIC	UCP08082024	(blank)	261143	8/21/2024	18.96
HILL, SHANE PADRAIC Total					18.96
HINSHAW, RACHEL M	V70899	2500856	261281	8/21/2024	524.15
HINSHAW, RACHEL M Total					524.15
HOPE SCHOOL	STMT 07312024	2500702	261282	8/21/2024	11,822.37
HOPE SCHOOL Total					11,822.37
IDEAL ENVIRONMENTAL ENGINEERING, IN	64277	2500760	261283	8/21/2024	866.40
	64275	2500760	261283	8/21/2024	562.50
IDEAL ENVIRONMENTAL ENGINEERING, IN Total					1,428.90
ILLINOIS ASSOCIATION OF SCHOOL ADMI	AC80FY25	2500743	261284	8/21/2024	369.00
ILLINOIS ASSOCIATION OF SCHOOL ADMI Total					369.00
ILLINOIS OIL MARKETING EQUIPMENT, I	52401	2500709	261285	8/21/2024	358.25
	52403	2500709	261285	8/21/2024	442.35
	52041	2500709	261285	8/21/2024	290.10
ILLINOIS OIL MARKETING EQUIPMENT, I Total					1,090.70
INTERSTATE ALL BATTERY CENTER	1.9004E+12	2500825	261286	8/21/2024	238.60
	1.9004E+12	2500765	261286	8/21/2024	143.35
	1.9004E+12	2500765	261286	8/21/2024	351.50
	1.9004E+12	2500528	261286	8/21/2024	203.50
INTERSTATE ALL BATTERY CENTER Total					936.95
INTERSTATE BILLING SERV, INC	3037879306	2500718	261287	8/21/2024	47.90
	3037903385	2500718	261287	8/21/2024	86.08
	3037879226	2500718	261287	8/21/2024	247.40
INTERSTATE BILLING SERV, INC Total					381.38

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ISU STUDENT ACCOUNTS	10000061635 FALL 202	2500707	261288	8/21/2024	3,238.68
	1000908683 FALL 2024	2500705	261288	8/21/2024	4,674.60
ISU STUDENT ACCOUNTS Total					7,913.28
J SPENCER CONSTRUCTION LLC	2121	2500670	261289	8/21/2024	714.00
	2122	2500670	261289	8/21/2024	769.00
J SPENCER CONSTRUCTION LLC Total					1,483.00
JES & SONS 2-WAY, LLC	92372	2500785	261290	8/21/2024	8,687.20
JES & SONS 2-WAY, LLC Total					8,687.20
JG STEWART CONTRACTORS, INC	5359	2500611	261291	8/21/2024	44,982.00
	5347	2500612	261291	8/21/2024	22,910.00
	5348	2500612	261291	8/21/2024	16,890.00
JG STEWART CONTRACTORS, INC Total					84,782.00
JMO MODULAR LLC.	38078	2500047	261292	8/21/2024	32,100.00
	38077	2500048	261292	8/21/2024	32,100.00
		2500049	261292	8/21/2024	32,100.00
JMO MODULAR LLC. Total					96,300.00
JOHNSON CONTROLS FIRE PROTECTION LP	52141926	2500890	261293	8/21/2024	570.00
	52099051	2500890	261293	8/21/2024	366.08
JOHNSON CONTROLS FIRE PROTECTION LP Total					936.08
JOHNSTONE SUPPLY	7011521	2500889	261294	8/21/2024	981.12
	7011395	2500847	261294	8/21/2024	1,465.82
	7011172	2500845	261294	8/21/2024	133.43
	7010477	2500845	261294	8/21/2024	342.01
	7010915	2500845	261294	8/21/2024	(147.90)
	7009824	2500845	261294	8/21/2024	778.96
	7010850	2500845	261294	8/21/2024	542.47
	7010861	2500845	261294	8/21/2024	443.71
	7010510	2500845	261294	8/21/2024	212.02
	7010802	2500845	261294	8/21/2024	650.41
	7010803	2500845	261294	8/21/2024	22.43
	7010735	2500845	261294	8/21/2024	35.00
	7010752	2500845	261294	8/21/2024	66.17
JOHNSTONE SUPPLY Total					5,525.65
JS INDUSTRIAL CORP.	3365	2500913	261295	8/21/2024	5,750.00
JS INDUSTRIAL CORP. Total					5,750.00
KASKASKIA SPECIAL EDUCATION DISTRIC	STMT 07012024	2500701	261296	8/21/2024	12,341.12
KASKASKIA SPECIAL EDUCATION DISTRIC Total					12,341.12
KEEN TILE, INC	64397	2500848	261297	8/21/2024	863.73
	64398	2500848	261297	8/21/2024	227.88
	64381	2500848	261297	8/21/2024	234.87
KEEN TILE, INC Total					1,326.48
KEN'S OIL SERVICE, INC.	K548223	2500700	261298	8/21/2024	2,621.60
	K547970	2500700	261298	8/21/2024	3,277.96
	K547727	2500700	261298	8/21/2024	2,930.00
	K547556	2500700	261298	8/21/2024	236.25
	K547659	2500700	261298	8/21/2024	2,725.06
	K546320	2500700	261298	8/21/2024	3,847.69
KEN'S OIL SERVICE, INC. Total					15,638.56

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KIRBY RISK CORPORATION	S210447976.00	2500849	261299	8/21/2024	344.60
	S210426462.002	2500849	261299	8/21/2024	148.87
	S10426462.001	2500849	261299	8/21/2024	459.52
	S210423508.001	2500849	261299	8/21/2024	47.69
KIRBY RISK CORPORATION Total					1,000.68
KIRK, TARA	V244273	2500841	261300	8/21/2024	30.09
	V175590	2500842	261300	8/21/2024	20.08
	V316682	2500783	261300	8/21/2024	17.98
	V758646	2500650	261300	8/21/2024	19.54
KIRK, TARA Total					87.69
LAKE CO REGIONAL OFC OF EDUCATION	729100078	2500638	261144	8/21/2024	1,700.00
LAKE CO REGIONAL OFC OF EDUCATION Total					1,700.00
LKM MOWING & LANDSCAPING	45947	2500878	261145	8/21/2024	12,902.00
LKM MOWING & LANDSCAPING Total					12,902.00
MACE, MICHAEL A	V844493	2500723	261146	8/21/2024	119.78
MACE, MICHAEL A Total					119.78
MACKINSON, JOHN E	CONFREMB07072024	(blank)	261147	8/21/2024	807.46
MACKINSON, JOHN E Total					807.46
MARTIN SULLIVAN INC.	1720184	2500805	261148	8/21/2024	560.66
	1726120	2500805	261148	8/21/2024	111.05
	1725343	2500805	261148	8/21/2024	456.00
	1724443	2500805	261148	8/21/2024	50.13
MARTIN SULLIVAN INC. Total					1,177.84
MC MASTER-CARR SUPPLY CO	30834449	2500801	261149	8/21/2024	105.61
	30784338	2500801	261149	8/21/2024	146.87
	30693329	2500801	261149	8/21/2024	615.44
	30566418	2500801	261149	8/21/2024	366.55
	30571961	2500801	261149	8/21/2024	77.51
	30330241	2500801	261149	8/21/2024	456.70
MC MASTER-CARR SUPPLY CO Total					1,768.68
MCLEAN COUNTY ASPHALT CO, INC	77649	2500832	261150	8/21/2024	109.56
	77527	2500802	261150	8/21/2024	902.00
	77470	2500802	261150	8/21/2024	470.80
	77415	2500802	261150	8/21/2024	264.55
MCLEAN COUNTY ASPHALT CO, INC Total					1,746.91
MCLEAN COUNTY GLASS & MIRROR	58461	2500814	261151	8/21/2024	106.10
	58462	2500814	261151	8/21/2024	243.12
MCLEAN COUNTY GLASS & MIRROR Total					349.22
MELTDOWN CREATIVE WORKS LLC	6415	2500903	261152	8/21/2024	211.00
MELTDOWN CREATIVE WORKS LLC Total					211.00
MENARDS LUMBER	45118	2500953	261305	8/21/2024	722.49
	44992	2500953	261305	8/21/2024	252.61
	44175	2500730	261153	8/21/2024	60.03
	42841	2500880	261153	8/21/2024	101.99
MENARDS LUMBER Total					1,137.12
MENDIOLA, JANELLE	V784271	2500725	261154	8/21/2024	90.00

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MENDIOLA, JANELLE Total					**90.00**
MIDDLETON ASSOCIATES INC	**27080024.1**	2500703	**261155**	8/21/2024	9,575.00
MIDDLETON ASSOCIATES INC Total					**9,575.00**
MIDWEST CONSTRUCTION RENTALS	**207514-1**	2500804	**261156**	8/21/2024	120.75
	206259-1	2500804	**261156**	8/21/2024	1,223.75
	207176-1	2500804	**261156**	8/21/2024	180.00
MIDWEST CONSTRUCTION RENTALS Total					**1,524.50**
MIDWEST EQUIPMENT II	**750614**	2500809	**261157**	8/21/2024	35.39
	749725	2500809	**261157**	8/21/2024	114.72
	749288	2500809	**261157**	8/21/2024	135.47
	749324	2500809	**261157**	8/21/2024	141.55
	749048	2500809	**261157**	8/21/2024	2.89
	749113	2500809	**261157**	8/21/2024	23.78
	748906	2500809	**261157**	8/21/2024	11.89
MIDWEST EQUIPMENT II Total					**465.69**
MIDWEST MAILING & SHIPPING SYSTEMS,	**P109599**	2500669	**261158**	8/21/2024	468.00
MIDWEST MAILING & SHIPPING SYSTEMS, Total					**468.00**
MOBILE AUDIO PLUS	**94868**	2500668	**261159**	8/21/2024	499.00
MOBILE AUDIO PLUS Total					**499.00**
MOTION INDUSTRIES, INC	**IL66-01051542**	2500816	**261160**	8/21/2024	288.55
	IL66-01051261	2500816	**261160**	8/21/2024	32.33
MOTION INDUSTRIES, INC Total					**320.88**
MYERS, GABRIEL	**V842661**	2500734	**261161**	8/21/2024	30.00
MYERS, GABRIEL Total					**30.00**
NEGWER MATERIALS INC	**NOR 5111170-00**	2500811	**261162**	8/21/2024	148.22
	NOR 5111051-00	2500811	**261162**	8/21/2024	218.00
	NOR 5110904-00	2500811	**261162**	8/21/2024	94.76
NEGWER MATERIALS INC Total					**460.98**
NEURORESTORATIVE IL	**0724-381373**	2500789	**261163**	8/21/2024	49,035.55
NEURORESTORATIVE IL Total					**49,035.55**
NEWSELA, INC	**INV39627**	2500634	**261164**	8/21/2024	5,550.00
NEWSELA, INC Total					**5,550.00**
NICASIO, MARIANA	**2.40721E+11**	2500859	**261165**	8/21/2024	179.00
NICASIO, MARIANA Total					**179.00**
NICOR GAS	**V133049**	2500063	**261306**	8/21/2024	128.33
	V696397	2500063	**261306**	8/21/2024	244.02
	V251544	2500063	**261306**	8/21/2024	413.94
	V658288	2500063	**261306**	8/21/2024	282.93
NICOR GAS Total					**1,069.22**
NORMAL ROTARY CLUB	**UNIT 5/1ST DUES**	2500967	**261307**	8/21/2024	150.00
NORMAL ROTARY CLUB Total					**150.00**
NYBAKKE VACUUM SHOP, INC	**071724-8**	2500666	**261166**	8/21/2024	1,199.97
	071224-1	2500666	**261166**	8/21/2024	65.61
	052824-1	2500850	**261166**	8/21/2024	66.24
	050824-4	2500850	**261166**	8/21/2024	399.99

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
NYBAKKE VACUUM SHOP, INC	041824-4	2500850	261166	8/21/2024	399.99
NYBAKKE VACUUM SHOP, INC Total					2,131.80
OAK BROS TREE CYCLE LLC	1002353448	2500736	261167	8/21/2024	12,240.00
OAK BROS TREE CYCLE LLC Total					12,240.00
OHIO STATE UNIVERSITY	CI-00284151	2500580	261168	8/21/2024	4,125.00
OHIO STATE UNIVERSITY Total					4,125.00
OSF OCCUPATIONAL HEALTH	00208647-00	2500908	261169	8/21/2024	60.00
OSF OCCUPATIONAL HEALTH Total					60.00
PARTS TOWN, LLC	2103106745	2500803	261170	8/21/2024	1,411.14
	2103095310	2500803	261170	8/21/2024	44.37
	2103083314	2500803	261170	8/21/2024	109.71
PARTS TOWN, LLC Total					1,565.22
PATHWAYS 2 RESTORATIVE LEADERSHIP	2068	2500943	261308	8/21/2024	3,500.00
PATHWAYS 2 RESTORATIVE LEADERSHIP Total					3,500.00
PIPCO COMPANIES, LTD	70590	2500883	261171	8/21/2024	3,101.88
PIPCO COMPANIES, LTD Total					3,101.88
PRICE, STEVEN B	UCP08092024	(blank)	261172	8/21/2024	35.96
PRICE, STEVEN B Total					35.96
PYRAMID SCHOOL PRODUCTS	CUST 45204	2500020	261312	8/21/2024	11,808.76
PYRAMID SCHOOL PRODUCTS Total					11,808.76
QUADIENT LEASING USA, INC.	Q1445571	2500061	261173	8/21/2024	580.62
QUADIENT LEASING USA, INC. Total					580.62
RAILS-REACHING ACROSS IL LIBRARY SYS	13189	2500665	261174	8/21/2024	5,900.00
RAILS-REACHING ACROSS IL LIBRARY SYS Total					5,900.00
RALEIGH, WILLIAM G	V165970	2500649	261175	8/21/2024	23.46
RALEIGH, WILLIAM G Total					23.46
REGIONAL OFFICE OF EDUCATION #17	1002500121	2500862	261176	8/21/2024	10.00
	1002500114	2500844	261176	8/21/2024	6,000.00
	1002500101	2500857	261176	8/21/2024	450.00
	1002500092	2500648	261176	8/21/2024	30.00
REGIONAL OFFICE OF EDUCATION #17 Total					6,490.00
REPUBLIC SERVICES - #368	0368-001110691.	2500664	261177	8/21/2024	1,440.72
REPUBLIC SERVICES - #368 Total					1,440.72
RICHARDS BUILDING SUPPLY CO	053-0007301556-001	2500800	261178	8/21/2024	1,458.48
	053-0007181455-001	2500800	261178	8/21/2024	73.36
	053-0007182536-001	2500800	261178	8/21/2024	271.80
RICHARDS BUILDING SUPPLY CO Total					1,803.64
ROGERS SUPPLY COMPANY INC	BL055420	2500909	261179	8/21/2024	49.00
ROGERS SUPPLY COMPANY INC Total					49.00
RP LUMBER COMPANY, INC	2691553	2500808	261180	8/21/2024	7.77
	2685289	2500808	261180	8/21/2024	84.72
	2679559	2500808	261180	8/21/2024	32.57
	2675278	2500808	261180	8/21/2024	63.96

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
RP LUMBER COMPANY, INC	2657093	2500808	261180	8/21/2024	40.49
	2654297	2500808	261180	8/21/2024	215.92
	2629912	2500808	261180	8/21/2024	39.64
	2623244	2500808	261180	8/21/2024	35.57
RP LUMBER COMPANY, INC Total					520.64
RW VANDEGRAFT	4615	2500875	261181	8/21/2024	3,781.00
	4616	2500875	261181	8/21/2024	10,498.81
	4617	2500875	261181	8/21/2024	14,466.19
RW VANDEGRAFT Total					28,746.00
S & S BUILDERS HARDWARE CO	583143	2500886	261182	8/21/2024	1,691.59
S & S BUILDERS HARDWARE CO Total					1,691.59
SAM'S CLUB	5913244796694 REN	2500860	261309	8/21/2024	50.00
SAM'S CLUB Total					50.00
SCHOLASTIC INC.	M7529229	2500663	261183	8/21/2024	219.78
SCHOLASTIC INC. Total					219.78
SCHOOL HEALTH CORPORATION	CINV000084951	2500413	261184	8/21/2024	94.20
SCHOOL HEALTH CORPORATION Total					94.20
SCHOOL NURSE SUPPLY, INC	1014526-IN	2500714	261185	8/21/2024	553.14
	1014520-IN	2500719	261185	8/21/2024	312.71
SCHOOL NURSE SUPPLY, INC Total					865.85
SCHOOL SPECIALTY	2.08134E+11	2405480	261186	8/21/2024	2,527.60
SCHOOL SPECIALTY Total					2,527.60
Shaver, Brandon S	V296441	2500731	261187	8/21/2024	45.00
Shaver, Brandon S Total					45.00
SHAWBACK, COLE M	MILES202407	(blank)	261188	8/21/2024	50.92
SHAWBACK, COLE M Total					50.92
SHERWIN WILLIAMS COMPANY	0605-0	2500202	261189	8/21/2024	44.59
	5798-2	2500202	261189	8/21/2024	238.15
	5734-7	2500202	261189	8/21/2024	84.98
	2241-3	2500202	261189	8/21/2024	34.02
	2199-3	2500202	261189	8/21/2024	170.10
	0432-9	2500202	261189	8/21/2024	161.85
	0394-1	2500202	261189	8/21/2024	13.64
	0353-7	2500202	261189	8/21/2024	21.13
	5596-0	2500202	261189	8/21/2024	34.02
	0311-5	2500202	261189	8/21/2024	217.76
	5481-5	2500202	261189	8/21/2024	170.10
	5484-9	2500202	261189	8/21/2024	26.58
	0139-0	2500202	261189	8/21/2024	68.04
	0154-9	2500202	261189	8/21/2024	427.74
	4631-6	2500202	261189	8/21/2024	340.20
SHERWIN WILLIAMS COMPANY Total					2,052.90
SITEONE LANDSCAPE SUPPLY, LLC	143473927-001	2500840	261190	8/21/2024	63.15
SITEONE LANDSCAPE SUPPLY, LLC Total					63.15
SNAP MOBILE, INC.	INV-501257	2500853	261191	8/21/2024	600.00
SNAP MOBILE, INC. Total					600.00

Expenditure Summary Report

From Date: 8/21/2024
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SOKAL, CATHERINE RAE	UCP08082024	(blank)	261192	8/21/2024	45.50
SOKAL, CATHERINE RAE Total					45.50
SPECIALIZED EDUCATION OF ILLINOIS	INV199131	2500916	261193	8/21/2024	23,025.46
SPECIALIZED EDUCATION OF ILLINOIS Total					23,025.46
SPENCER OIL	V287254	2500529	261194	8/21/2024	156.00
SPENCER OIL Total					156.00
SPRINGWOOD, CHERYL	V921563	2500936	261195	8/21/2024	62.96
SPRINGWOOD, CHERYL Total					62.96
STARK EXCAVATING, INC	PORTABLES UNIT 5	2500735	261196	8/21/2024	270,153.90
STARK EXCAVATING, INC Total					270,153.90
STATE OF IL FIRE MARSHALL/BOILERS	9693961	2500713	261197	8/21/2024	700.00
	9693500	2500724	261197	8/21/2024	100.00
STATE OF IL FIRE MARSHALL/BOILERS Total					800.00
STATE OF IL FIRE MARSHALL/ELEVATORS	5125140563	2500779	261198	8/21/2024	75.00
	5125140571	2500813	261198	8/21/2024	375.00
	5125139796	2500778	261198	8/21/2024	75.00
STATE OF IL FIRE MARSHALL/ELEVATORS Total					525.00
STRATUS NETWORKS, INC.	211359	2500764	261199	8/21/2024	658.41
STRATUS NETWORKS, INC. Total					658.41
SUNBELT RENTALS INC	156583619-0001	2500900	261200	8/21/2024	332.86
SUNBELT RENTALS INC Total					332.86
SWANN SPECIAL CARE CENTER	STMT07312024	2500632	261201	8/21/2024	8,424.02
SWANN SPECIAL CARE CENTER Total					8,424.02
SZAREK, JESSICA L	V424923	2500745	261202	8/21/2024	260.00
SZAREK, JESSICA L Total					260.00
TEAM AUTOMOTIVE AND TIRE	306041	2500667	261203	8/21/2024	40.00
	306029	2500667	261203	8/21/2024	40.00
	7834138	2500661	261203	8/21/2024	61.28
TEAM AUTOMOTIVE AND TIRE Total					141.28
THE MUSIC SHOPPE, INC	3754828	2500268	261204	8/21/2024	8,373.95
	3754868	2500270	261204	8/21/2024	6,397.06
	3754827	2500274	261204	8/21/2024	1,618.40
THE MUSIC SHOPPE, INC Total					16,389.41
THE TRAFFIC SIGN STORE	T24094	2500911	261205	8/21/2024	37.00
THE TRAFFIC SIGN STORE Total					37.00
THOMAS, BRYAN	V542823	2500732	261206	8/21/2024	41.26
THOMAS, BRYAN Total					41.26
T-MOBILE	STMT07212024.	2500069	261310	8/21/2024	1,244.16
	STMT07212024.3	2500067	261310	8/21/2024	1,501.83
T-MOBILE Total					2,745.99
TOUCHTONE COMMUNICATIONS	3435063	2500001	261207	8/21/2024	179.64
TOUCHTONE COMMUNICATIONS Total					179.64

Expenditure Summary Report

From Date: 8/21/2024
To Date: 8/21/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
TOWN OF NORMAL - UTILITY BILLING	V659647	2500165	261311	8/21/2024	33,045.44
TOWN OF NORMAL - UTILITY BILLING Total					33,045.44
TRANE U.S. INC.	314742536	2500881	261208	8/21/2024	2,885.00
	314737419	2500881	261208	8/21/2024	1,137.00
	314712336	2500881	261208	8/21/2024	2,069.00
	17172116	2500881	261208	8/21/2024	67.18
	17173274	2500881	261208	8/21/2024	9.87
	17177474	2500881	261208	8/21/2024	57.50
TRANE U.S. INC. Total					6,225.55
ULINE	181495730	2500891	261209	8/21/2024	921.70
	181261174	2500879	261209	8/21/2024	1,544.24
	181127013	2500879	261209	8/21/2024	798.91
	181025824	2500879	261209	8/21/2024	1,596.82
	181026053	2500879	261209	8/21/2024	1,597.51
	180710752	2500879	261209	8/21/2024	5,130.48
ULINE Total					11,589.66
UNITED PIPE & SUPPLY CO, INC	3369711	2500898	261210	8/21/2024	411.31
UNITED PIPE & SUPPLY CO, INC Total					411.31
US MECHANICAL SERVICES, INC	28385	2500885	261211	8/21/2024	1,060.00
	28384	2500885	261211	8/21/2024	1,176.00
US MECHANICAL SERVICES, INC Total					2,236.00
VANGUARD ENERGY SERVICES, LLC	G404551081224	2500076	261212	8/21/2024	9,047.21
VANGUARD ENERGY SERVICES, LLC Total					9,047.21
VENTRIS LEARNING LLC	20246307	2500513	261213	8/21/2024	5,267.50
VENTRIS LEARNING LLC Total					5,267.50
VILLAGE OF CARLOCK.	7885	2500009	261214	8/21/2024	22.50
VILLAGE OF CARLOCK. Total					22.50
VITAL EDUCATION AND SUPPLY INC	inv24-306	2500710	261215	8/21/2024	1,054.62
VITAL EDUCATION AND SUPPLY INC Total					1,054.62
VOEGHTLY, ELIJAH D	MILES202406	(blank)	261216	8/21/2024	198.20
VOEGHTLY, ELIJAH D Total					198.20
WATSON, ROBERT B	EJHS07302024	2500773	261217	8/21/2024	150.00
WATSON, ROBERT B Total					150.00
WINSUPPLY	370462 01	2500843	261218	8/21/2024	64.70
	370309 01	2500843	261218	8/21/2024	74.55
	370107 01	2500843	261218	8/21/2024	5,550.78
	370175 01	2500843	261218	8/21/2024	61.57
	370112 01	2500843	261218	8/21/2024	16.83
	369907 01	2500843	261218	8/21/2024	186.91
	370057 01	2500843	261218	8/21/2024	42.27
	369882 01	2500843	261218	8/21/2024	9,510.78
	369851 01	2500843	261218	8/21/2024	96.68
WINSUPPLY Total					15,605.07
ZELLER DIGITAL INNOVATIONS	42140	2500177	261219	8/21/2024	535.71
ZELLER DIGITAL INNOVATIONS Total					535.71
ZIEBART SUPERSTORE	78367	2500706	261220	8/21/2024	3,264.47

Expenditure Summary Report

From Date: 8/21/2024
To Date: 8/21/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
ZIEBART SUPERSTORE Total					**3,264.47**
Grand Total					**1,550,803.50**

Expenditure Summary Report

From Date: 8/21/2024
To Date: 8/21/2024

Fund	Amount
10	627,607.12
20	683,534.48
30	96,300.00
40	78,356.24
80	65,005.66
Grand Total	**1,550,803.50**

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	260	07/16/2024	07/31/2024	07/30/2024
Certified - Semi	261	07/01/2024	07/15/2024	07/30/2024
Certified - Semi	262	07/01/2024	07/15/2024	07/30/2024
Certified - Semi	270	08/01/2024	08/15/2024	08/15/2024
Certified - Semi	271	07/16/2024	07/31/2024	08/15/2024
Certified - Semi	272	07/16/2024	07/31/2024	08/15/2024
Classified - Semi	260	07/16/2024	07/31/2024	07/30/2024
Classified - Semi	261	07/16/2024	07/31/2024	07/30/2024
Classified - Semi	270	08/01/2024	08/15/2024	08/15/2024
Classified - Semi	271	08/01/2024	08/15/2024	08/16/2024

FUND		GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 260						
10		3,032,265.32	0.00	144,036.27	404,785.00	3,581,086.59
50		0.00	41,743.13	0.00	0.00	41,743.13
	Period Total:	**$3,032,265.32**	**$41,743.13**	**$144,036.27**	**$404,785.00**	**$3,622,829.72**
Certified - Semi - Period Number: 270						
10		2,880,354.59	0.00	128,717.81	386,707.50	3,395,779.90
50		0.00	39,655.04	0.00	0.00	39,655.04
	Period Total:	**$2,880,354.59**	**$39,655.04**	**$128,717.81**	**$386,707.50**	**$3,435,434.94**
Classified - Semi - Period Number: 260						
10		563,754.84	0.00	0.00	191,632.50	755,387.34
40		4,548.17	0.00	0.00	1,912.50	6,460.67
50		0.00	41,234.26	0.00	0.00	41,234.26
51		0.00	0.00	39,611.13	0.00	39,611.13
	Period Total:	**$568,303.01**	**$41,234.26**	**$39,611.13**	**$193,545.00**	**$842,693.40**
Classified - Semi - Period Number: 270						
10		463,361.27	0.00	0.00	166,005.00	629,366.27
40		4,548.11	0.00	0.00	1,912.50	6,460.61
50		0.00	34,117.51	0.00	0.00	34,117.51
51		0.00	0.00	32,523.25	0.00	32,523.25
	Period Total:	**$467,909.38**	**$34,117.51**	**$32,523.25**	**$167,917.50**	**$702,467.64**
Certified - Semi - Period Number: 261						
10		7,345.57	0.00	274.79	765.00	8,385.36
50		0.00	101.98	0.00	0.00	101.98
	Period Total:	**$7,345.57**	**$101.98**	**$274.79**	**$765.00**	**$8,487.34**
Certified - Semi - Period Number: 271						
10		4,934.77	0.00	182.07	765.00	5,881.84
50		0.00	67.03	0.00	0.00	67.03
	Period Total:	**$4,934.77**	**$67.03**	**$182.07**	**$765.00**	**$5,948.87**
Classified - Semi - Period Number: 261						
10		1,430.16	0.00	0.00	382.50	1,812.66
50		0.00	108.06	0.00	0.00	108.06

FUND		GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
51		0.00	0.00	100.97	0.00	100.97
	Period Total:	**$1,430.16**	**$108.06**	**$100.97**	**$382.50**	**$2,021.69**
Classified - Semi - Period Number: 271						
10		2,145.15	0.00	0.00	765.00	2,910.15
50		0.00	160.86	0.00	0.00	160.86
51		0.00	0.00	151.44	0.00	151.44
	Period Total:	**$2,145.15**	**$160.86**	**$151.44**	**$765.00**	**$3,222.45**
	Grand Totals:	**$6,964,687.95**	**$157,187.87**	**$345,597.73**	**$1,155,632.50**	**$8,623,106.05**

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2024-2025

Pay Cycle:	Pay Period:	Start Date:	End Date:	Pay Date:
Certified - Semi	2	07/02/2024	07/15/2024	07/30/2024
Certified - Semi	2.2	07/02/2024	07/15/2024	07/30/2024
Certified - Semi	2.3	07/01/2024	07/15/2024	07/30/2024
Certified - Semi	2.4	07/02/2024	07/15/2024	07/30/2024
Certified - Semi	2.5	07/02/2024	07/15/2024	07/30/2024
Certified - Semi	3	07/16/2024	07/31/2024	08/15/2024
Certified - Semi	3.2	07/16/2024	07/31/2024	08/15/2024
Certified - Semi	3.3	07/16/2024	07/31/2024	08/15/2024
Classified - Semi	2	07/02/2024	07/15/2024	07/30/2024
Classified - Semi	2.1	07/01/2024	07/15/2024	07/30/2024
Classified - Semi	3	07/16/2024	07/31/2024	08/15/2024
Classified - Semi	3.2	07/16/2024	07/31/2024	08/15/2024

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 2					
10	249,935.98	0.00	23,426.61	23,346.50	296,709.09
50	0.00	3,599.32	0.00	0.00	3,599.32
80	4,634.99	0.00	547.41	625.00	5,807.40
Period Total:	**$254,570.97**	**$3,599.32**	**$23,974.02**	**$23,971.50**	**$306,115.81**
Certified - Semi - Period Number: 3					
10	394,997.36	0.00	45,400.65	40,146.50	480,544.51
50	0.00	5,616.64	0.00	0.00	5,616.64
80	4,610.30	0.00	519.60	600.00	5,729.90
Period Total:	**$399,607.66**	**$5,616.64**	**$45,920.25**	**$40,746.50**	**$491,891.05**
Classified - Semi - Period Number: 2					
10	194,410.76	0.00	2,528.91	26,609.00	223,548.67
20	283,841.41	0.00	1,097.31	41,987.50	326,926.22
40	7,106.79	0.00	0.00	382.50	7,489.29
50	0.00	35,684.15	0.00	0.00	35,684.15
51	0.00	0.00	32,086.29	0.00	32,086.29
80	10,481.87	0.00	406.62	1,779.50	12,667.99
Period Total:	**$495,840.83**	**$35,684.15**	**$36,119.13**	**$70,758.50**	**$638,402.61**
Classified - Semi - Period Number: 3					
10	307,209.45	0.00	2,368.51	49,849.00	359,426.96
20	305,390.72	0.00	1,046.58	42,902.50	349,339.80
40	3,321.05	0.00	0.00	382.50	3,703.55
50	0.00	44,905.60	0.00	0.00	44,905.60
51	0.00	0.00	40,590.94	0.00	40,590.94
80	7,791.67	0.00	378.93	1,372.00	9,542.60
Period Total:	**$623,712.89**	**$44,905.60**	**$44,384.96**	**$94,506.00**	**$807,509.45**
Certified - Semi - Period Number: 3.2					
10	896.00	0.00	0.00	0.00	896.00
50	0.00	68.54	0.00	0.00	68.54
Period Total:	**$896.00**	**$68.54**	**$0.00**	**$0.00**	**$964.54**

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 2.2					
10	896.00	0.00	0.00	0.00	896.00
50	0.00	68.54	0.00	0.00	68.54
Period Total:	**$896.00**	**$68.54**	**$0.00**	**$0.00**	**$964.54**
Classified - Semi - Period Number: 2.1					
20	2,482.13	0.00	0.00	382.50	2,864.63
50	0.00	175.12	0.00	0.00	175.12
51	0.00	0.00	175.24	0.00	175.24
Period Total:	**$2,482.13**	**$175.12**	**$175.24**	**$382.50**	**$3,214.99**
Certified - Semi - Period Number: 2.3					
10	1,952.64	0.00	75.11	0.00	2,027.75
20	991.98	0.00	0.00	0.00	991.98
50	0.00	104.43	0.00	0.00	104.43
51	0.00	0.00	70.03	0.00	70.03
Period Total:	**$2,944.62**	**$104.43**	**$145.14**	**$0.00**	**$3,194.19**
Certified - Semi - Period Number: 2.4					
10	312.69	0.00	12.03	0.00	324.72
50	0.00	4.53	0.00	0.00	4.53
Period Total:	**$312.69**	**$4.53**	**$12.03**	**$0.00**	**$329.25**
Certified - Semi - Period Number: 2.5					
10	1,283.68	0.00	16.05	0.00	1,299.73
50	0.00	18.61	0.00	0.00	18.61
Period Total:	**$1,283.68**	**$18.61**	**$16.05**	**$0.00**	**$1,318.34**
Certified - Semi - Period Number: 3.3					
10	328.99	0.00	16.15	0.00	345.14
50	0.00	4.77	0.00	0.00	4.77
Period Total:	**$328.99**	**$4.77**	**$16.15**	**$0.00**	**$349.91**
Classified - Semi - Period Number: 3.2					
20	1,536.00	0.00	0.00	0.00	1,536.00
50	0.00	117.50	0.00	0.00	117.50
Period Total:	**$1,536.00**	**$117.50**	**$0.00**	**$0.00**	**$1,653.50**
Grand Totals:	**$1,784,412.46**	**$90,367.75**	**$150,762.97**	**$230,365.00**	**$2,255,908.18**

End of Report

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A B HATCHERY	4825	2500467	261012	7/31/2024	622.43
	4863	2500467	261012	7/31/2024	315.58
	4821	2500467	261012	7/31/2024	227.88
	4818	2500467	261012	7/31/2024	239.94
A B HATCHERY Total					1,405.83
A DRAIN DOCTOR	10164	2500452	261013	7/31/2024	4,295.00
A DRAIN DOCTOR Total					4,295.00
ABLENET, INC.	CI315139	2500389	261014	7/31/2024	2,070.00
ABLENET, INC. Total					2,070.00
ACE HARDWARE	592232/5	2500534	261015	7/31/2024	36.51
	592275/5	2500207	261015	7/31/2024	31.99
	592278/5	2500207	261015	7/31/2024	215.94
	592280/5	2500207	261015	7/31/2024	26.08
	592277/5	2500534	261015	7/31/2024	30.57
	592244/5	2500207	261015	7/31/2024	8.07
	592254/5	2500502	261015	7/31/2024	89.96
	592234/5	2500207	261015	7/31/2024	2.51
	592209/5	2500207	261015	7/31/2024	54.59
	592213/5	2500207	261015	7/31/2024	4.49
	592212/5	2500498	261015	7/31/2024	36.42
	592220/5	2500498	261015	7/31/2024	30.18
	592203/5	2500207	261015	7/31/2024	108.88
	592175/5	2500495	261015	7/31/2024	152.99
	592065/5	2500207	261015	7/31/2024	26.98
	592067/5	2500207	261015	7/31/2024	62.06
	592069/5	2500207	261015	7/31/2024	36.49
	592059/5	2500207	261015	7/31/2024	17.62
	592060/5	2500207	261015	7/31/2024	24.81
	592056/5	2500534	261015	7/31/2024	6.83
	592040/5	2500207	261015	7/31/2024	66.80
	592043/5	2500498	261015	7/31/2024	48.52
	592023/5	2500207	261015	7/31/2024	35.98
	592027/5	2500207	261015	7/31/2024	46.74
ACE HARDWARE Total					1,202.01
ADELANTE ED. SPECIALISTS GROUP, INC.	1405	2500511	261016	7/31/2024	8,250.00
ADELANTE ED. SPECIALISTS GROUP, INC. Total					8,250.00
ADVANCE AUTO PARTS	6.25342E+12	2500208	261017	7/31/2024	49.48
	6.25342E+12	2500208	261017	7/31/2024	152.84
	6.25342E+12	2500208	261017	7/31/2024	56.62
	6.25342E+12	2500208	261017	7/31/2024	68.60
	6.25341E+12	2500224	261131	8/7/2024	69.50
	6.25341E+12	2500224	261131	8/7/2024	(7.34)
	6.25341E+12	2500224	261131	8/7/2024	68.88
	6.25341E+12	2500224	261131	8/7/2024	369.04
	6.25341E+11	2500224	261131	8/7/2024	7.46
	6.25341E+11	2500224	261131	8/7/2024	12.39
	4.81141E+12	2500224	261131	8/7/2024	(175.42)
	6.25341E+12	2500224	261131	8/7/2024	149.99
	6.25341E+12	2500224	261131	8/7/2024	76.49
	6.25341E+12	2500224	261131	8/7/2024	434.10
	6.25341E+12	2500224	261131	8/7/2024	80.99
	6.25341E+12	2500224	261131	8/7/2024	78.18
	6.25341E+12	2500224	261131	8/7/2024	28.70
	6.25341E+12	2500208	261131	8/7/2024	257.17

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ADVANCE AUTO PARTS	6.25341E+11	2500208	261131	8/7/2024	63.94
	6.25341E+12	2500224	261131	8/7/2024	11.52
	6.25341E+12	2500224	261131	8/7/2024	24.21
	6.25341E+12	2500224	261131	8/7/2024	102.45
	6.25341E+12	2500224	261131	8/7/2024	6.87
	6.25341E+12	2500224	261131	8/7/2024	96.52
	6.25341E+12	2500224	261131	8/7/2024	509.02
	6.25341E+12	2500224	261131	8/7/2024	45.25
	6.25341E+12	2500208	261131	8/7/2024	69.40
	6.25341E+12	2500208	261131	8/7/2024	73.60
	6.25341E+12	2500208	261131	8/7/2024	187.46
	6.25341E+12	2500224	261131	8/7/2024	(195.00)
	6.25341E+12	2500224	261131	8/7/2024	(55.00)
	5720666	2500224	261131	8/7/2024	(2,774.95)
	6.25341E+12	2500208	261131	8/7/2024	805.21
	6.25341E+12	2500208	261131	8/7/2024	183.63
	6.25341E+12	2500208	261131	8/7/2024	23.44
	6.25341E+12	2500208	261131	8/7/2024	(23.44)
	6.25341E+12	2500224	261131	8/7/2024	166.44
	6.25341E+12	2500208	261131	8/7/2024	47.99
	6.25341E+12	2500208	261131	8/7/2024	258.39
	6.25341E+12	2500224	261131	8/7/2024	105.77
	6.25341E+12	2500224	261131	8/7/2024	16.51
	6.25341E+12	2500224	261131	8/7/2024	187.46
	6.25341E+12	2500208	261131	8/7/2024	1,295.98
	6.25341E+12	2500208	261131	8/7/2024	169.39
	6.25341E+12	2500224	261131	8/7/2024	531.87
	6.2534E+12	2500224	261131	8/7/2024	267.80
	6.2534E+12	2500224	261131	8/7/2024	169.39
	6.2534E+12	2500208	261131	8/7/2024	20.48
	6.2534E+12	2500224	261131	8/7/2024	197.98
	596782071	2500224	261131	8/7/2024	(1,981.80)
	6.25333E+12	2500224	261131	8/7/2024	(64.67)
ADVANCE AUTO PARTS Total					2,320.78
AGUILAR, MICHAEL	V47143004	(blank)	20838	8/20/2024	95.00
AGUILAR, MICHAEL Total					95.00
ALPHA BAKING CO., INC.	JUNE STMT 2024	2500386	261018	7/31/2024	153.45
ALPHA BAKING CO., INC. Total					153.45
ALPHA CONTROLS & SERVICES LLC	W48370	2500458	261019	7/31/2024	2,679.51
ALPHA CONTROLS & SERVICES LLC Total					2,679.51
ALTORFER	WO430069630	2500447	261020	7/31/2024	2,884.00
	WO430069632	2500447	261020	7/31/2024	5,956.16
ALTORFER Total					8,840.16
AMAZON CAPITAL SERVICES	1TNYJRWMCCGH	302250011	48130	8/14/2024	48.82
	V82210942	(blank)	6413	8/8/2024	284.85
	1CQWFYGL3G13	302250012	48130	8/14/2024	138.00
	1X6GXRVL1M11	302250010	48130	8/14/2024	54.97
	1T1K6HGFWPJM	302250009	48130	8/14/2024	12.54
	1KDD-PWG9-3JCG	2500607	261097	8/7/2024	95.00
	1YCQ-TVRW-4TCK	2500598	261097	8/7/2024	94.82
	11T7-MRTC-4K3N	2500599	261097	8/7/2024	83.62
	1N9LTLTC4MWV	302250007	48124	8/5/2024	65.02
	1MW3FCMV4TPD	302250008	48130	8/14/2024	15.98
	1GQX-VKQQ-4MDL	2500552	261097	8/7/2024	107.98

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AMAZON CAPITAL SERVICES	1NWV-PWG4-7RMG	2500482	261097	8/7/2024	511.82
	1NT4-D6JR-6RCT	2500381	261097	8/7/2024	67.64
	13FP-LCWK-7K16	2500518	261097	8/7/2024	1,641.97
	19YD-H6T3-34HX	(blank)	261097	8/7/2024	(31.99)
	1VQN-RK96-RTVJ	2500482	261097	8/7/2024	79.96
	13YC-HMRF-M9Y4	2500401	261097	8/7/2024	185.39
	1YNF-99D9-P9LD	2500503	261097	8/7/2024	77.15
	1JDF-W6GX-M1DC	2500504	261097	8/7/2024	71.63
	1Y96-WFW1-3Y1L	2500507	261021	7/31/2024	21.99
	19MJ-97LG-4JTT	2500415	261021	7/31/2024	223.53
	1TNG-L3YG-4WRJ	(blank)	261021	7/31/2024	(59.99)
	1CMG-7MRW-37R3	2500416	261021	7/31/2024	120.61
	16TP-QGMD-1Q96	2500425	261021	7/31/2024	82.62
	16TP-QGMD-3J9D	2500505	261021	7/31/2024	64.97
	119F66YRC3MH	302250004	48115	8/1/2024	50.12
	1TDV-N77X-1CXY	2500436	261097	8/7/2024	14.51
	1TDV-N77X-1CXY.	2500560	261097	8/7/2024	3.99
	1H1PXX1K1967	302250001	48115	8/1/2024	137.94
	11XP-4C43-4993	2500414	261021	7/31/2024	464.94
	1DR4-QV14-19MD	2500427	261021	7/31/2024	36.99
	191V-WTCK-64CL	2500381	261021	7/31/2024	503.59
	1NNL-RMKQ-YG47	2500408	261021	7/31/2024	87.72
	1VYN-9GWL-YWLK	2500408	261021	7/31/2024	569.72
	11WX11WT7J4R	302250003	48108	7/29/2024	161.63
	1KWK-PM7D-XWF9	2500401	261021	7/31/2024	26.49
	1VCJ-CD6V-LLYQ	2500417	261021	7/31/2024	118.65
	11XG-RKKJ-RQCJ	2500396	261021	7/31/2024	395.93
	1WTW-JHJC-6H69	2500387	261021	7/31/2024	1,458.90
	11HH-HV9V-73DW	2500406	261021	7/31/2024	84.94
	1FWX-CHMC-6G7N	2500407	261021	7/31/2024	299.25
	1GFY649L6JQL	302250002	48100	7/24/2024	99.95
	19KF-LWLC-X4WD	2500215	261021	7/31/2024	149.38
	1PHJ-TW3H-VQLK	2500349	261021	7/31/2024	221.04
	19WX-J439-WTGJ	2500368	261021	7/31/2024	88.04
	16WN-FM9D-XLTJ	2500372	261021	7/31/2024	145.54
	1T7Q-4K6N-1RMP	2500373	261021	7/31/2024	1,087.60
	1VFK-CF7G-1Y3H	2500423	261021	7/31/2024	382.82
	1HCG-NPFM-1CXG	2500215	261021	7/31/2024	538.02
	1YMP-4CHW-VWYK	2500016	261021	7/31/2024	1,078.00
AMAZON CAPITAL SERVICES Total					12,264.60
AMERICAN PEST CONTROL	701353	2500630	261069	8/7/2024	1,230.00
	690735	2500630	261069	8/7/2024	1,230.00
AMERICAN PEST CONTROL Total					2,460.00
AMERICAN RED CROSS	3 invoices	(blank)	48633	8/14/2024	874.00
	22692070	(blank)	48081	7/22/2024	460.00
	22697135	2500433	261022	7/31/2024	230.00
AMERICAN RED CROSS Total					1,564.00
ANDERSON, JAMES	Baseball Camp 13	(blank)	48082	7/22/2024	180.00
ANDERSON, JAMES Total					180.00
APPLEGATE, WILLIAM	Baseball Camp 12	(blank)	48125	8/5/2024	180.00
APPLEGATE, WILLIAM Total					180.00
ARBITERSPORTS, LLC	CB0M016HNXK00	(blank)	0	8/19/2024	11,000.00
	CB0LZMRGT3V00	(blank)	0	8/12/2024	10,000.00
ARBITERSPORTS, LLC Total					21,000.00

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ARBUCKLE, PEGGY	V32568141	(blank)	25186	8/15/2024	1,130.14
ARBUCKLE, PEGGY Total					1,130.14
ASCD ASSOC FOR SUPV & CURRDEVELOP	Member Renewal 24-25	2500405	260948	7/31/2024	105.00
ASCD ASSOC FOR SUPV & CURRDEVELOP Total					105.00
AUTOMATED COMMUNICATIONS INC.	P 2400227	(blank)	48116	8/1/2024	950.00
AUTOMATED COMMUNICATIONS INC. Total					950.00
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON	V80123474	(blank)	3090	8/1/2024	66.80
	V49745111	(blank)	15507	8/8/2024	57.50
AVANTI'S ITALIAN RESTAURANT -BLOOMINGTON Total					124.30
B & B AWARDS & RECOGNITION	20054158	(blank)	48622	8/1/2024	32.00
	20054181	2500572	261098	8/7/2024	469.33
B & B AWARDS & RECOGNITION Total					501.33
BAKER, MELANIE	V40852753	(blank)	4180	8/2/2024	102.77
BAKER, MELANIE Total					102.77
BASHARY, KATHRYN C	VB Camp	(blank)	48101	7/24/2024	135.00
BASHARY, KATHRYN C Total					135.00
BEACON ATHLETICS	V60672958	(blank)	6879	8/2/2024	39.00
	V58520702	(blank)	6879	8/2/2024	410.00
BEACON ATHLETICS Total					449.00
BEIRNE, SAMUEL	Baseball Camp 5	(blank)	48083	7/22/2024	135.00
BEIRNE, SAMUEL Total					135.00
BENCHMARK EDUCATION COM	536872	2500091	261099	8/7/2024	7,985.25
BENCHMARK EDUCATION COM Total					7,985.25
BENNETT ELECTRONICS	36701	2500175	261100	8/7/2024	5,503.00
	36637	2500409	261023	7/31/2024	177.00
BENNETT ELECTRONICS Total					5,680.00
BENNETT, DOMINIC	VB Camp 3	(blank)	48109	7/29/2024	200.00
BENNETT, DOMINIC Total					200.00
BETSWORTH MECHANICAL LLC	2024.1	2500876	261133	8/15/2024	980.39
	2324	2500738	261133	8/15/2024	5,126.57
	2224	2500876	261133	8/15/2024	2,788.20
	2024	2500876	261133	8/15/2024	18,899.59
BETSWORTH MECHANICAL LLC Total					27,794.75
BIRKEY'S FARM STORE	P69305	2500492	261024	7/31/2024	289.94
BIRKEY'S FARM STORE Total					289.94
BLICK ART MATERIALS	V79842380	(blank)	3093	8/20/2024	312.44
BLICK ART MATERIALS Total					312.44
BLOOMINGTON HIGH SCHOOL	V184642	(blank)	127048	8/15/2024	625.00
	V130853	(blank)	127038	8/15/2024	-
	V639457	(blank)	127038	8/15/2024	-
	V84062197	(blank)	20831	8/14/2024	75.00
	V19189483	(blank)	20814	8/14/2024	150.00
	V49366788	(blank)	20827	8/14/2024	75.00

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BLOOMINGTON HIGH SCHOOL	V5928460	(blank)	20829	8/14/2024	75.00
	V89434235	(blank)	20830	8/14/2024	300.00
BLOOMINGTON HIGH SCHOOL Total					1,300.00
BLUE CROSS BLUE SHIELD OF ILLINOIS	3.8317E+11	(blank)	0	8/13/2024	485,749.95
	3.83165E+11	(blank)	0	8/6/2024	609,423.15
	7.60674E+11	(blank)	0	8/5/2024	71,331.67
	3.83167E+11	(blank)	0	7/31/2024	636,758.64
	3.83161E+11	(blank)	0	7/23/2024	541,309.68
BLUE CROSS BLUE SHIELD OF ILLINOIS Total					2,344,573.09
BLUE SPRINGS, INC.	47828	2500568	261101	8/7/2024	330.00
	47882	2500494	261025	7/31/2024	220.00
	47622	2500568	261101	8/7/2024	330.00
BLUE SPRINGS, INC. Total					880.00
BN ATHLETE FACTORY	2	(blank)	48110	7/29/2024	750.00
BN ATHLETE FACTORY Total					750.00
BOOM LEARNING	245	2500566	261102	8/7/2024	1,999.80
BOOM LEARNING Total					1,999.80
BOVENKERK, BRADLEY ALAN	Amazon Orders	(blank)	48634	8/14/2024	1,425.99
BOVENKERK, BRADLEY ALAN Total					1,425.99
BOVENKERK, KATHERINE J	Reimbursement Conf	(blank)	261103	8/7/2024	160.00
BOVENKERK, KATHERINE J Total					160.00
BOZARTH, MEGAN E	V33555969	(blank)	3092	8/15/2024	59.60
	V42341879	(blank)	3089	8/1/2024	60.01
BOZARTH, MEGAN E Total					119.61
BRADFIELD'S COMPUTER SUPPLY	571697	2500383	261104	8/7/2024	5,580.00
BRADFIELD'S COMPUTER SUPPLY Total					5,580.00
BRAMAN, REBECCA JANE	V78309513	(blank)	5073	8/15/2024	28.10
BRAMAN, REBECCA JANE Total					28.10
BRIGHTEN LEARNING, THE SOCIAL EXPRESS	V868672	2500302	260949	7/31/2024	1,860.00
BRIGHTEN LEARNING, THE SOCIAL EXPRESS Total					1,860.00
BSN SPORTS	V30432207	(blank)	6890	8/20/2024	212.40
	925805983	(blank)	48635	8/14/2024	1,883.18
	926015841	(blank)	48635	8/14/2024	6,807.60
	926233070	(blank)	48635	8/14/2024	558.31
	V42651149	(blank)	25174	8/8/2024	3,632.10
	V90884802	(blank)	25174	8/8/2024	2,673.00
	926097741	(blank)	48623	8/1/2024	547.43
	926192571	(blank)	48623	8/1/2024	2,078.32
	308798660	(blank)	22408	8/6/2024	1,163.38
	926040428	(blank)	48117	8/1/2024	4,849.43
	926081726	(blank)	48117	8/1/2024	1,487.30
	926147315	(blank)	48117	8/1/2024	1,318.76
	926147316	(blank)	48117	8/1/2024	327.43
	9266015412	(blank)	48117	8/1/2024	4,309.76
	926200208	2500584	261105	8/7/2024	1,219.56
	925208946	(blank)	22404	7/24/2024	369.17
	926084295	(blank)	22404	7/24/2024	908.18
	926137924	2500350	261026	7/31/2024	1,418.24

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BSN SPORTS	926015845	(blank)	48605	7/22/2024	14,339.07
	11797968	2500351	261026	7/31/2024	326.50
	926015843	2500569	261105	8/7/2024	5,112.37
	926015844	2500569	261105	8/7/2024	4,888.57
	926015846	2500569	261105	8/7/2024	4,030.73
	925994847	2500569	261105	8/7/2024	856.39
BSN SPORTS Total					65,317.18
BURT, MICHAEL B	V73561381	(blank)	6884	8/14/2024	40.00
BURT, MICHAEL B Total					40.00
CAPITOL GROUP	S2494788.001	2500469	261027	7/31/2024	336.44
	S2500958.002	2500469	261027	7/31/2024	462.88
	S2500697.001	2500469	261027	7/31/2024	309.26
	S2494788.002	2500469	261027	7/31/2024	149.11
CAPITOL GROUP Total					1,257.69
CARLOCK PTO	V68876592	(blank)	5157	8/1/2024	2,000.00
	V79725844	(blank)	5157	8/1/2024	184.81
CARLOCK PTO Total					2,184.81
CARL'S PRO BAND INSTRUMENT REPAIR	1307	2500430	261028	7/31/2024	8,842.79
	1320	2500430	261028	7/31/2024	130.00
	1308	2500388	261028	7/31/2024	9,665.64
	1263	2500430	261028	7/31/2024	705.46
CARL'S PRO BAND INSTRUMENT REPAIR Total					19,343.89
CAROLINA BIOLOGICAL SUPPLY CO	52633348 RI	2500145	261029	7/31/2024	2,426.62
CAROLINA BIOLOGICAL SUPPLY CO Total					2,426.62
CASEY'S GARDEN CENTER	V27436087	(blank)	7298	8/17/2024	120.00
	V69553418	(blank)	2807	8/8/2024	70.00
	V545269	(blank)	5207	8/2/2024	10.00
	V28318655	(blank)	4180	8/2/2024	220.00
	587807	2500475	261030	7/31/2024	231.84
	587705	2500475	261030	7/31/2024	299.76
	587468	2500475	261030	7/31/2024	119.88
	585929	2500475	261030	7/31/2024	11.96
	584336	2500475	261030	7/31/2024	263.77
CASEY'S GARDEN CENTER Total					1,347.21
CCMC SOLUTIONS, LLC.	V98399056	(blank)	15503	7/30/2024	2,500.00
CCMC SOLUTIONS, LLC. Total					2,500.00
CCMSI	0158901-IN	(blank)	0	8/15/2024	34,164.91
CCMSI Total					34,164.91
CDW COMPUTER CENTERS, INC	RS95065	2500012	261031	7/31/2024	50,625.00
CDW COMPUTER CENTERS, INC Total					50,625.00
CENTRAL CATHOLIC HIGH SCHOOL	V782983	(blank)	127039	8/15/2024	300.00
CENTRAL CATHOLIC HIGH SCHOOL Total					300.00
CENTRAL JUNIOR HIGH SCHOOL	V16905553	(blank)	6873	7/29/2024	150.00
CENTRAL JUNIOR HIGH SCHOOL Total					150.00
CHAMPAIGN CENTRAL HIGH SCHOOL	V705196	(blank)	127040	8/15/2024	200.00
CHAMPAIGN CENTRAL HIGH SCHOOL Total					200.00

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CIP COMPANY	**2926**	2500486	**261032**	7/31/2024	462.68
	2838	2500479	**261032**	7/31/2024	766.11
CIP COMPANY Total					**1,228.79**
CIRBN, LLC	**21110**	2500574	**261106**	8/7/2024	4,389.90
	20866	2500579	**261106**	8/7/2024	4,389.90
CIRBN, LLC Total					**8,779.80**
CITY OF BLOOMINGTON - UTILITIES	**1279491**	2500073	**261070**	8/7/2024	826.27
	1262095	2500073	**260953**	7/31/2024	941.10
	1264268	2500073	**260953**	7/31/2024	636.82
	1264814	2500073	**260953**	7/31/2024	635.82
	1255948	2500073	**260953**	7/31/2024	481.42
	1256005	2500073	**260953**	7/31/2024	991.97
CITY OF BLOOMINGTON - UTILITIES Total					**4,513.40**
CLEAN THE UNIFORM COMPANY	**32281804**	2500225	**261033**	7/31/2024	76.02
	32280218	2500225	**261107**	8/7/2024	76.02
	32278648	2500225	**261033**	7/31/2024	76.02
	32277055	2500225	**261033**	7/31/2024	76.02
	32275484	2500225	**261033**	7/31/2024	76.02
CLEAN THE UNIFORM COMPANY Total					**380.10**
CLIFTONLARSONALLEN LLP	**L241521532**	2500628	**261071**	8/7/2024	27,825.00
CLIFTONLARSONALLEN LLP Total					**27,825.00**
COLETTA, DANA MARIE	**CONFERENCEREM**	2500541	**261108**	8/7/2024	663.06
COLETTA, DANA MARIE Total					**663.06**
COMCAST BUSINESS	**STMT07222024**	2500616	**261129**	8/7/2024	437.80
COMCAST BUSINESS Total					**437.80**
COMMERCE BANK - COMMERCIAL CARDS	**MART-4494-20240715**	2500472	**0**	8/5/2024	1,059.59
	ZBRO-7828-20240715	2500441	**0**	8/5/2024	4,621.40
	KEAR-7294-20240715	2500583	**0**	8/5/2024	1,247.58
	CODR-4075-20240715	2500474	**0**	8/5/2024	992.20
	TEMP-5124-20240715	2500636	**0**	8/5/2024	4,703.61
	FRAN-5999-20240715	2500643	**0**	8/5/2024	299.27
	ELLI-7313-20240715	2500597	**0**	8/5/2024	102.65
	ADEL-7777-20240715	2500633	**0**	8/5/2024	7,737.78
	REWE-0094-20240715	2500547	**0**	8/5/2024	14.75
	STAN-4051-20240715	2500556	**0**	8/5/2024	4,228.41
	ROGE-2319-20240715	2500590	**0**	8/5/2024	276.46
	SHEL-8505-20240715	2500442	**0**	8/5/2024	658.10
	LAMB-1341-20240715	2500554	**0**	8/5/2024	4,122.31
	SARG-5504-20240715	2500593	**0**	8/5/2024	215.46
	BROW-3472-20240715	2500658	**0**	8/5/2024	44.00
	BACK-9856-20240715	2500517	**0**	8/5/2024	2,186.71
	LAMB-7537-20240715	2500520	**0**	8/5/2024	888.14
	COOP-2498-20240715.	2500521	**0**	8/5/2024	824.00
	LAMB-1341-20240715..	2500591	**0**	8/5/2024	231.12
	COOP-2498-20240715	2500444	**0**	8/5/2024	323.36
	LAMB-1341-20240715.	2500555	**0**	8/5/2024	1,037.44
	CHAP-8793-20240715	2500577	**0**	8/5/2024	20,959.64
	WEBB-7756-20240715	2500443	**0**	8/5/2024	81.42
	PENN-4743-20240715	2500490	**0**	8/5/2024	300.84
	OXAR-8856-20240715	(blank)	**0**	8/5/2024	(26.02)
COMMERCE BANK - COMMERCIAL CARDS Total					**57,130.22**

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COMPLETE MUSIC, INC.	3100439	(blank)	48606	7/22/2024	1,740.00
COMPLETE MUSIC, INC. Total					1,740.00
CONCORD THEATRICALS	SO_00000854767	2500471	261034	7/31/2024	1,075.00
	2225385	(blank)	48084	7/22/2024	480.00
CONCORD THEATRICALS Total					1,555.00
CONES SOLUTIONS INC.	90803	2500455	261035	7/31/2024	3,202.67
CONES SOLUTIONS INC. Total					3,202.67
CONFIDENTIAL ON-SITE PAPER SHREDDIN	151006	2500440	261036	7/31/2024	50.28
	150993	2500550	261109	8/7/2024	65.67
	150655	2500595	261109	8/7/2024	135.19
CONFIDENTIAL ON-SITE PAPER SHREDDIN Total					251.14
CONNOR CO	S010972106.001	2500448	261037	7/31/2024	92.80
	S010967043.001	2500448	261037	7/31/2024	1,001.99
	S010974980.001	2500448	261037	7/31/2024	177.95
	S010967662.001	2500448	261037	7/31/2024	212.07
	S010968595.001	2500448	261037	7/31/2024	150.00
	S010966596.001	2500448	261037	7/31/2024	535.88
	S010952558.001	2500448	261037	7/31/2024	1,779.95
	S010965420.001	2500448	261037	7/31/2024	66.20
	S010941623.001	2500448	261037	7/31/2024	1,903.16
	S010931765.001	2500448	261037	7/31/2024	76.54
	S010938121.001	2500448	261037	7/31/2024	19.70
	S010922883.001	2500448	261037	7/31/2024	291.17
	S010941117.001	2500448	261037	7/31/2024	17.85
CONNOR CO Total					6,325.26
CONRAD, KAREN	Tournament Snacks	(blank)	48085	7/22/2024	112.29
CONRAD, KAREN Total					112.29
CONRAD, NATHAN SAMUEL	Boys Soccer Camp 2	(blank)	48086	7/22/2024	300.00
CONRAD, NATHAN SAMUEL Total					300.00
CONSTELLATION NEWENERGY, INC.	68810925301	2500435	261072	8/7/2024	2,372.91
	68810916301	2500435	260954	7/31/2024	68.13
	3147865457	2500435	260954	7/31/2024	111.01
	8476962572	2500435	260954	7/31/2024	2,726.59
	68780685401	2500435	260954	7/31/2024	148.39
	68780689201	2500435	261072	8/7/2024	12,537.48
	68780706301	2500435	260954	7/31/2024	1,057.58
	68774722601	2500435	260954	7/31/2024	4,531.77
	6296813452	2500435	260954	7/31/2024	2,473.15
	68759059901	2500435	260954	7/31/2024	2,661.92
	68660093901	2500435	260954	7/31/2024	4,345.58
	68708644501	2500435	260954	7/31/2024	1,461.39
	68748817901	2500435	260954	7/31/2024	3,582.62
	68729549501	2500435	260954	7/31/2024	5,477.26
	68729551501	2500435	260954	7/31/2024	4,515.22
	68660074701	2500435	261072	8/7/2024	7,762.78
CONSTELLATION NEWENERGY, INC. Total					55,833.78
COOLEY, NATHAN WILLIAM	Baseball Camp 11	(blank)	48087	7/22/2024	120.00
COOLEY, NATHAN WILLIAM Total					120.00
COONE, RYDER	Baseball Camp14	(blank)	48088	7/22/2024	90.00
COONE, RYDER Total					90.00

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COOPER, JORI ELIZABETH	V56615243	(blank)	20839	8/20/2024	100.00
COOPER, JORI ELIZABETH Total					100.00
CORN BELT ENERGY CORPORATION	V415009	2500072	260941	7/31/2024	99,389.51
CORN BELT ENERGY CORPORATION Total					99,389.51
COTTONE, AUBREE S	V79581378	(blank)	15515	8/19/2024	152.66
COTTONE, AUBREE S Total					152.66
CRANCER, BLAKE	Baseball Camp 9	(blank)	48123	8/1/2024	135.00
CRANCER, BLAKE Total					135.00
CRESCENT ELECTRIC SUPPLY CO	S512510855.001	2500456	261038	7/31/2024	1,854.96
	S512221128.001	2500456	261038	7/31/2024	25.70
	S512522154.001	2500456	261038	7/31/2024	178.25
	S512510809.001	2500456	261038	7/31/2024	54.38
	S512452922.001	2500456	261038	7/31/2024	911.58
CRESCENT ELECTRIC SUPPLY CO Total					3,024.87
CUNNINGHAM RECREATION	113482	2405565	261110	8/7/2024	6,046.75
CUNNINGHAM RECREATION Total					6,046.75
CUPPLES, REANNE ELISABETH	Apparel 5	(blank)	48131	8/14/2024	90.93
	Summer Camp Vball	(blank)	48131	8/14/2024	500.00
CUPPLES, REANNE ELISABETH Total					590.93
CUSHING'S COMMERCIAL CARPET, INC.	1516	2500509	261039	7/31/2024	1,400.00
	1513	2500509	261039	7/31/2024	9,700.00
	1514	2500509	261039	7/31/2024	9,700.00
	1515	2500509	261039	7/31/2024	1,000.00
CUSHING'S COMMERCIAL CARPET, INC. Total					21,800.00
DABLER, AMY	V5008702	(blank)	15510	8/14/2024	60.00
DABLER, AMY Total					60.00
DANVILLE HIGH SCHOOL	V11792018	(blank)	20815	8/14/2024	225.00
DANVILLE HIGH SCHOOL Total					225.00
DAVIS, JACOB	Boys Soccer Camp 1	(blank)	48089	7/22/2024	2,000.00
DAVIS, JACOB Total					2,000.00
DAVIS, SYLVESTER	V38234621	(blank)	15511	8/14/2024	13.98
DAVIS, SYLVESTER Total					13.98
DEERFIELD HIGH SCHOOL	V67264457	(blank)	20816	8/14/2024	300.00
DEERFIELD HIGH SCHOOL Total					300.00
DENNY'S DOUGHNUTS & BAKERY	1014125	(blank)	48636	8/14/2024	158.00
DENNY'S DOUGHNUTS & BAKERY Total					158.00
DEPARTMENT OF TREASURY	V94669279	(blank)	7270	7/30/2024	7,705.46
DEPARTMENT OF TREASURY Total					7,705.46
DEXTER, SHELLEY	V29068472	(blank)	25185	8/15/2024	16.99
DEXTER, SHELLEY Total					16.99
DUNLAP HIGH SCHOOL	V55274075	(blank)	20817	8/14/2024	200.00
DUNLAP HIGH SCHOOL Total					200.00

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DUNN, DARRELYNN	Summer Camp	(blank)	48624	8/1/2024	1,000.00
DUNN, DARRELYNN Total					1,000.00
DUNSON-RIGGS, D'MITRI	Showcase Payment	(blank)	48102	7/24/2024	1,000.00
	Skills Academy	(blank)	48090	7/22/2024	1,000.00
DUNSON-RIGGS, D'MITRI Total					2,000.00
EAST PEORIA HS	V818920	(blank)	127049	8/15/2024	200.00
	V48575295	(blank)	20828	8/14/2024	200.00
	V95097773	(blank)	20818	8/14/2024	150.00
EAST PEORIA HS Total					550.00
ECONOMIC DEVELOPMENT COUNCIL OF THE	1062	2500546	261040	7/31/2024	3,000.00
ECONOMIC DEVELOPMENT COUNCIL OF THE Total					3,000.00
EDMENTUM	INV3229575	2500453	261041	7/31/2024	4,050.00
EDMENTUM Total					4,050.00
EDWARDS, SARAH LYNN	V305181	(blank)	5214	8/16/2024	219.66
	V363521	(blank)	5211	8/6/2024	245.67
	V940712	(blank)	5208	8/2/2024	343.84
EDWARDS, SARAH LYNN Total					809.17
EDWARDSVILLE HIGH SCHOOL	V617076	(blank)	127041	8/15/2024	490.00
	V681148	(blank)	127041	8/15/2024	300.00
EDWARDSVILLE HIGH SCHOOL Total					790.00
EL PASO - GRIDLEY CUSD #11	V91000797	(blank)	6874	7/29/2024	150.00
EL PASO - GRIDLEY CUSD #11 Total					150.00
EMERICK, DREW MATHEW	DH Gift Card	(blank)	48132	8/14/2024	100.00
	Chains for benches	(blank)	48118	8/1/2024	72.26
EMERICK, DREW MATHEW Total					172.26
ETA HAND 2 MIND, INC.	INV000311662	2500398	261111	8/7/2024	224.97
	INV000311670	2500399	261111	8/7/2024	224.97
	INV000311675	2500400	261111	8/7/2024	224.97
	INV000311684	2500402	261111	8/7/2024	149.98
	INV000311694	2500403	261111	8/7/2024	149.98
	INV000311697	2500404	261111	8/7/2024	149.98
	INV000310329	2500348	261111	8/7/2024	2,729.58
ETA HAND 2 MIND, INC. Total					3,854.43
EVERGREEN FS	34257151	2500468	261042	7/31/2024	39.00
	34256958	2500468	261042	7/31/2024	1,125.00
	34249969	2500468	261042	7/31/2024	95.75
EVERGREEN FS Total					1,259.75
FARM & FLEET OF BLOOMINGTON	7469	2500499	261043	7/31/2024	102.97
FARM & FLEET OF BLOOMINGTON Total					102.97
FASTENAL COMPANY	ILBLM495728	2500496	261044	7/31/2024	95.00
	ILBLM495745	2500496	261044	7/31/2024	18.84
	ILBLM495751	2500496	261044	7/31/2024	15.01
FASTENAL COMPANY Total					128.85
FASTSIGNS	43229	(blank)	15512	8/14/2024	51.58
FASTSIGNS Total					51.58

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FEENEY, DAVID GEORGE	Ice cream	(blank)	48637	8/14/2024	45.78
	Supply/DQ run	(blank)	48637	8/14/2024	44.49
FEENEY, DAVID GEORGE Total					90.27
FEENEY, SOPHIA	VB camp 2024	(blank)	48638	8/14/2024	200.00
FEENEY, SOPHIA Total					200.00
FINCHAM, NATHAN C	Team Snacks	(blank)	48091	7/22/2024	100.34
FINCHAM, NATHAN C Total					100.34
FISH, JILL E	V69506043	(blank)	3094	8/20/2024	50.72
FISH, JILL E Total					50.72
FITZGERALD, LAUREN MARIE	V794674	(blank)	5212	8/6/2024	395.20
FITZGERALD, LAUREN MARIE Total					395.20
FIVE STAR WATER	V56091987	(blank)	7299	8/17/2024	93.27
	V47780117	(blank)	6414	8/8/2024	98.70
	V24462103	(blank)	2905	8/2/2024	69.70
	July Stmt	2500549	261112	8/7/2024	20.32
FIVE STAR WATER Total					281.99
FOLLETT CONTENT SOLUTIONS, LLC	376221F	2405337	261113	8/7/2024	372.78
FOLLETT CONTENT SOLUTIONS, LLC Total					372.78
FOSTER, NATHAN C	Golf shirts	(blank)	48639	8/14/2024	419.88
	Misc Supplies	(blank)	48625	8/1/2024	1,805.06
	Summer expenses 24	(blank)	48625	8/1/2024	116.56
FOSTER, NATHAN C Total					2,341.50
FOX ANVICK, CAROLINE	Imc coffee supp	(blank)	48640	8/14/2024	146.37
FOX ANVICK, CAROLINE Total					146.37
FRONTIER	V706909	2500075	260942	7/31/2024	4,109.86
	V191679	2500075	261066	8/1/2024	441.19
	V17003	2500075	261124	8/7/2024	56.28
	V632714	2500075	261066	8/1/2024	162.82
FRONTIER Total					4,770.15
FS CUSTOM TURF	45499	(blank)	48641	8/14/2024	869.20
	V87549621	(blank)	6875	7/29/2024	246.00
	2024 PJHS Baseball F	2500551	261114	8/7/2024	724.50
FS CUSTOM TURF Total					1,839.70
FURTHER	41088903	(blank)	0	8/14/2024	16,519.81
	41081405	(blank)	0	8/7/2024	13,046.18
	41073966	(blank)	0	7/31/2024	13,645.61
	V87459179	(blank)	0	7/31/2024	4,339.98
	41066432	(blank)	0	7/24/2024	15,522.25
	16981278	(blank)	0	7/23/2024	2,545.00
FURTHER Total					65,618.83
FUSION BREW	V94830056	(blank)	6885	8/14/2024	200.00
FUSION BREW Total					200.00
GALESBURG HIGH SCHOOL	V67475916	(blank)	20819	8/14/2024	200.00
GALESBURG HIGH SCHOOL Total					200.00

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GATES, CALEB	**V71143385**	(blank)	**4183**	8/19/2024	145.00
GATES, CALEB Total					**145.00**
GETZ FIRE EQUIPMENT COMPANY	**I1-866308**	2500510	**261045**	7/31/2024	428.90
	I1-266247	2500510	**261045**	7/31/2024	1,864.50
	I1-866245	2500510	**261045**	7/31/2024	107.40
	I1-866246	2500510	**261045**	7/31/2024	364.60
	I1-866248	2500510	**261045**	7/31/2024	543.90
	I1-866076	2500510	**261045**	7/31/2024	1,632.35
	I1-866077	2500510	**261045**	7/31/2024	576.70
	I1-866078	2500510	**261045**	7/31/2024	1,028.90
	I1-866079	2500510	**261045**	7/31/2024	590.00
	I1-865996	2500510	**261045**	7/31/2024	1,184.10
	I1-865997	2500510	**261045**	7/31/2024	542.20
	I1-865998	2500510	**261045**	7/31/2024	224.70
	I1-865920	2500510	**261045**	7/31/2024	440.60
	I1-865921	2500510	**261045**	7/31/2024	719.80
	I1-865922	2500510	**261045**	7/31/2024	276.60
	I1-865923	2500510	**261045**	7/31/2024	554.00
	I1-865924	2500510	**261045**	7/31/2024	165.00
	I1-865925	2500510	**261045**	7/31/2024	169.80
	I1-865926	2500510	**261045**	7/31/2024	370.05
	I8-555167	2500523	**261045**	7/31/2024	135.95
	I8-555168	2500523	**261045**	7/31/2024	135.95
	I8-555169	2500523	**261045**	7/31/2024	135.95
	I1-865858	2500510	**261045**	7/31/2024	233.60
	I1-865859	2500510	**261045**	7/31/2024	540.50
	I1-865860	2500510	**261045**	7/31/2024	64.20
	I1-865861	2500510	**261045**	7/31/2024	251.10
	I1-865862	2500510	**261045**	7/31/2024	177.90
	I1-865863	2500510	**261045**	7/31/2024	575.80
	I1-865635	2500510	**261045**	7/31/2024	244.40
GETZ FIRE EQUIPMENT COMPANY Total					**14,279.45**
GIERMANN, JENNIFER	**Office items/bday**	(blank)	**48642**	8/14/2024	165.38
GIERMANN, JENNIFER Total					**165.38**
GLENWOOD HIGH SCHOOL	**7v7 Lunches**	(blank)	**48092**	7/22/2024	640.00
GLENWOOD HIGH SCHOOL Total					**640.00**
GLIEGE, TERRY A	**REIMBURSEMENT**	2500564	**261115**	8/7/2024	45.00
	V33723382	(blank)	**6886**	8/14/2024	40.00
GLIEGE, TERRY A Total					**85.00**
GLOBAL WATER TECHNOLOGY, INC.	**120198**	2500466	**261046**	7/31/2024	1,515.95
GLOBAL WATER TECHNOLOGY, INC. Total					**1,515.95**
GOPHER SPORT	**363435**	(blank)	**48607**	7/22/2024	194.18
GOPHER SPORT Total					**194.18**
GORDON FOOD SERVICE, INC	**9012034311**	2500553	**261116**	8/7/2024	75.57
	9012034312	2500553	**261116**	8/7/2024	799.49
	9011886047	2500553	**261116**	8/7/2024	941.57
	9011886052	2500553	**261116**	8/7/2024	182.53
	9011734669	2500553	**261116**	8/7/2024	1,595.64
	9011734671	2500553	**261116**	8/7/2024	102.97
	9011734672	2500553	**261116**	8/7/2024	87.36
	9011429878	2500384	**261047**	7/31/2024	983.79
	9011429879	2500384	**261047**	7/31/2024	32.96

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GORDON FOOD SERVICE, INC	9011348296	2500384	261047	7/31/2024	1,044.23
	9011355007	2500384	261047	7/31/2024	2,568.15
	9011288608	2500384	261047	7/31/2024	89.12
	9011288609	2500384	261047	7/31/2024	72.54
	9011288615	2500384	261047	7/31/2024	61.09
	9011288617	2500384	261047	7/31/2024	51.97
	9011288619	2500384	261047	7/31/2024	45.08
GORDON FOOD SERVICE, INC Total					8,734.06
GRAINGER PARTS OPERATIONS WW GRAING	9183952333	2500514	261048	7/31/2024	869.84
	9181885782	2500514	261048	7/31/2024	78.86
	9178276169	2500514	261048	7/31/2024	583.16
	9169656783	2500514	261048	7/31/2024	85.12
	9170273180	2500514	261048	7/31/2024	47.24
	9166029661	2500514	261048	7/31/2024	468.47
	9163651475	2500514	261048	7/31/2024	1,379.95
	9132066409	2500514	261048	7/31/2024	47.51
	9132465262	2500514	261048	7/31/2024	118.68
GRAINGER PARTS OPERATIONS WW GRAING Total					3,678.83
GROWING GROUNDS	432762	2500516	261049	7/31/2024	228.81
	432670	2500516	261049	7/31/2024	226.80
	432672	2500516	261049	7/31/2024	348.45
	432102	2500516	261049	7/31/2024	197.92
	431732	2500516	261049	7/31/2024	197.13
	431557	2500516	261049	7/31/2024	1,148.93
	428765	2500516	261049	7/31/2024	109.62
	428617	2500516	261049	7/31/2024	225.13
GROWING GROUNDS Total					2,682.79
GULF SHORES HIGH SCHOOL	V95915262	(blank)	20840	8/20/2024	400.00
GULF SHORES HIGH SCHOOL Total					400.00
HACKMAN, KAILEB D	Camp Coach	(blank)	48643	8/14/2024	250.00
HACKMAN, KAILEB D Total					250.00
HAFERMANN, EDUARD P	Sponsor Lunch	(blank)	48133	8/14/2024	44.25
	Paint Ball Misc	(blank)	48126	8/5/2024	109.09
HAFERMANN, EDUARD P Total					153.34
HAMLER, JENNIFER	REBCONFERENCE	(blank)	261050	7/31/2024	918.76
	Grant purchases	(blank)	48103	7/24/2024	249.65
HAMLER, JENNIFER Total					1,168.41
HARCOURT OUTLINES, INC	Guote # QTE007360	(blank)	22411	8/13/2024	80.50
HARCOURT OUTLINES, INC Total					80.50
HARKINS, ANNA H	Apparel 3	(blank)	48134	8/14/2024	100.00
HARKINS, ANNA H Total					100.00
HARRIS, ELIZABETH RAE	Reimb 8/12/24	(blank)	48644	8/14/2024	894.64
HARRIS, ELIZABETH RAE Total					894.64
HARRIS, ROBERT A	V96977651	(blank)	6888	8/15/2024	1,632.00
HARRIS, ROBERT A Total					1,632.00
HASSEL, STEVE	Paint & supplies	(blank)	48645	8/14/2024	219.30
	Reimb Various 8/24	(blank)	48645	8/14/2024	152.03
HASSEL, STEVE Total					371.33

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HAWKINS, INC.	**6797588**	2500515	**261051**	7/31/2024	982.32
	6797589	2500515	**261051**	7/31/2024	1,820.66
HAWKINS, INC. Total					**2,802.98**
HAYS, CAITLIN D	**Officer Retreat**	(blank)	**48119**	8/1/2024	53.33
	Cricut Decor Supply	(blank)	**48135**	8/14/2024	28.79
	Airbnb Downpayment	(blank)	**48111**	7/29/2024	391.21
HAYS, CAITLIN D Total					**473.33**
HEARTLAND COMMUNITY COLLEGE	**COI 24-25 00719**	2500604	**261117**	8/7/2024	4,500.00
HEARTLAND COMMUNITY COLLEGE Total					**4,500.00**
HEIDEMANN, ELIZABETH ANNE	**Apparel 2**	(blank)	**48136**	8/14/2024	100.00
HEIDEMANN, ELIZABETH ANNE Total					**100.00**
HEINEMANN	**956096452**	2405699	**261052**	7/31/2024	4,167.11
	956096453	2405700	**261052**	7/31/2024	4,127.31
	956096451	2405701	**261052**	7/31/2024	4,047.72
	956096448	2405702	**261052**	7/31/2024	3,210.13
	956096467	2405703	**261052**	7/31/2024	3,668.72
	956096466	2405704	**261052**	7/31/2024	3,210.13
	956096450	2405705	**261052**	7/31/2024	2,330.85
	956096464	2405707	**261052**	7/31/2024	5,264.31
	956096459	2405708	**261052**	7/31/2024	2,330.85
	956096458	2405709	**261052**	7/31/2024	2,753.44
	956096457	2405710	**261052**	7/31/2024	3,668.72
	956096463	2405711	**261052**	7/31/2024	3,210.13
	956096462	2405712	**261052**	7/31/2024	3,668.72
	956096449	2405713	**261052**	7/31/2024	3,668.72
	956096460	2405799	**261052**	7/31/2024	3,210.13
	956096455	2405800	**261052**	7/31/2024	2,330.85
	956096465	2405801	**261052**	7/31/2024	3,790.00
	956096456	2405802	**261052**	7/31/2024	4,327.23
	956096461	2405803	**261052**	7/31/2024	4,269.44
	956096454	2405804	**261052**	7/31/2024	4,313.02
	956094136	2405699	**261052**	7/31/2024	3,790.00
	956094137	2405700	**261052**	7/31/2024	3,411.00
	956094135	2405701	**261052**	7/31/2024	2,653.00
	956094132	2405702	**261052**	7/31/2024	2,653.00
	956094151	2405703	**261052**	7/31/2024	3,032.00
	956094150	2405704	**261052**	7/31/2024	2,653.00
	956094134	2405705	**261052**	7/31/2024	1,895.00
	956094148	2405707	**261052**	7/31/2024	2,274.00
	956094143	2405708	**261052**	7/31/2024	1,895.00
	956094142	2405709	**261052**	7/31/2024	1,895.00
	956094141	2405710	**261052**	7/31/2024	3,032.00
	956094147	2405711	**261052**	7/31/2024	2,653.00
	956094146	2405712	**261052**	7/31/2024	3,032.00
	956094133	2405713	**261052**	7/31/2024	3,032.00
	956094144	2405799	**261052**	7/31/2024	2,653.00
	956094139	2405800	**261052**	7/31/2024	1,895.00
	956941149	2405801	**261052**	7/31/2024	2,282.53
	956094140	2405802	**261052**	7/31/2024	1,326.50
	956094145	2405803	**261052**	7/31/2024	379.00
	956094138	2405804	**261052**	7/31/2024	758.00
	956092374	2405706	**261052**	7/31/2024	7,119.52
	956088741	2500219	**261052**	7/31/2024	2,535.51
HEINEMANN Total					**128,416.59**

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HELLER FORD	V757588	2500575	260952	7/30/2024	248,628.18
HELLER FORD Total					248,628.18
HERTZNER, DANIEL C	reimb 2024	(blank)	48608	7/22/2024	157.13
HERTZNER, DANIEL C Total					157.13
HESS, LATOYA RACQUEL	reimbursement - Wal-	(blank)	22412	8/13/2024	15.32
HESS, LATOYA RACQUEL Total					15.32
HILL RADIO	2024-17801	2500501	261053	7/31/2024	90.00
HILL RADIO Total					90.00
HOLLAND, ANITA	V22469887	(blank)	15520	8/20/2024	61.66
HOLLAND, ANITA Total					61.66
HUDSON MUNICIPAL WATER	STMT071724	2500007	261073	8/7/2024	372.34
	STMT061724	2500007	260955	7/31/2024	95.04
HUDSON MUNICIPAL WATER Total					467.38
HUFF, CHAD R.	V66330967	(blank)	20841	8/20/2024	95.00
	V75994161	(blank)	20846	8/20/2024	125.00
HUFF, CHAD R. Total					220.00
HUFF, TRAVIS J.	V88115706	(blank)	20842	8/20/2024	95.00
HUFF, TRAVIS J. Total					95.00
HURSEY, KRISTI	V95442841	(blank)	6865	7/23/2024	30.00
HURSEY, KRISTI Total					30.00
IDEAL ENVIRONMENTAL ENGINEERING, IN	64207	2500512	261054	7/31/2024	2,810.00
	64184	2500512	261054	7/31/2024	1,592.00
	64041	2500512	261054	7/31/2024	3,795.00
IDEAL ENVIRONMENTAL ENGINEERING, IN Total					8,197.00
IESA ILLINOIS ELEMENTARY SCHOOL ASN	V22511430	(blank)	15521	8/20/2024	360.00
	V98525355	(blank)	15516	8/19/2024	65.00
IESA ILLINOIS ELEMENTARY SCHOOL ASN Total					425.00
IGSMA DISTRICT 3	V77071899	(blank)	15517	8/19/2024	60.00
IGSMA DISTRICT 3 Total					60.00
ILLINI ELITE VOLLEYBALL CLUB	Summer League 24	(blank)	48615	7/23/2024	750.00
ILLINI ELITE VOLLEYBALL CLUB Total					750.00
ILLINOIS ART STATION	37	2500589	261118	8/7/2024	324.00
ILLINOIS ART STATION Total					324.00
ILLINOIS ASSOC OF SCHOOL BUSINESS OFFLS	57556	2500620	261074	8/7/2024	835.00
	57557	2500620	261074	8/7/2024	835.00
ILLINOIS ASSOC OF SCHOOL BUSINESS OFFLS Total					1,670.00
ILLINOIS ASSOCIATION OF SCHOOL ADMI	84-062024-AA 1801	2500571	261119	8/7/2024	200.00
	V312152	2500391	260950	7/31/2024	1,520.70
ILLINOIS ASSOCIATION OF SCHOOL ADMI Total					1,720.70
ILLINOIS ASSOCIATION OF SCHOOL BOARDS	441096	2500454	260951	7/31/2024	3,820.00
ILLINOIS ASSOCIATION OF SCHOOL BOARDS Total					3,820.00

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ILLINOIS FBLA 2	66408	(blank)	48616	7/23/2024	900.00
ILLINOIS FBLA 2 Total					900.00
ILLINOIS FFA	82818	(blank)	48646	8/14/2024	48.00
	Inv 82928	(blank)	48646	8/14/2024	12.00
ILLINOIS FFA Total					60.00
ILLINOIS FFA SECTION 9	83433	(blank)	48112	7/29/2024	72.00
ILLINOIS FFA SECTION 9 Total					72.00
ILMEA	V88214610	(blank)	2902	8/1/2024	20.00
ILMEA Total					20.00
INFINITE CAMPUS	V79478844	(blank)	0	8/9/2024	3,025.80
	V82106848	(blank)	0	8/8/2024	4,815.30
	V22854551	(blank)	0	8/7/2024	6,464.02
	V14684182	(blank)	0	8/2/2024	1,594.08
	V78386456	(blank)	0	8/1/2024	1,688.59
	V13316347	(blank)	0	7/31/2024	1,084.06
	V78065890	(blank)	0	7/30/2024	4,007.01
	V80035599	(blank)	0	7/26/2024	1,450.68
	V39388666	(blank)	0	7/25/2024	38.05
	V26762934	(blank)	0	7/24/2024	29.79
	V72196565	(blank)	0	7/23/2024	42.13
	V5016514	(blank)	0	7/19/2024	3.81
	V26023641	(blank)	0	7/18/2024	4.98
INFINITE CAMPUS Total					24,248.30
INTERSTATE BILLING SERV, INC	3037676743	2500378	261055	7/31/2024	43.64
INTERSTATE BILLING SERV, INC Total					43.64
IRON MOUNTAIN	JRDJ86	2500581	261120	8/7/2024	3,581.14
IRON MOUNTAIN Total					3,581.14
ISU ATHLETICS	9051 7/2/24	(blank)	48647	8/14/2024	165.00
ISU ATHLETICS Total					165.00
ISU GRADUATE SCHOOL	StudID: 1001087490	2500357	261056	7/31/2024	3,425.08
ISU GRADUATE SCHOOL Total					3,425.08
J.W. PEPPER & SON, INC.	V52164594	(blank)	15518	8/19/2024	16.98
	365520905	(blank)	22409	8/6/2024	45.00
J.W. PEPPER & SON, INC. Total					61.98
JACOBS HIGH SCHOOL	V609581	(blank)	127042	8/15/2024	100.00
JACOBS HIGH SCHOOL Total					100.00
JEROME, RUTH H	V97533564	(blank)	6882	8/9/2024	44.46
	MILES202407	(blank)	261075	8/7/2024	7.77
JEROME, RUTH H Total					52.23
JOHNSON CONTROLS FIRE PROTECTION LP	24211137	2500508	261057	7/31/2024	3,187.02
	24211211	2500508	261057	7/31/2024	674.49
	24211322	2500508	261057	7/31/2024	674.49
	24211403	2500508	261057	7/31/2024	706.86
	41744168	2500508	261057	7/31/2024	65,318.74
JOHNSON CONTROLS FIRE PROTECTION LP Total					70,561.60
JOHNSTONE SUPPLY	7010632	2500522	261058	7/31/2024	18.46

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JOHNSTONE SUPPLY	7010405	2500522	261058	7/31/2024	340.91
	7010367	2500522	261058	7/31/2024	101.74
	7010045	2500522	261058	7/31/2024	225.40
	7010267	2500522	261058	7/31/2024	135.19
JOHNSTONE SUPPLY Total					821.70
JONES SEWING MACHINE COMPANY	5.24.24.U5	2500582	261121	8/7/2024	1,652.51
JONES SEWING MACHINE COMPANY Total					1,652.51
JONES, JANETTE	V79271360	(blank)	6866	7/23/2024	60.00
JONES, JANETTE Total					60.00
JONES, YESICA	REIMBURSEMENT	2500567	261122	8/7/2024	45.00
JONES, YESICA Total					45.00
JOSTEN'S	V45966570	(blank)	7300	8/17/2024	1,013.79
JOSTEN'S Total					1,013.79
KAEB SANITARY SUPPLY INC.	222181	2500477	261059	7/31/2024	834.55
KAEB SANITARY SUPPLY INC. Total					834.55
KAUFMAN, TREVOR ALLEN	Mat straps	(blank)	48648	8/14/2024	86.98
	85357	(blank)	48609	7/22/2024	2,505.80
KAUFMAN, TREVOR ALLEN Total					2,592.78
KEAG, SARA E	AP Breakfast	(blank)	48137	8/14/2024	53.97
KEAG, SARA E Total					53.97
KELLEY LETT, DAWN MARIE	V41326526	(blank)	6881	8/5/2024	343.03
	V63118193	(blank)	6872	7/25/2024	371.56
KELLEY LETT, DAWN MARIE Total					714.59
KELLY, JENNIFER LYNN	Shipping/treats	(blank)	48649	8/14/2024	21.72
	Supplies-photo cart	(blank)	48626	8/1/2024	44.23
	Camera Cabinet	(blank)	48610	7/22/2024	479.00
	Batteries	(blank)	48610	7/22/2024	14.97
KELLY, JENNIFER LYNN Total					559.92
KERR, SCOTT 1	V88944977	(blank)	20843	8/20/2024	95.00
KERR, SCOTT 1 Total					95.00
KERR, SEAN C	14184330	2500573	261123	8/7/2024	58.00
KERR, SEAN C Total					58.00
KING, RICARDO D	75609153	(blank)	48650	8/14/2024	544.32
KING, RICARDO D Total					544.32
KING'S EMBROIDERY	V74688179	(blank)	2808	8/19/2024	451.00
KING'S EMBROIDERY Total					451.00
KINGSLEY JUNIOR HIGH SCHOOL	V34134698	(blank)	15522	8/20/2024	150.00
	V28172454	(blank)	15513	8/14/2024	150.00
	V82481244	(blank)	6876	7/29/2024	150.00
KINGSLEY JUNIOR HIGH SCHOOL Total					450.00
KIRK, TARA	V369557	2500544	261060	7/31/2024	19.01
KIRK, TARA Total					19.01
KNEPLER, JULIA	V75949912	(blank)	5074	8/15/2024	408.60

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KNEPLER, JULIA Total					**408.60**
KNOLLENBERG, HOLLY N	**MILES202406**	(blank)	**261076**	8/7/2024	55.28
	MILES202407	(blank)	**261076**	8/7/2024	11.86
KNOLLENBERG, HOLLY N Total					**67.14**
KONE INC	**871398531**	2500461	**261061**	7/31/2024	1,088.16
	871398532	2500461	**261061**	7/31/2024	1,088.16
KONE INC Total					**2,176.32**
KONOPASEK, CHRISTINE MARIE	**Coaches apparel**	(blank)	**48627**	8/1/2024	705.07
KONOPASEK, CHRISTINE MARIE Total					**705.07**
LAKESHORE LEARNING MATERIALS	**6.89138E+11**	2500390	**261077**	8/7/2024	1,926.69
	6.88994E+11	2500392	**261077**	8/7/2024	1,388.01
	6.89045E+11	2500393	**261077**	8/7/2024	1,284.46
	6.89091E+11	2500394	**261077**	8/7/2024	1,284.46
	6.88974E+11	2500395	**261077**	8/7/2024	1,284.46
	6.89114E+11	2500431	**261077**	8/7/2024	1,926.69
LAKESHORE LEARNING MATERIALS Total					**9,094.77**
LEE, CASSANDRA LEIGH	**V19529030**	(blank)	**22413**	8/13/2024	13.88
LEE, CASSANDRA LEIGH Total					**13.88**
LIMELITE GRAPHICS	**V18843082**	(blank)	**5159**	8/20/2024	216.00
LIMELITE GRAPHICS Total					**216.00**
LIMESTONE COMMUNITY H.S.	**V870165**	(blank)	**127043**	8/15/2024	250.00
	V36251942	(blank)	**20820**	8/14/2024	250.00
LIMESTONE COMMUNITY H.S. Total					**500.00**
LIMINEX, INC.	**INV-117020**	2500410	**261062**	7/31/2024	52,875.00
LIMINEX, INC. Total					**52,875.00**
LINCOLN COMMUNITY HIGH SCHOOL	**V89441**	(blank)	**127044**	8/15/2024	150.00
LINCOLN COMMUNITY HIGH SCHOOL Total					**150.00**
LINCOLN COMMUNITY HIGH SCHOOL 1	**V83458091**	(blank)	**20821**	8/14/2024	250.00
LINCOLN COMMUNITY HIGH SCHOOL 1 Total					**250.00**
LINDE GAS & EQUIPMENT INC.	**43822182**	2500491	**260956**	7/31/2024	31.72
LINDE GAS & EQUIPMENT INC. Total					**31.72**
LONG, MATTHEW	**V26597940**	(blank)	**9525**	8/6/2024	108.70
LONG, MATTHEW Total					**108.70**
LUGINBUHL, BENJAMIN	**ILMEA Membership 24**	(blank)	**48611**	7/22/2024	75.00
LUGINBUHL, BENJAMIN Total					**75.00**
MABLES, CHRISTINA	**V4115574**	(blank)	**2903**	8/1/2024	31.50
MABLES, CHRISTINA Total					**31.50**
MACMILLAN HOLDINGS, LLC	**PO 2405443**	(blank)	**261132**	8/9/2024	26,036.75
MACMILLAN HOLDINGS, LLC Total					**26,036.75**
MAHOMET SEYMOUR JUNIOR HIGH	**V90155336**	(blank)	**6877**	7/29/2024	200.00
MAHOMET SEYMOUR JUNIOR HIGH Total					**200.00**
MARTIN SULLIVAN INC.	**1718350**	2500473	**260957**	7/31/2024	586.58

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MARTIN SULLIVAN INC.	1717550	2500473	260957	7/31/2024	122.12
	1715586	2500473	260957	7/31/2024	203.94
	1711521	2500473	260957	7/31/2024	145.21
MARTIN SULLIVAN INC. Total					1,057.85
MC BRAYER SANITARY SERVICE	unit5 7/1/24	2500449	260958	7/31/2024	6,000.00
MC BRAYER SANITARY SERVICE Total					6,000.00
MC MASTER-CARR SUPPLY CO	29976876	2500459	260959	7/31/2024	30.52
	29825721	2500459	260959	7/31/2024	123.60
	29743449	2500459	260959	7/31/2024	81.58
	29761199	2500459	260959	7/31/2024	144.85
	29357185	2500459	260959	7/31/2024	619.33
	29364130	2500459	260959	7/31/2024	1,068.86
	29287820	2500459	260959	7/31/2024	318.60
	29239637	2500459	260959	7/31/2024	(305.74)
	27719068	2500459	260959	7/31/2024	196.77
MC MASTER-CARR SUPPLY CO Total					2,278.37
MCCLURE, COURTNEY	Back to school 24	(blank)	48651	8/14/2024	124.99
MCCLURE, COURTNEY Total					124.99
MCELLIN, DANIEL	V12432	2500586	261078	8/7/2024	666.60
MCELLIN, DANIEL Total					666.60
MCLEAN CO UNIT DIST NO 5	UCP-2024-CJHS	(blank)	0	8/8/2024	576.95
	UCP-2024-KJHS	(blank)	0	8/8/2024	126.02
	UCP-2024-NCHS	(blank)	0	8/8/2024	652.10
	UCP-2024-NCHSATH	(blank)	0	8/8/2024	222.50
	UCP-2024-NCWHS	(blank)	0	8/8/2024	597.78
	UCP-2024-NCWHSATH	(blank)	0	8/8/2024	160.00
	UCP-2024-OAK	(blank)	0	8/8/2024	168.81
MCLEAN CO UNIT DIST NO 5 Total					2,504.16
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE	V23871499	(blank)	5158	8/16/2024	42.00
	V47946323	(blank)	2906	8/2/2024	393.75
	V66068553	(blank)	2907	8/2/2024	104.83
MCLEAN CO UNIT DIST NO 5 - FOOD SERVICE Total					540.58
MCLEAN COUNTY ASPHALT CO, INC	77256	2500478	260960	7/31/2024	824.94
MCLEAN COUNTY ASPHALT CO, INC Total					824.94
MCLEAN COUNTY GLASS & MIRROR	58370	2500485	260961	7/31/2024	479.00
MCLEAN COUNTY GLASS & MIRROR Total					479.00
MCLEAN-DEWITT REGIONAL VOCATIONAL S	V746164	(blank)	261067	8/1/2024	49,196.05
MCLEAN-DEWITT REGIONAL VOCATIONAL S Total					49,196.05
MENARDS LUMBER	37956	(blank)	48612	7/22/2024	41.10
MENARDS LUMBER Total					41.10
MERCIER, CAITLIN MARIE	FREEDOMSCHOOL	2500476	260962	7/31/2024	875.00
MERCIER, CAITLIN MARIE Total					875.00
METAMORA HIGH SCHOOL	V409372	(blank)	127045	8/15/2024	135.00
	V37693046	(blank)	20832	8/14/2024	425.00
METAMORA HIGH SCHOOL Total					560.00
METRO FIBERNET LLC	V736048	2500243	260943	7/31/2024	14,151.94

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METRO FIBERNET LLC	V602714	2500563	260943	7/31/2024	437.87
METRO FIBERNET LLC Total					14,589.81
MEYER, DAMON	MILES202406	(blank)	260944	7/31/2024	60.30
	MILES202407	(blank)	261125	8/7/2024	96.48
MEYER, DAMON Total					156.78
MIDAMERICAN ENERGY	12106818	2500557	260963	7/31/2024	1,144.02
MIDAMERICAN ENERGY Total					1,144.02
MIDSTATE LAND SOLUCTIONS LLC	1250	2500464	260964	7/31/2024	1,850.00
MIDSTATE LAND SOLUCTIONS LLC Total					1,850.00
MIDWEST CONSTRUCTION RENTALS	205944-1	2500488	260965	7/31/2024	315.00
MIDWEST CONSTRUCTION RENTALS Total					315.00
MIDWEST EQUIPMENT II	747054	2500463	260966	7/31/2024	152.89
	745707	2500463	260966	7/31/2024	165.30
	745371	2500463	260966	7/31/2024	816.78
	745101	2500463	260966	7/31/2024	144.06
	744135	2500463	260966	7/31/2024	156.70
	744195	2500463	260966	7/31/2024	46.28
	739622	2500463	260966	7/31/2024	380.18
MIDWEST EQUIPMENT II Total					1,862.19
MIDWEST TRANSIT EQUIPMENT	V10104367	2302246	260940	7/29/2024	263,170.00
MIDWEST TRANSIT EQUIPMENT Total					263,170.00
MILLER, HALL & TRIGGS LAW OFFICES	242	2500600	261079	8/7/2024	1,320.00
MILLER, HALL & TRIGGS LAW OFFICES Total					1,320.00
MINERVA PROMOTIONS	I03946	(blank)	48138	8/14/2024	-
	V88669464	(blank)	25178	8/9/2024	192.00
	V55231266	(blank)	6867	7/23/2024	352.65
MINERVA PROMOTIONS Total					544.65
MOOK, STEPHANIE KAY	V49171251	(blank)	4184	8/19/2024	29.22
MOOK, STEPHANIE KAY Total					29.22
MORTON HIGH SCHOOL	V71989	(blank)	127046	8/15/2024	200.00
	V94771348	(blank)	20833	8/14/2024	75.00
	V3116762	(blank)	20822	8/14/2024	200.00
MORTON HIGH SCHOOL Total					475.00
MOTION INDUSTRIES, INC	IL66-01049469	2500483	260967	7/31/2024	42.00
	IL66-01049493	2500483	260967	7/31/2024	42.14
	IL66-01048766	2500483	260967	7/31/2024	417.27
MOTION INDUSTRIES, INC Total					501.41
MUELLER, KELSEY RAE	Apparel 4	(blank)	48139	8/14/2024	200.00
	Camp Snacks	(blank)	48139	8/14/2024	131.11
	IVCA Clinic	(blank)	48113	7/29/2024	69.00
	Camp Misc	(blank)	48104	7/24/2024	512.99
	PE Award Plaque	(blank)	48104	7/24/2024	25.00
MUELLER, KELSEY RAE Total					938.10
MUTUAL WHEEL CO	8839928	2500484	260968	7/31/2024	186.00
	8840053	2500484	260968	7/31/2024	297.01
MUTUAL WHEEL CO Total					483.01

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N2Y, LLC	**INV-1080514**	2500294	**261134**	8/15/2024	18,264.63
N2Y, LLC Total					**18,264.63**
NATIONAL CHEERLEADERS ASSOCIATION	**REG 0011370489**	(blank)	**48093**	7/22/2024	3,762.00
	11332179	(blank)	**48093**	7/22/2024	4,098.00
	11332810	(blank)	**48093**	7/22/2024	2,442.00
NATIONAL CHEERLEADERS ASSOCIATION Total					**10,302.00**
NATIONAL LOUIS UNIVERSITY	**NordRER2425**	2500601	**261080**	8/7/2024	6,000.00
NATIONAL LOUIS UNIVERSITY Total					**6,000.00**
NETTLETON, ERIC M	**Supplies**	(blank)	**48652**	8/14/2024	16.77
	Zip ties	(blank)	**48628**	8/1/2024	10.99
NETTLETON, ERIC M Total					**27.76**
NEVCO SPORTS, LLC	**260568**	(blank)	**48629**	8/1/2024	109.40
	260093	(blank)	**48094**	7/22/2024	93.35
NEVCO SPORTS, LLC Total					**202.75**
NICASIO, MARIANA	**V80966434**	(blank)	**25181**	8/15/2024	46.89
NICASIO, MARIANA Total					**46.89**
NICHOLS, LISA L'HOTE	**732166246**	(blank)	**48140**	8/14/2024	8.83
	HoCo Supplies StuCo	(blank)	**48140**	8/14/2024	6.24
NICHOLS, LISA L'HOTE Total					**15.07**
NICOR GAS	**V935583**	2500063	**261126**	8/7/2024	132.61
	V300568	2500063	**260945**	7/31/2024	588.76
	V193	2500063	**260945**	7/31/2024	320.90
	V200572	2500063	**260945**	7/31/2024	236.70
	V259795	2500063	**260945**	7/31/2024	132.49
	V493185	2500063	**260945**	7/31/2024	64.90
	V103635	2500063	**260945**	7/31/2024	49.57
	V294037	2500063	**260945**	7/31/2024	129.08
	V561487	2500063	**260945**	7/31/2024	209.42
	V886920	2500063	**260945**	7/31/2024	189.45
NICOR GAS Total					**2,053.88**
NORMAL COMMUNITY HIGH SCHOOL	**V87367925**	(blank)	**20823**	8/14/2024	165.00
NORMAL COMMUNITY HIGH SCHOOL Total					**165.00**
NYBAKKE VACUUM SHOP, INC	**070924-1**	2500533	**260969**	7/31/2024	92.49
NYBAKKE VACUUM SHOP, INC Total					**92.49**
ORT, ROBERT	**V95674764**	(blank)	**25179**	8/9/2024	75.00
ORT, ROBERT Total					**75.00**
OSF OCCUPATIONAL HEALTH	**00207124-00**	2500519	**260970**	7/31/2024	660.00
	00207125-00	2500429	**260970**	7/31/2024	255.00
	00204568-00	2500519	**260970**	7/31/2024	510.00
OSF OCCUPATIONAL HEALTH Total					**1,425.00**
OSTLING, COREY MATTHEW	**Plaque**	(blank)	**48141**	8/14/2024	34.50
	Asst Coach Cards	(blank)	**48095**	7/22/2024	170.00
	Cage Lock	(blank)	**48095**	7/22/2024	13.98
	Camp Prizes	(blank)	**48095**	7/22/2024	59.17
	Tournament Pizza	(blank)	**48105**	7/24/2024	209.00
OSTLING, COREY MATTHEW Total					**486.65**

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PACEY, PATRICIA ARLENE	V333048	(blank)	5209	8/2/2024	399.38
PACEY, PATRICIA ARLENE Total					399.38
PALMER, ELISA L	V14631753	(blank)	15523	8/20/2024	414.91
PALMER, ELISA L Total					414.91
PARKSIDE JUNIOR HIGH SCHOOL	cash box	(blank)	22414	8/13/2024	200.00
	V81534555	(blank)	22410	8/6/2024	450.00
	V53346332	(blank)	6878	7/29/2024	100.00
PARKSIDE JUNIOR HIGH SCHOOL Total					750.00
PARNELL, REGINA	JULYTRAINIG	2500451	260971	7/31/2024	5,000.00
PARNELL, REGINA Total					5,000.00
PARTS TOWN, LLC	2102978878	2500465	260972	7/31/2024	1,125.05
	210295554	2500465	260972	7/31/2024	309.55
	2102840146	2500465	260972	7/31/2024	224.49
PARTS TOWN, LLC Total					1,659.09
PASCAL, KEVIN PETER	V25502468	(blank)	22415	8/13/2024	200.11
PASCAL, KEVIN PETER Total					200.11
PEARSON	25710108/25700488	2500420	260973	7/31/2024	2,092.21
	25680760	2500322	260973	7/31/2024	3,370.00
	25434174	2500606	261081	8/7/2024	9,772.00
PEARSON Total					15,234.21
PEKIN COMMUNITY HIGH SCHOOL	V7333711	(blank)	20834	8/14/2024	350.00
PEKIN COMMUNITY HIGH SCHOOL Total					350.00
PENDLETON, TARA D	SK24 supplies	(blank)	48617	7/23/2024	941.96
PENDLETON, TARA D Total					941.96
PEORIA NOTRE DAME HIGH SCHOOL	V50806834	(blank)	20824	8/14/2024	300.00
PEORIA NOTRE DAME HIGH SCHOOL Total					300.00
PEORIA RICHWOODS H.S.	V29623206	(blank)	20825	8/14/2024	150.00
PEORIA RICHWOODS H.S. Total					150.00
PETERSEN, GLEN	CONFREMB07152024	2500603	261082	8/7/2024	200.00
PETERSEN, GLEN Total					200.00
PHEASANT LANES	Deposit 8/11/24	(blank)	48618	7/23/2024	100.00
PHEASANT LANES Total					100.00
PITSCO EDUCATION, LLC	SHIP07292024	2500558	260974	7/31/2024	19.50
PITSCO EDUCATION, LLC Total					19.50
PLAINFIELD NORTH HIGH SCHOOL	V641226	(blank)	127047	8/15/2024	310.00
PLAINFIELD NORTH HIGH SCHOOL Total					310.00
PLS 3RD LEARNING	OS-INV001723	2500042	260975	7/31/2024	1,890.00
PLS 3RD LEARNING Total					1,890.00
PONTIAC TWP HSD #90	V42908652	(blank)	20835	8/14/2024	200.00
PONTIAC TWP HSD #90 Total					200.00
POST, STACY	FSREFUND072324	(blank)	260976	7/31/2024	45.00

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POST, STACY Total					**45.00**
PRAIRIE FARMS DAIRY INC	**JUNE STMT 2024**	2500385	**261063**	7/31/2024	4,449.29
PRAIRIE FARMS DAIRY INC Total					**4,449.29**
PRAIRIE SIGNS	**V315761**	(blank)	**5072**	7/31/2024	1,499.00
	240475-01	(blank)	**48621**	7/24/2024	1,499.00
PRAIRIE SIGNS Total					**2,998.00**
PRESIDIO	**6.01352E+12**	2500242	**260977**	7/31/2024	58,032.00
PRESIDIO Total					**58,032.00**
PROJECT OZ	**525**	2500605	**261084**	8/7/2024	150,000.00
PROJECT OZ Total					**150,000.00**
PRO-TYPE PRINTING	**67509**	2500585	**261083**	8/7/2024	858.00
PRO-TYPE PRINTING Total					**858.00**
PURITAN SPRINGS	**V434505**	(blank)	**5210**	8/2/2024	11.50
	July 11 2024	(blank)	**48120**	8/1/2024	30.50
PURITAN SPRINGS Total					**42.00**
QUADIENT FINANCE USA, INC.	**STMT07/19/24**	2500602	**261127**	8/7/2024	250.00
QUADIENT FINANCE USA, INC. Total					**250.00**
QUADIENT LEASING USA, INC.	**Q1424585**	2500588	**261085**	8/7/2024	336.57
QUADIENT LEASING USA, INC. Total					**336.57**
QUAKENBUSH, MAXINE J	**V89514252**	(blank)	**15519**	8/19/2024	162.96
	V57062356	(blank)	**15514**	8/14/2024	205.84
QUAKENBUSH, MAXINE J Total					**368.80**
QUILL CORPORATION	**39812042**	(blank)	**48127**	8/5/2024	137.12
	38488184	2500421	**260978**	7/31/2024	26.09
QUILL CORPORATION Total					**163.21**
RAMZA INSURANCE GROUP	**25851**	2500559	**260979**	7/31/2024	2,289.00
RAMZA INSURANCE GROUP Total					**2,289.00**
RAVENSBERG INCORPORATED	**34025s**	2500450	**260980**	7/31/2024	5,816.71
RAVENSBERG INCORPORATED Total					**5,816.71**
READ'S SPORTING GOODS	**V7073788**	(blank)	**6889**	8/15/2024	23.90
	V82445310	(blank)	**25184**	8/15/2024	798.09
	4143	(blank)	**48653**	8/14/2024	268.00
	4446 & 4206	(blank)	**48653**	8/14/2024	65.85
	1054	(blank)	**22416**	8/13/2024	198.60
	V94203837	(blank)	**6883**	8/9/2024	379.00
	4403	(blank)	**15508**	8/8/2024	450.00
	B4486	(blank)	**22405**	7/24/2024	209.75
	4342	(blank)	**48613**	7/22/2024	89.70
READ'S SPORTING GOODS Total					**2,482.89**
REBEL ATHLETIC	**V86152296**	(blank)	**6868**	7/23/2024	1,818.88
REBEL ATHLETIC Total					**1,818.88**
REDBIRD CATERING	**V74420612**	(blank)	**2908**	8/18/2024	1,175.00
REDBIRD CATERING Total					**1,175.00**

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REGIONAL OFFICE OF EDUCATION #17	100250077	2500565	261086	8/7/2024	10.00
	1002500068	2500419	260981	7/31/2024	10.00
REGIONAL OFFICE OF EDUCATION #17 Total					20.00
REN ATHLETICS	8920	302250005	48128	8/5/2024	1,650.00
REN ATHLETICS Total					1,650.00
Renchen, Jennifer Michelle	MILESCONF07152024	(blank)	261087	8/7/2024	236.64
Renchen, Jennifer Michelle Total					236.64
REPUBLIC SERVICES - #368	0368-001110691	2500002	260982	7/31/2024	7,489.32
	0368-001107895.	2500524	260982	7/31/2024	312.62
REPUBLIC SERVICES - #368 Total					7,801.94
REVTRAK	V93565965	(blank)	0	8/8/2024	45.41
REVTRAK Total					45.41
RIDDELL ALL AMERICAN	60503187	2500578	261088	8/7/2024	9,451.04
	952063946	2500578	261088	8/7/2024	9,451.04
RIDDELL ALL AMERICAN Total					18,902.08
RIFTON EQUIPMENT	B6V95-1	2500320	260983	7/31/2024	4,593.75
RIFTON EQUIPMENT Total					4,593.75
ROGERS, GREG	State Track	(blank)	48142	8/14/2024	405.87
ROGERS, GREG Total					405.87
RP LUMBER COMPANY, INC	2610571	2500470	260984	7/31/2024	534.12
	2610589	2500470	260984	7/31/2024	25.00
	2584891	2500470	260984	7/31/2024	610.93
	2363839	2500470	260984	7/31/2024	35.99
RP LUMBER COMPANY, INC Total					1,206.04
RUYLE, HILARY L	REMCONFERENCE	(blank)	261064	7/31/2024	320.00
RUYLE, HILARY L Total					320.00
S & S BUILDERS HARDWARE CO	582091	2500445	260985	7/31/2024	11,661.57
	582688	2500445	260985	7/31/2024	76.28
	582380	2500445	260985	7/31/2024	360.00
S & S BUILDERS HARDWARE CO Total					12,097.85
S&J WELLNESS PRODUCTS	1	2500437	260986	7/31/2024	1,500.00
S&J WELLNESS PRODUCTS Total					1,500.00
SARCO HYDRAULICS, INC	75964	2500462	260987	7/31/2024	1,875.82
SARCO HYDRAULICS, INC Total					1,875.82
SARVER, MICHAEL S	Hospitality	(blank)	48096	7/22/2024	499.79
SARVER, MICHAEL S Total					499.79
SCHOLASTIC BOOK FAIRS - 15	V19922041	(blank)	5160	8/20/2024	1,601.36
SCHOLASTIC BOOK FAIRS - 15 Total					1,601.36
SCHOLASTIC INC EDUCATION	61387093	2500214	260988	7/31/2024	1,033.32
	61386637	2500210	260988	7/31/2024	1,471.50
SCHOLASTIC INC EDUCATION Total					2,504.82
SCHOOL HEALTH CORPORATION	CINV000083592	2500413	261089	8/7/2024	12.17
	CINV000079613	2500413	261089	8/7/2024	1,153.63

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
SCHOOL HEALTH CORPORATION	CINV000074903	2500413	260989	7/31/2024	1,546.37
	CINV000060492	2500570	260989	7/31/2024	2,632.77
SCHOOL HEALTH CORPORATION Total					5,344.94
SCHOOL MATE	V26583916	(blank)	25176	8/9/2024	3,010.00
SCHOOL MATE Total					3,010.00
SCHOOL NURSE SUPPLY, INC	1012212	2500489	260990	7/31/2024	312.55
	1012156	2500487	260990	7/31/2024	375.57
	1011709	2500426	260990	7/31/2024	601.33
	1011762	2500480	260990	7/31/2024	684.00
	1011623	2500424	260990	7/31/2024	139.00
	1011556	2500500	260990	7/31/2024	96.95
SCHOOL NURSE SUPPLY, INC Total					2,209.40
SCHOOL PRIDE	99258	(blank)	48654	8/14/2024	80.00
SCHOOL PRIDE Total					80.00
SCHROEDER, LATOYA	V42945795	(blank)	6887	8/14/2024	691.68
SCHROEDER, LATOYA Total					691.68
SEIBERT, THOMAS WILLIAM	Supplies for Storage	(blank)	48614	7/22/2024	513.68
SEIBERT, THOMAS WILLIAM Total					513.68
SELECT SCREEN PRINTS	64517 & 64403	(blank)	48655	8/14/2024	737.00
	64749	(blank)	15509	8/8/2024	1,113.75
	V28095658	(blank)	25177	8/9/2024	3,414.00
	64680	(blank)	48630	8/1/2024	818.00
	64703	(blank)	48121	8/1/2024	136.00
	64631	(blank)	48619	7/23/2024	2,631.00
	V57505922	(blank)	6869	7/23/2024	104.00
	64628	(blank)	48106	7/24/2024	50.00
	64290	(blank)	22406	7/24/2024	366.00
	64477	(blank)	48097	7/22/2024	965.00
	64519	(blank)	48097	7/22/2024	1,207.00
SELECT SCREEN PRINTS Total					11,541.75
SHERWIN WILLIAMS COMPANY	1470-7	2500202	260991	7/31/2024	835.36
	5391-6	2500202	260991	7/31/2024	170.10
	5322-1	2500202	260991	7/31/2024	148.75
	5253-8	2500202	260991	7/31/2024	172.96
	5273-6	2500202	260991	7/31/2024	148.75
	5222-3	2500202	260991	7/31/2024	132.97
	9346-2	2500202	260991	7/31/2024	179.85
	4941-9	2500202	260991	7/31/2024	170.10
	9323-1	2500202	260991	7/31/2024	34.02
	4895-7	2500202	260991	7/31/2024	123.19
	91916	2500202	260991	7/31/2024	(53.63)
SHERWIN WILLIAMS COMPANY Total					2,062.42
SHORT, RYAN E	Mound tarps JV	(blank)	48631	8/1/2024	41.98
SHORT, RYAN E Total					41.98
SHOWALTER, KAREN R	REMCONFERENCE	(blank)	261065	7/31/2024	299.00
SHOWALTER, KAREN R Total					299.00
SIEG, HANNAH KATHRYN	Apparel 1	(blank)	48143	8/14/2024	100.00
SIEG, HANNAH KATHRYN Total					100.00

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Vendor	Invoice		PO No.	Check No.	Check Date	Amount
SPEAR CORPORATION		328519	2500460	260992	7/31/2024	861.00
		328437	2500460	260992	7/31/2024	462.70
		328081	2500460	260992	7/31/2024	522.86
		328079	2500460	260992	7/31/2024	375.00
SPEAR CORPORATION Total						2,221.56
SPECIALIZED EDUCATION OF ILLINOIS	INV197648		2500382	260993	7/31/2024	12,398.54
SPECIALIZED EDUCATION OF ILLINOIS Total						12,398.54
SPORTS SCOPE		31829	(blank)	48144	8/14/2024	125.00
SPORTS SCOPE Total						125.00
ST. LOUIS CARDINALS, LLC	V70251482		(blank)	15504	7/30/2024	7,294.00
ST. LOUIS CARDINALS, LLC Total						7,294.00
ST. MATTHEW ROMAN CATHOLIC CONGREGATION	V53751078		(blank)	6870	7/23/2024	130.00
ST. MATTHEW ROMAN CATHOLIC CONGREGATION Total						130.00
STAHMER, JEREMY	V3103719		(blank)	22407	7/24/2024	70.00
STAHMER, JEREMY Total						70.00
STEGEMANN, ERIC S	V71587281		(blank)	15505	7/30/2024	900.00
STEGEMANN, ERIC S Total						900.00
STITES, DARYL	V65550787		(blank)	20844	8/20/2024	95.00
STITES, DARYL Total						95.00
STRATMAN, ERIC	V15373188		(blank)	20845	8/20/2024	300.00
STRATMAN, ERIC Total						300.00
STUARD & ASSOCIATES, INC		51597	2500497	260994	7/31/2024	125.00
STUARD & ASSOCIATES, INC Total						125.00
SUCCESS BY DESIGN, INC.		196820	(blank)	6415	8/20/2024	1,601.30
	V27102179		(blank)	4182	8/9/2024	987.56
SUCCESS BY DESIGN, INC. Total						2,588.86
SWEENEY, TODD	FSREFUND		(blank)	260995	7/31/2024	86.30
SWEENEY, TODD Total						86.30
TANNER, DANNY	VB Camp 2		(blank)	48107	7/24/2024	110.00
TANNER, DANNY Total						110.00
TELUS HEALTH (US) LTD.		2170352	2500428	260996	7/31/2024	9,028.40
TELUS HEALTH (US) LTD. Total						9,028.40
TENNIS EXPRESS LLC		15641	302240067	48098	7/22/2024	2,086.00
TENNIS EXPRESS LLC Total						2,086.00
TEXTHELP INC.		74443	2500111	260997	7/31/2024	38,407.22
TEXTHELP INC. Total						38,407.22
THE LEARNING JOURNEY		151630	2500535	260998	7/31/2024	39.00
		151631	2500538	260998	7/31/2024	26.00
		151629	2500539	260998	7/31/2024	26.00
		151628	2500540	260998	7/31/2024	26.00
		151625	2500536	260998	7/31/2024	29.25
		151624	2500537	260998	7/31/2024	29.25
		151602	2500525	260998	7/31/2024	234.00

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
THE LEARNING JOURNEY	151599	2500526	260998	7/31/2024	234.00
	151598	2500527	260998	7/31/2024	234.00
	151603	2500530	260998	7/31/2024	156.00
	151601	2500531	260998	7/31/2024	156.00
	151600	2500532	260998	7/31/2024	156.00
THE LEARNING JOURNEY Total					1,345.50
THE MUSIC SHOPPE, INC	V723807	(blank)	261068	8/1/2024	2,993.75
	3722904	2500432	260999	7/31/2024	406.00
THE MUSIC SHOPPE, INC Total					3,399.75
THOMAS, SHERRILYN	10014	2500438	261000	7/31/2024	375.00
THOMAS, SHERRILYN Total					375.00
THOMPSON, KEO E	V5158367	(blank)	6880	8/2/2024	72.00
THOMPSON, KEO E Total					72.00
THOMSON REUTERS-WEST	850409122	2500434	261001	7/31/2024	17.81
	850587286	2500639	261090	8/7/2024	1,599.18
THOMSON REUTERS-WEST Total					1,616.99
TK ELEVATOR CORP	3007966081	2500457	261002	7/31/2024	3,015.64
TK ELEVATOR CORP Total					3,015.64
T-MOBILE	STMT07212024	2500070	261128	8/7/2024	9,293.41
T-MOBILE Total					9,293.41
Toepfer, Sarah M	V846732	2500618	261091	8/7/2024	45.00
	V876919	(blank)	5213	8/6/2024	68.35
Toepfer, Sarah M Total					113.35
TOP IT OFF HAT, CO.	6953r	(blank)	15506	7/30/2024	1,778.35
TOP IT OFF HAT, CO. Total					1,778.35
TOWANDA WATER DEPARTMENT	STMT07252024	2500008	261092	8/7/2024	49.85
TOWANDA WATER DEPARTMENT Total					49.85
TOWN OF NORMAL - UTILITY BILLING	V244884	2500165	261130	8/6/2024	183.92
	V907584	2500165	260946	7/31/2024	28,268.38
TOWN OF NORMAL - UTILITY BILLING Total					28,452.30
TRIPLETT, MICHAEL	Wrestling camp	(blank)	48656	8/14/2024	770.00
TRIPLETT, MICHAEL Total					770.00
TUMBLEWEED PRESS INC.	117525	2500562	261003	7/31/2024	6,783.00
TUMBLEWEED PRESS INC. Total					6,783.00
TWIN CITY AWARDS	V6722590	(blank)	20826	8/14/2024	150.00
	3284	(blank)	48122	8/1/2024	362.00
	3287	(blank)	48122	8/1/2024	90.00
TWIN CITY AWARDS Total					602.00
TYLER BUSINESS FORMS	V94397200	(blank)	2904	8/1/2024	330.00
TYLER BUSINESS FORMS Total					330.00
UCHTORFF, KERRY K	MILES202406	(blank)	261004	7/31/2024	21.84
UCHTORFF, KERRY K Total					21.84
ULINE	V56667577	(blank)	25183	8/15/2024	1,536.70

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
ULINE	180208071	2500446	261005	7/31/2024	1,677.06
ULINE Total					3,213.76
UNIFIRST CORPORATION	STMT07312024	2500071	261093	8/7/2024	1,229.40
UNIFIRST CORPORATION Total					1,229.40
UNIT 5 EDUCATIONAL FOUNDATION	V754528	2500543	260947	7/31/2024	4,190.00
UNIT 5 EDUCATIONAL FOUNDATION Total					4,190.00
UNIVERSITY HIGH SCHOOL	V91052483	(blank)	20836	8/14/2024	275.00
	V99321148	(blank)	20837	8/14/2024	100.00
UNIVERSITY HIGH SCHOOL Total					375.00
URBAN WARFARE, LLC	Paintball	(blank)	48114	7/29/2024	895.00
URBAN WARFARE, LLC Total					895.00
VARSITY SPIRIT	V10903148	(blank)	6871	7/23/2024	4,786.34
VARSITY SPIRIT Total					4,786.34
VARSITY SPIRIT FASHIONS	84403202	(blank)	48129	8/5/2024	387.65
VARSITY SPIRIT FASHIONS Total					387.65
VAUGHN, SHELIA	FSREFUND	(blank)	261006	7/31/2024	73.05
VAUGHN, SHELIA Total					73.05
VERCRUYSSE, EMILY	V87470421	(blank)	25180	8/15/2024	572.42
VERCRUYSSE, EMILY Total					572.42
VETERANS FLOORS INC.	2724	2500610	261094	8/7/2024	60,995.00
VETERANS FLOORS INC. Total					60,995.00
VINCENT, SUSAN ANNE	V86218019	(blank)	25182	8/15/2024	254.09
	V53039367	(blank)	25175	8/9/2024	226.92
	V7155191	(blank)	25175	8/9/2024	82.76
VINCENT, SUSAN ANNE Total					563.77
WALKER, VALENTINE S	Camp Reimburse	(blank)	48099	7/22/2024	333.69
WALKER, VALENTINE S Total					333.69
WARD INDUSTRIAL EQUIPMENT LLC	62624	2500481	261007	7/31/2024	612.68
WARD INDUSTRIAL EQUIPMENT LLC Total					612.68
WATCHFIRE SIGNS LLC	Pymnt1 Score Table	(blank)	48145	8/14/2024	11,244.50
WATCHFIRE SIGNS LLC Total					11,244.50
WATTS COPY SYSTEMS, INC. - LEASING	37116247	2500064	261095	8/7/2024	7,037.44
	37103772	2500066	261095	8/7/2024	3,061.45
	37037153	2500439	261008	7/31/2024	1,852.95
	37004358	2500065	261008	7/31/2024	570.65
WATTS COPY SYSTEMS, INC. - LEASING Total					12,522.49
WELCH PACKAGING GROUP INC.	2436250	(blank)	48620	7/23/2024	1,546.22
WELCH PACKAGING GROUP INC. Total					1,546.22
WEST MUSIC COMPANY, INC	SI2426091	2500397	261096	8/7/2024	277.79
WEST MUSIC COMPANY, INC Total					277.79
WILLIAMS, MEGAN K	Summer Camp	(blank)	48632	8/1/2024	740.00
WILLIAMS, MEGAN K Total					740.00

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
WILSON LANGUAGE TRAINING	INV63629	2500418	261009	7/31/2024	105.00
WILSON LANGUAGE TRAINING Total					105.00
WINSUPPLY	369157 01	2500493	261010	7/31/2024	132.51
	369226 01	2500493	261010	7/31/2024	91.61
WINSUPPLY Total					224.12
WOLTERS, CHELSEA LAMAR	V597646	(blank)	5215	8/16/2024	161.84
WOLTERS, CHELSEA LAMAR Total					161.84
WOODALL, JESSICA M	V24651491	(blank)	3091	8/15/2024	92.38
WOODALL, JESSICA M Total					92.38
YERKE, MOLLY	MILES202406	(blank)	261011	7/31/2024	9.38
	MILES202408	(blank)	261011	7/31/2024	15.68
YERKE, MOLLY Total					25.06
ZBROZEK, ADAM W	Membership & backsch	(blank)	48657	8/14/2024	1,034.67
ZBROZEK, ADAM W Total					1,034.67
ZIMMERMAN, CLAIRE CHRISTINE	Vending Snacks	(blank)	48146	8/14/2024	1,388.74
ZIMMERMAN, CLAIRE CHRISTINE Total					1,388.74
ZIONS BANCORPORATIONS, NATIONAL ASSOC.	V62521804	(blank)	0	7/29/2024	533,083.75
ZIONS BANCORPORATIONS, NATIONAL ASSOC. Total					533,083.75
Grand Total					5,213,461.03

Expenditure Summary Report

From Date: 7/18/2024
To Date: 8/20/2024

Fund	Amount
07	58,733.85
08	2,359,163.53
10	1,043,833.58
20	338,831.56
30	543,092.85
40	515,737.01
80	96,364.40
90	65,318.74
99	192,385.51
Grand Total	**5,213,461.03**

CUSD No. 5, McLean and Woodford Counties, Illinois

Expenditure Summary Report

From Date: 7/17/2024
To Date: 7/17/2024

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					

Expenditure Summary Report

From Date: 7/17/2024
To Date: 7/17/2024

Fund	Amount
Grand Total	

MCLEAN COUNTY UNIT DISTRICT NO. 5

Authorization for Payment of Bills and Payrolls

July 18, 2024 through August 21, 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	58,733.85	0.00	0.00	58,733.85
08 Unit 5 Self-Funded Insurance	2,359,163.53	0.00	0.00	2,359,163.53
10 Educational	1,043,833.58	627,607.12	9,746,628.68	11,418,069.38
20 Operations & Maintenance	338,831.56	683,534.48	681,658.63	1,704,024.67
30 Debt Service	543,092.85	96,300.00	0.00	639,392.85
40 Transportation	515,737.01	78,356.24	24,114.12	618,207.37
50 Social Security	0.00	0.00	247,555.62	247,555.62
51 IMRF	0.00	0.00	145,309.29	145,309.29
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	96,364.40	65,005.66	33,747.89	195,117.95
90 Life Safety	65,318.74	0.00	0.00	65,318.74
99 Student Activity Funds [4]	192,385.51	0.00	0.00	192,385.51
Grand Total	**$5,213,461.03**	**$1,550,803.50**	**$10,879,014.23**	**$17,643,278.76**

[1] For funds 8 through 90, these bills were paid on and between 7/18/24 and 8/20/24. 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 7/17/24 and 8/20/24. 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 $17,643,278.76.

_____ _____

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 06/30/2024

Fiscal Year: 2023-2024

ASSETS		
Educational Fund		
Cash (+)	$28,880,537.22	
Sub-total : Educational Fund	$28,880,537.22	
Operations & Maintenance Fund		
Cash (+)	$1,823,013.89	
Sub-total : Operations & Maintenance Fund	$1,823,013.89	
Debt Service Fund		
Cash (+)	$18,563,916.57	
Sub-total : Debt Service Fund	$18,563,916.57	
Transportation Fund		
Cash (+)	$2,268,585.38	
Sub-total : Transportation Fund	$2,268,585.38	
Social Security Fund		
Cash (+)	$1,499,658.30	
Sub-total : Social Security Fund	$1,499,658.30	
Municiple Retirement Fund		
Cash (+)	$2,531,360.65	
Sub-total : Municiple Retirement Fund	$2,531,360.65	
Working Cash Fund		
Cash (+)	$20,252,798.61	
Investments (+)	$34,225,330.67	
Sub-total : Working Cash Fund	$54,478,129.28	
Tort Immunity Fund		
Cash (+)	$493,091.04	
Sub-total : Tort Immunity Fund	$493,091.04	
Life Safety Fund		
Cash (+)	$384,616.00	
Sub-total : Life Safety Fund	$384,616.00	
Total : ASSETS		$110,922,908.33
LIABILITIES		
Educational Fund		
Payroll Withholdings (+)	$7,794,384.08	
Other Liabilities (+)	($805.51)	
Sub-total : Educational Fund	$7,793,578.57	
Operations & Maintenance Fund		
Payroll Withholdings (+)	$181,354.77	
Sub-total : Operations & Maintenance Fund	$181,354.77	

Unit 5 Treasurer's Report As of 06/30/2024

Fiscal Year: 2023-2024

Transportation Fund	
Payroll Withholdings (+)	$5,413.61
Sub-total : Transportation Fund	$5,413.61
Social Security Fund	
Payroll Withholdings (+)	$77,590.33
Sub-total : Social Security Fund	$77,590.33
Municiple Retirement Fund	
Payroll Withholdings (+)	$720,261.81
Sub-total : Municiple Retirement Fund	$720,261.81
Tort Immunity Fund	
Payroll Withholdings (+)	$16,139.08
Sub-total : Tort Immunity Fund	$16,139.08
Total : LIABILITIES	$8,794,338.17
FUND BALANCE	
Educational Fund	
Fund Balance (+)	$18,288,558.15
Sub-total : Educational Fund	$18,288,558.15
Operations & Maintenance Fund	
Fund Balance (+)	$1,331,198.69
Sub-total : Operations & Maintenance Fund	$1,331,198.69
Debt Service Fund	
Fund Balance (+)	$18,593,885.89
Sub-total : Debt Service Fund	$18,593,885.89
Transportation Fund	
Fund Balance (+)	$1,525,971.40
Sub-total : Transportation Fund	$1,525,971.40
Social Security Fund	
Fund Balance (+)	$1,339,217.52
Sub-total : Social Security Fund	$1,339,217.52
Municiple Retirement Fund	
Fund Balance (+)	$1,452,347.51
Sub-total : Municiple Retirement Fund	$1,452,347.51
Working Cash Fund	
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

Unit 5 Treasurer's Report As of 06/30/2024

Fiscal Year: 2023-2024

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 (+)	($5,110,391.28)	
Sub-total : NET CHANGE IN FUND BALANCE	($5,110,391.28)	
Total : FUND BALANCE	$102,128,570.16	
Total LIABILITIES + FUND BALANCE		$110,922,908.33

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 06/01/2024 through 06/30/2024

Fiscal Year: 2023-2024

	06/01/2024 - 06/30/2024	Year To Date	Budget	Budget Balance	
REVENUE COLLECTED					
Educational Fund					
Local Sources (+)	$26,763,998.95	$82,916,523.30	$83,571,669.00	$655,145.70	99.2%
State Sources (+)	$2,599,035.93	$27,301,337.43	$26,944,029.51	($357,307.92)	101.3%
Federal Sources (+)	$663,405.90	$16,693,289.04	$16,920,866.00	$227,576.96	98.7%
Sub-total : Educational Fund	$30,026,440.78	$126,911,149.77	$127,436,564.51	$525,414.74	99.6%
Operations & Maintenance Fund					
Local Sources (+)	$4,895,969.15	$13,911,766.76	$14,004,718.00	$92,951.24	99.3%
State Sources (+)	$0.00	$50,000.00	$50,000.00	$0.00	100.0%
Sub-total : Operations & Maintenance Fund	$4,895,969.15	$13,961,766.76	$14,054,718.00	$92,951.24	99.3%
Debt Service Fund					
Local Sources (+)	$12,542,696.43	$36,542,248.18	$36,725,740.00	$183,491.82	99.5%
Sub-total : Debt Service Fund	$12,542,696.43	$36,542,248.18	$36,725,740.00	$183,491.82	99.5%
Transportation Fund					
Local Sources (+)	$1,918,717.57	$5,298,388.07	$5,353,456.00	$55,067.93	99.0%
State Sources (+)	$1,579,618.63	$7,766,237.43	$6,186,619.00	($1,579,618.43)	125.5%
Federal Sources (+)	$0.00	$351,532.00	$400,000.00	$48,468.00	87.9%
Sub-total : Transportation Fund	$3,498,336.20	$13,416,157.50	$11,940,075.00	($1,476,082.50)	112.4%
Social Security Fund					
Local Sources (+)	$984,775.17	$3,064,942.70	$2,915,543.00	($149,399.70)	105.1%
Sub-total : Social Security Fund	$984,775.17	$3,064,942.70	$2,915,543.00	($149,399.70)	105.1%
Municiple Retirement Fund					
Local Sources (+)	$649,078.51	$2,084,613.04	$2,282,423.00	$197,809.96	91.3%
Sub-total : Municiple Retirement Fund	$649,078.51	$2,084,613.04	$2,282,423.00	$197,809.96	91.3%
Working Cash Fund					
Local Sources (+)	$550,913.37	$3,561,959.13	$3,538,197.00	($23,762.13)	100.7%
Sub-total : Working Cash Fund	$550,913.37	$3,561,959.13	$3,538,197.00	($23,762.13)	100.7%
Tort Immunity Fund					
Local Sources (+)	$2,152,879.62	$6,156,970.38	$6,187,921.00	$30,950.62	99.5%
Sub-total : Tort Immunity Fund	$2,152,879.62	$6,156,970.38	$6,187,921.00	$30,950.62	99.5%
Life Safety Fund					
Local Sources (+)	$479,495.28	$1,316,123.56	$1,329,197.00	$13,073.44	99.0%
Sub-total : Life Safety Fund	$479,495.28	$1,316,123.56	$1,329,197.00	$13,073.44	99.0%
Total : REVENUE COLLECTED	$55,780,584.51	$207,015,931.02	$206,410,378.51	($605,552.51)	100.3%
EXPENDITURES PAID					
Educational Fund					
Salaries (-)	$8,512,199.82	$95,930,294.28	$96,851,722.45	$921,428.17	99.0%
Employee Benefits (-)	$1,772,322.67	$17,065,544.20	$18,233,668.69	$1,168,124.49	93.6%
Purchased Services (-)	$444,305.37	$2,762,707.88	$3,528,246.29	$765,538.41	78.3%
Supplies and Materials (-)	$529,966.97	$7,870,763.56	$9,142,004.87	$1,271,241.31	86.1%
Capital Outlay (-)	$0.00	$3,338,546.76	$3,230,619.00	($107,927.76)	103.3%

Unit 5 Treasurer's Report For the Period 06/01/2024 through 06/30/2024

Fiscal Year: 2023-2024

	06/01/2024 - 06/30/2024	Year To Date	Budget	Budget Balance	
Other Objects (-)	$759,884.22	$4,871,330.72	$4,944,177.00	$72,846.28	98.5%
Non-Capitalized Equipment (-)	$64,196.90	$854,016.22	$338,928.00	($515,088.22)	252.0%
Sub-total : Educational Fund	($12,082,875.95)	($132,693,203.62)	($136,269,366.30)	($3,576,162.68)	97.4%
Operations & Maintenance Fund					
Salaries (-)	$543,316.05	$6,458,394.15	$6,612,022.15	$153,628.00	97.7%
Employee Benefits (-)	$112,835.15	$1,283,495.81	$1,273,844.00	($9,651.81)	100.8%
Purchased Services (-)	$125,337.86	$1,549,239.79	$1,602,895.00	$53,655.21	96.7%
Supplies and Materials (-)	$312,807.86	$3,670,279.07	$3,789,002.00	$118,722.93	96.9%
Capital Outlay (-)	$169,004.03	$698,185.78	$712,798.00	$14,612.22	98.0%
Other Objects (-)	$0.00	$1,219.02	$2,954.00	$1,734.98	41.3%
Non-Capitalized Equipment (-)	$0.00	$29,565.05	$30,775.00	$1,209.95	96.1%
Sub-total : Operations & Maintenance Fund	($1,263,300.95)	($13,690,378.67)	($14,024,290.15)	($333,911.48)	97.6%
Debt Service Fund					
Other Objects (-)	$9,567.10	$38,030,461.92	$38,020,548.92	($9,913.00)	100.0%
Sub-total : Debt Service Fund	($9,567.10)	($38,030,461.92)	($38,020,548.92)	$9,913.00	100.0%
Transportation Fund					
Salaries (-)	$15,544.71	$205,548.20	$234,718.72	$29,170.52	87.6%
Employee Benefits (-)	$4,350.00	$46,196.53	$57,919.00	$11,722.47	79.8%
Purchased Services (-)	$2,547,378.38	$14,095,538.82	$13,790,985.00	($304,553.82)	102.2%
Supplies and Materials (-)	$88,899.17	$1,283,715.47	$1,439,002.00	$155,286.53	89.2%
Capital Outlay (-)	$567,442.97	$2,622,489.93	$2,827,574.47	$205,084.54	92.7%
Other Objects (-)	$0.00	$48,211.78	$48,624.00	$412.22	99.2%
Non-Capitalized Equipment (-)	$0.00	$6,584.87	$17,380.00	$10,795.13	37.9%
Sub-total : Transportation Fund	($3,223,615.23)	($18,308,285.60)	($18,416,203.19)	($107,917.59)	99.4%
Social Security Fund					
Employee Benefits (-)	$261,062.99	$2,982,092.25	$2,902,286.00	($79,806.25)	102.7%
Sub-total : Social Security Fund	($261,062.99)	($2,982,092.25)	($2,902,286.00)	$79,806.25	102.7%
Municiple Retirement Fund					
Employee Benefits (-)	$152,995.83	$1,725,861.71	$1,863,998.00	$138,136.29	92.6%
Sub-total : Municiple Retirement Fund	($152,995.83)	($1,725,861.71)	($1,863,998.00)	($138,136.29)	92.6%
Tort Immunity Fund					
Salaries (-)	$27,253.40	$2,362,162.37	$2,398,213.00	$36,050.63	98.5%
Employee Benefits (-)	$109,890.59	$1,016,552.85	$978,185.00	($38,367.85)	103.9%
Purchased Services (-)	$30,864.73	$2,532,791.47	$2,714,079.00	$181,287.53	93.3%
Supplies and Materials (-)	$1,166.77	$138,511.88	$149,121.00	$10,609.12	92.9%
Capital Outlay (-)	$0.00	$125,242.75	$94,324.00	($30,918.75)	132.8%
Other Objects (-)	$43.78	$35,507.78	$40,458.00	$4,950.22	87.8%
Non-Capitalized Equipment (-)	$0.00	$204,603.50	$222,458.00	$17,854.50	92.0%
Sub-total : Tort Immunity Fund	($169,219.27)	($6,415,372.60)	($6,596,838.00)	($181,465.40)	97.2%
Life Safety Fund					
Purchased Services (-)	$0.00	$208,645.40	$310,000.00	$101,354.60	67.3%
Capital Outlay (-)	$207,992.84	$1,283,043.92	$1,380,000.00	$96,956.08	93.0%

Unit 5 Treasurer's Report For the Period 06/01/2024 through 06/30/2024

Fiscal Year: 2023-2024

	06/01/2024 - 06/30/2024	Year To Date	Budget	Budget Balance	
Sub-total : Life Safety Fund	($207,992.84)	($1,491,689.32)	($1,690,000.00)	($198,310.68)	88.3%
Total : EXPENDITURES PAID	($17,370,630.16)	($215,337,345.69)	($219,783,530.56)	($4,446,184.87)	98.0%
OTHER FINANCING SOURCES (USES)					
Educational Fund					
Capital Lease Proceeds (+)	$0.00	$2,916,973.76	$2,916,974.00	$0.24	100.0%
Transfers In (+)	$7,000,000.00	$7,000,000.00	$7,700,000.00	$700,000.00	90.9%
Transfers Out (-)	$9,567.10	$1,336,519.41	$1,330,406.41	($6,113.00)	100.5%
Sub-total : Educational Fund	$6,990,432.90	$8,580,454.35	$9,286,567.59	$706,113.24	92.4%
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 (+)	$9,567.10	$1,458,244.42	$1,452,131.42	($6,113.00)	100.4%
Sub-total : Debt Service Fund	$9,567.10	$1,458,244.42	$1,452,131.42	($6,113.00)	100.4%
Transportation Fund					
Proceeds From Capital Asset Disposal (+)	$0.00	$1,200.00	$0.00	($1,200.00)	0.0%
Capital Lease Proceeds (+)	$0.00	$128,128.47	$128,128.47	$0.00	100.0%
Transfers In (+)	$5,500,000.00	$5,500,000.00	$5,149,446.00	($350,554.00)	106.8%
Sub-total : Transportation Fund	$5,500,000.00	$5,629,328.47	$5,277,574.47	($351,754.00)	106.7%
Working Cash Fund					
Transfers Out (-)	$12,500,000.00	$12,500,000.00	$12,849,446.00	$349,446.00	97.3%
Sub-total : Working Cash Fund	($12,500,000.00)	($12,500,000.00)	($12,849,446.00)	($349,446.00)	97.3%
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)	$0.00	$3,211,023.39	$3,209,824.47	($1,198.92)	100.0%
NET CHANGE IN FUND BALANCE	$38,409,954.35	($5,110,391.28)	($10,163,327.58)	($5,052,936.30)	50.3%

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance As of 06/30/2024

Fiscal Year: 2023-2024

ASSETS		
Current Assets		
Cash In Bank (+)	$524,435.54	
Sub-total : Current Assets	$524,435.54	
Total : ASSETS		$524,435.54
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 (+)	($2,362,077.05)	
Sub-total : NET CHANGE IN FUND BALANCE	($2,362,077.05)	
Total : FUND BALANCE	$524,435.54	
Total LIABILITIES + FUND BALANCE		$524,435.54

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance For the Period 06/01/2024 through 06/30/2024

Fiscal Year: 2023-2024

	06/01/2024 - 06/30/2024	Year To Date
REVENUE COLLECTED		
Revenue From Payroll		
Board Contributions (+)	$1,831,251.50	$14,418,333.00
Employee Contributions (+)	$435,209.69	$3,085,480.04
Sub-total : Revenue From Payroll	$2,266,461.19	$17,503,813.04
Revenue From Other Sources		
Retiree Contributions (+)	$21,986.92	$412,402.83
Cobra Contributions (+)	$3,766.00	$49,443.59
Interest & Dividends (+)	$150.47	$24,436.96
Sub-total : Revenue From Other Sources	$25,903.39	$486,283.38
Total : REVENUE COLLECTED	$2,292,364.58	$17,990,096.42
EXPENDITURES PAID		
Operating Expenditures		
Heath Ins Claims (-)	$1,416,342.94	$18,936,152.79
HSA Contributions (-)	$4,429.98	$97,373.16
Health Ins Admin Fees (-)	$95,648.10	$1,153,009.04
Other Fees & Expense (-)	($71,693.79)	$165,638.48
Sub-total : Operating Expenditures	($1,444,727.23)	($20,352,173.47)
Total : EXPENDITURES PAID	($1,444,727.23)	($20,352,173.47)
NET CHANGE IN FUND BALANCE	$847,637.35	($2,362,077.05)

End of Report

Administrative Procedure - School Bus Post-Accident Checklist

Driver Post-Accident Procedures

1. Immediately after an accident:

   - Activate the hazard lights
   - Place the transmission in neutral and set the parking brake (manual) or place in park (automatic)
   - Turn off the ignition and remove the key
   - Locate and place the warning devices

2. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus. 23 Ill. Admin. Code §1.510(l)(1).

3. Check for injuries, using the passenger list (if available) to indicate injuries. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.

4. Don't leave students unattended and/or unsupervised. However, if you must leave to attend to the vehicle or warning devices, leave a responsible student in charge.

5. Check for conditions that could cause fires, including a ruptured fuel tank, leaking or broken fuel lines; and/or hot tire, etc. *Do not touch a suspected hot tire*. Place your hand near it to see if heat is radiating off of it.

6. When notifying the District or transportation office, give the following information:

   - Seriousness of the accident
   - Location and time of accident
   - Bus number and route number
   - School
   - Number of students on board
   - Extent of any injuries
   - Condition of vehicle
   - Weather/road conditions
   - Any other pertinent information

7. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by police or the District or transportation office. Parents/guardians are not allowed on the bus.

8. Stay vigilant for the continued safety of everyone at the scene and:

   - **Never** attempt to direct traffic.
   - **Never** move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.
   - **Never** discuss liability or fault, or sign anything until someone from the District or transportation office arrives. Do not discuss details of the accident with the media.
   - **Never** move an injured person unless the person's life is in jeopardy.

9. Cooperate with law enforcement. Provide concise and clear answers and details. Give your name, address, driver's license and bus driver permit numbers.

10. If your vehicle strikes an animal, continue until it is safe to stop, keeping in mind that the sight of an injured animal could upset the children on the bus. Park the vehicle and radio the District or transportation office with the information. The office will notify the proper authorities.

11. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

Information Gathering

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name, address, date of birth, and seating position of every passenger on the bus.

2. If possible, obtain the names, addresses, driver's license numbers and phone numbers of any witnesses.

3. Regarding other vehicles involved in the accident, obtain the:

    - Other drivers' names
    - Other drivers' license numbers
    - Other drivers' addresses and phone numbers
    - Make, model, year, and license plate numbers of other involved vehicles
    - Other drivers' insurance carrier information
    - Name, address, and phone numbers of passengers in other involved vehicles

District or Transportation Office Responsibilities

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.

2. Send a transportation supervisor to the accident scene to assist the bus driver.

3. Arrange for the parents/guardians of children on the bus to be contacted.

4. Arrange alternate transportation for the children.

5. Contact the District's insurance carrier as soon as possible and follow its instructions.

6. Help the bus driver complete accident report forms, including insurance forms. Complete the Ill. State Board of Education's *School Bus Accident Report*, www.isbe.net/Documents/50-26_school_bus_accident.pdf and forward to the Regional Superintendent immediately after any accident.

7. Obtain any accident reports completed by third parties, including police reports.

Post-Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, see Board Policy 5.285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*; and Administrative procedure 5.285-AP1, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.

3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:

    a. The accident involved the loss of human life;
    b. The driver receives a citation for a moving traffic violation arising from the accident; or
    c. A law enforcement officer directs that such a test be given. 625 ILCS 5/6-516.

4. If a required alcohol test is **not** administered:

    a. Within two hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
    b. Within eight hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.

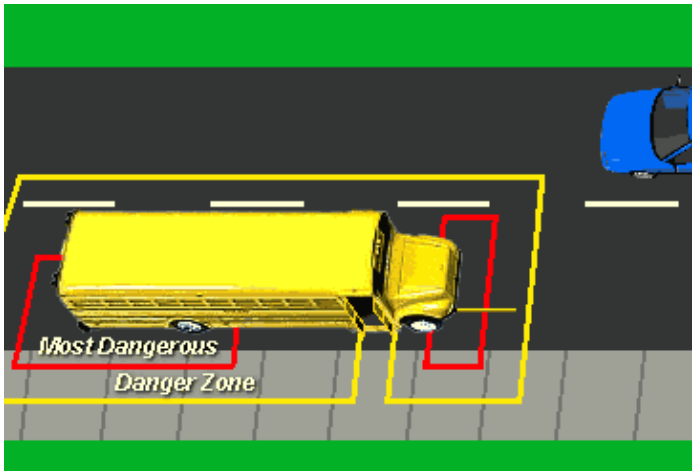
5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.

6. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until undergoing a post-accident alcohol test.

Vehicle Inspection

Following an accident, each damaged bus component must be inspected before the bus is returned to service. 625 ILCS 5/13-109.

Administrative Procedure - School Bus Safety Rules



The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Be aware of moving traffic and pay attention to your surroundings.

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles

3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.

4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.

7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.

9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.

12. Never run back to the bus, even if you dropped or forgot something.

Additional Resources

National Highway Traffic Safety Administration – **School Bus Safety**

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - **School Bus Safety Campaign Material**

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council – **Tips for a Safe Ride**

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Illinois State Police – **School Bus Safety**

https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf

Ill. State Board of Education – **School Bus Safety What Parents Should Know**

www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education – **Instructions To School Bus Riders**

www.isbe.net/Documents/bus_ride_instruct.pdf

Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

The following operations implement Board Policy 4.170, *Safety*, requiring a plan for responding to medical emergencies at a physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/, and the Illinois Department of Public Health (IDPH) Rules, Part 527, Physical Fitness Medical Emergency Preparedness Code. Any definitions of terms found in this Act and IDPH implementing rules are used as the definitions of those terms in this procedure. 77 Ill. Admin. Code Part 527.

Actor	Action
Superintendent or designee	Appoints a staff member to coordinate the operations in this Procedure who will be known as the *Plan Coordinator*. Plan Coordinator: _____ _____ Name Position Files this plan with the IDPH, Division of EMS & Highway Safety, 422 S. 5th St. – 3rd Floor, Springfield, IL 62701. Files an updated plan with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. 77 Ill. Admin. Code §527.400(a)&(c). Dates plan submitted: _____ _____ _____ _____ _____ _____ Decides, with input from the Plan Coordinator, the schedule for purchasing and maintenance of AEDs. See 210 ILCS 74/50 for compliance date schedule(s). If the AED becomes inoperable, the District must replace or repair it within 10 days. Persons using the facility must be notified if an operable AED is not on the premises. The AED shall be mobile and accessible at all times when the AED is operable. 77 Ill. Admin. Code §527.600. Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 77 Ill. Admin. Code §527.400(a). See Directory of Facilities Follows the requirements of 77 Ill. Admin. Code §527.500 upon receiving a completed report that an AED was used. Cooperates to provide information that may be necessary for non-transport vehicle (defined at 77 Ill. Admin.

	Code §515.825) in compliance with 77 Ill. Admin. Code §515.350 (requires documentation of all medical care provided and a report to the EMS System within 24 hours for the EMS System to review) and provides information to IDPH upon request.
Plan Coordinator	**Responsibilities Concerning Emergency Responders** With the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders in CPR and AED use. See Emergency Response Providers **Responsibilities Concerning AED Users** Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff during staffed business hours (210 ILCS 74/15 and 77 Ill. Admin. Code §527.600) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill. Admin. Code §527.800. Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained. See Trained AED Users **Responsibilities Concerning AED Registration** Coordinates with local emergency medical services systems. 77 Ill. Admin. Code §527.500. Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. 410 ILCS 4/20(b); 77 Ill. Admin. Code §527.500. Cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of AED (77 Ill. Admin. Code §515.350). 77 Ill. Admin. Code §525.500. **Responsibilities Concerning Location of AED and Other First Aid Equipment** **Indoor Facility** - Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. 77 Ill. Admin. Code §527.600.

	Outdoor Facility - Ensures that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the AED at its entrances. 210 ILCS 74/15(b-10) and 77 Ill. Admin. Code §527.600(c). Keeps a copy of the AED's manual with the AED. 77 Ill. Admin. Code §527.700(b). **Responsibilities Concerning Notification and Posting** Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill. Admin. Code §527.800(b). **Responsibilities Concerning Training** Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. 77 Ill. Admin. Code §527.800 and 210 ILCS 74/15(b) and (b-5). **Responsibilities Concerning Instructions for Responding to Medical Emergencies** Along with the Building Principal, notifies all facility staff of the location of any AEDs, and the *Step-by-Step Emergency Response Plan* described below 77 Ill. Admin. Code §527.800(b). Coordinates, along with the Building Principal, the posting of the *Step-by-Step Emergency Response Plan* described below. 77 Ill. Admin. Code §527.800(b) **Responsibilities Concerning Maintenance and Testing of AEDs** Ensures that all AEDs are maintained and tested according to manufacturer's guidelines. 77 Ill. Admin. Code §527.700(a) and 210 ILCS 74/15(c). Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill. Admin. Code §527.700(b).
Building Principal	In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the *Step-by-Step Emergency Response Plan* described below. 77 Ill. Admin. Code §527.400(a). Posts a notice at the facility's main entrance stating that an AED is located on the premises. Receives notice in the event of a medical emergency. 77 Ill. Admin. Code §527.400(a).
School Nurse(s)	Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.

	These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill. Admin. Code §527.800(c).
Trained AED User(s) and/or Other Emergency Responder(s)	According to their training, uses appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. 77 Ill. Admin. Code §527.400(a). According to their training, uses the AED to help restore a normal heart rhythm. 77 Ill. Admin. Code §527.400(a). Calls 9-1-1 for medical emergencies and whenever an AED is used. 77 Ill. Admin. Code §527.400(b). Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill. Admin. Code §527.400(b). Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED (77 Ill. Admin. Code §515.350). 77 Ill. Admin. Code §525.500.
All Facility Staff Members and Users	Follow the *Step-by-Step Emergency Response Plan* described below: 1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances, call 911 without delay. 2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive. 3. Immediately inform the Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate. 5. If necessary, the emergency responder instructs someone to call 911, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene. 6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or other emergency contact. 7. If an AED was used, the person using it cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED. If appropriate, a supervising staff member completes an accident report. 8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

Administrative Procedure – Movable Soccer Goal Safety

Actor	Action
Superintendent or designee	Requires all Building Principals to: 1. Identify any movable soccer goal that the District owns or controls and is on school grounds, and 2. Ensure that supervisors comply with the Movable Soccer Goal Safety Act a/k/a *Zach's Law*. 430 ILCS 145/.
Building Principal	Reviews the Ill. Dept. of Public Health's assistance materials found at https://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety. Identifies any movable soccer goals on school grounds, or that the school owns or controls. Implements the Movable Soccer Goal Safety Act (430 ILC 145/) by, among other things, instructing staff members to properly secure or anchor a movable soccer goal when installing, setting up, maintaining, or moving one.

Administrative Procedure - Targeted School Violence Prevention Program

This administrative procedure establishes a Targeted School Violence Prevention Program. It defines important terms and outlines actions for specific staff members to execute, and is adapted from the premier best practice model as of this publication: *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg-dec2022_mpd.pdf.

This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Establishment and Function of Targeted School Violence Prevention Plan
3. Preparedness for a Targeted School Violence Crisis, Response, and Recovery

Glossary of Terms

Aberrant Behavior – Behavior that is atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior involves actions, statements, communications, or responses that are unusual for the person or situation; actions that could lead to violence toward self or others; or actions that are reasonably perceived as threatening or causing concern for the well-being of the person. These can include (but are not limited to):

- Unusual withdrawal or isolation of subjects from peers and family members;
- Sullen or depressed behavior from an otherwise friendly and positive person;
- Atypical or out-of-context outbursts of verbal or physical aggression;
- Increased levels of agitation, frustration, or anger;
- Confrontational, accusatory, or blaming behavior;
- An atypical interest in or fascination with weapons or acts of violence; and/or
- Fixation on violence as a means of addressing a grievance.

Pose a Threat – To pose a threat means an individual has, or is in the process of obtaining, the intent and capability to cause harm to self or others through planning and preparation.

Protective Factors – Characteristics or resources that make it less likely that an individual will engage in violence.

Risk Factors – Characteristics that make it more likely that an individual may engage in violence. Risk factors are usually stable over time.

School Environment – Broadly characterized as a school or school facility's learning and working environment; it includes the physical environment of school buildings and grounds, all services and programs provided by the District, and the overall school climate.

School Climate – A part of the school environment, school climate is the quality and character of school life. School climate is based on patterns of students', parents'/guardians', and staffs' experience of school life; it also reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

School Threat Assessment Team – A multidisciplinary building-based behavior threat assessment team lead by the Building Principal and consisting of the Building Principal, associate or assistant principals, the school resource officer, one or two classroom teachers, a special education teacher, the school counselor, the school psychologist, the school social worker, and the school nurse. For information about the function of Threat Assessment Teams and their procedures, see 4.190-AP2, *Threat Assessment Team*.

Targeted School Violence – Includes school shootings and other school-based attacks where a school or a member of the school community was deliberately selected as the target of the attack and was not simply a random target of opportunity.

Targeted School Violence Prevention Plan – A District-wide plan that is incorporated as an annex into the District's Emergency Operations Plan (EOP) template in 4.170-AP1, *Comprehensive Safety and Security Plan*. A Targeted School Violence Prevention Plan is collectively implemented by local school officials, District staff, students, families, and the community with the goal of preventing and identifying threats and targeted school violence. Under a properly implemented Targeted School Violence Prevention Plan, schools can respond to individuals/situations that raise safety concerns.

Threat – A concerning communication or behavior that indicates an individual may pose a danger to the safety of the school, staff, students, or visitors through acts of violence or other behavior that could cause harm to self or others. The threat may be communicated verbally, through nonverbal behavior, in writing, electronically, or through any other means, and is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or a third party, and regardless of whether the target of the threat is aware of the threat. For more information on types of threats, see the subheads **Glossary of Terms** and **Assessing and Classifying Threats** in 4.190-AP2, *Threat Assessment Team*.

Threat Assessment – A systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially disruptive, dangerous, or violent situations, to assess them, and to manage/address them.

Warning Signs – Characteristics or behaviors that are associated with a current or escalating risk of violence. These tend to be dynamic, acute, and often associated with new stresses, events, losses, or failures.

Establishment and Function of Targeted School Violence Prevention Plan

Following are the strategic procedures to integrate a Targeted School Violence Prevention Plan into the District's existing policies and procedures.

Actor	Action
Superintendent	Appoints members of the District Safety Team in addition to the Director of Safety and Security and Attorney for the District (see 4.170-AP1, *Comprehensive Safety and Security Program*)

Actor	Action
	Determines whether to recommend that the Board assess the District's conditions for development and learning (see 7.180-AP1, *Prevention, Identification, Investigation, and Response to Bullying,* for resources and more discussion). Informs the Board of the District Safety Team's progress, needs, and recommendations by adding information items to the Board's agendas as needed. Prior to the start of each school year, files 4.190-AP2, *School Threat Assessment Teams*, and a list identifying the members of all school threat assessment teams with: (1) a local law enforcement agency, and (2) the Regional Office of Education. 105 ILCS 128/45(b), amended by P.A.s 102-791 and 103-175. Informs the Board that this filing was completed.
Director of Safety and Security	Chairs and convenes District Safety Team meetings for the purpose of developing a Targeted School Violence Prevention Plan annex. Informs the Superintendent of the District Safety Team's progress, needs, and recommendations as needed.
District Safety Team	Meets when called by the Director of Safety and Security for the purpose of: (1) developing a Targeted School Violence Prevention Plan annex, and (2) creating, implementing, and monitoring Threat Assessment Teams. For more information about the function of School Threat Assessment Teams, see 4.190-AP2, *School Threat Assessment Teams*. See Recommendation #1 from the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, encouraging districts to establish Threat Assessment Teams, at www.iasb.com/IASB/media/School-Safety/ITTFSchoolSafetyRecommendations.pdf. Ensures that the District's Targeted School Violence Prevention Plan annex complies with applicable civil rights statutes and other State and federal laws. Ensures that all District staff are annually trained and understand the Targeted School Violence Prevention Plan annex, the role of the District Safety Team, and the role a School Threat Assessment Team. Ensures that procedures are maintained for effective information sharing between the District and local law enforcement agencies and community services agencies, including defining the threshold for law enforcement intervention. Regularly assesses the effectiveness of the Targeted School Violence Prevention Plan throughout the District, including the establishment of resources for central reporting mechanisms at the District-wide and school-building level.

Actor	Action
	Identifies Board policies and procedures or equivalent topics that possibly affect the Targeted School Violence Prevention Plan annex, including but not limited to: 1.20, *District Organization, Operations, and Cooperative Agreements* 2.150, *Committees* 2.240, *Board Policy Development* 2.270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited* 3.40, *Superintendent* 3.60, *Administrative Responsibility of the Building Principal* 4.165, *Awareness and Prevention of Child Sexual Abuse and Grooming Procedures* 4.170, *Safety* 4.190, *Targeted School Violence Prevention Program* 5.90, *Abused and Neglected Child Reporting* 5.100, *Staff Development Program* 5.130, *Responsibilities Concerning Internal Information* 5.230, *Maintaining Student Discipline* 6.65, *Student Social and Emotional Development* 6.120, *Education of Children with Disabilities* 6.235, *Access to Electronic Networks* 7.20, *Harassment of Students Prohibited* 7.130, *Student Rights and Responsibilities* 7.140, *Search and Seizure* 7.150, *Agency and Police Interviews* 7.170, *Vandalism* 7.180, *Prevention of and Response to Bullying, Intimidation, and Harassment* 7.185, *Teen Dating Violence Prohibited* 7.190, *Student Behavior* 7.200, *Suspension Procedures* 7.210, *Expulsion Procedures* 7.230, *Misconduct by Students with Disabilities* 7.250, *Student Support Services* 7.340, *Student Records* 8.10, *Connection with the Community* 8.95, *Parental Involvement* 8.100, *Relations with Other Organizations and Agencies* Recommends, through the Superintendent, proposed policy changes to the Board for consideration. See Board policy 2.240, *Board Policy Development.* Recommends and procures resources for stakeholder training.
Building Principal	Ensures the school's *Emergency Operations Plan (EOP)* is: Available throughout schools (do **not** limit to office); Distributed to and discussed with local law enforcement; and

Actor	Action
	Regularly reviewed with building staff. Notifies and educates all staff, volunteers, and contractors of their duty to immediately report to the Building Principal or designee any expression of intent to harm another person, concerning communication, or concerning behavior that suggests an individual may intend to commit an act of violence. Notifies and educates staff, parent(s)/guardian(s), students, and community members: (1) to report individuals and situations of concern to any school administrators or other authorities, i.e., local law enforcement, or the Safe2Help Illinois helpline (www.safe2helpil.com/), and (2) how school officials will address these concerns. Distributes Board Policy 4.190, *Targeted School Violence Prevention Program*; 4.190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*; and 7.180-AP1, E2, *Be a Hero by Reporting Bullying*; and discusses what School Threat Assessment Teams are and what they do when they learn of threats and/or school violence. Assesses the feasibility of forming a local anonymous tip line and organizing its management. Any locally operated school violence helpline must work in conjunction with Safe2Help Illinois as needed. 5 ILCS 860/10(d), added by P.A. 102-752. When a tip or concern is raised, ensures School Threat Assessment Teams are trained to engage in their work. See 4.190-AP2, *School Threat Assessment Team*.
All District staff, volunteers, and contractors	Read 4.190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*. Immediately report to the Building Principal or designee any expression of intent to harm another person, concerning communication, or concerning behavior that suggests an individual may intend to commit an act of targeted violence. Upon belief that an individual/situation poses a clear and immediate threat of serious violence that requires containment, notify the school resource officer and/or law enforcement in accordance with the EOP. See 4.170-AP1, *Comprehensive Safety and Security Plan.*
School Board	Monitors Board Policy 4.190, *Targeted School Violence Prevention Program,* and considers adopting changes recommended by the District Safety Team. See Board Policy 2.240, *Board Policy Development.* Ensures that prior to the start of each school year, the Superintendent files 4.190-AP2, *School Threat Assessment Team*, and a list identifying the members of all School Threat Assessment Teams with: (1) a local law enforcement agency, and (2) the Regional Office of Education or

Actor	Action
	Intermediate Services Center. 105 ILCS 128/45(b), amended by P.A.s 102-791 and 103-175. Provides both the District Safety Team and School Threat Assessment Teams with appropriate resources, which may include providing resources and access for staff professional development opportunities. These opportunities should train staff to properly respond to individuals who provide them with information about a threat or school safety concern.
Superintendent/Building Principal	Ensures the student behavior policies referred to in student handbooks notify students that threatening behavior could subject a student to disciplinary consequences. See Board Policies 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 7.190, *Student Behavior*. Ensures that staff responds to students who provide them with information about a threatening or concerning individual/situation.

Preparedness for a Targeted School Violence Incident, Response, and Recovery

The following is an extension of 4.170-AP1, *Comprehensive Safety and Security Plan*. It outlines additional tasks for the Superintendent, Director of Safety and Security, and Building Principal(s) preparing for a targeted school violence incident that school officials can incorporate into training related to each existing school EOP.

Actor	Action
Superintendent, Building Principal, and District Safety Team	Examine 4.170-AP1, *Comprehensive Safety and Security Plan*, and recommend any changes to existing procedures to the Superintendent or Director of Safety and Security.
Director of Safety and Security	Meets with District Safety Team to foster an understanding of what additional items each 4.170-AP1 District Safety Team (see 4.170-AP1, *Comprehensive Safety and Security Plan, Part C, Director of Safety and Security and District Safety Team; Responsibilities*) might add to its procedures to accomplish a response and recovery. Adds an agenda item to the 4.170-AP1 District Safety Team meetings specific to Targeted School Violence. **Note**: During a crisis, the Attorney for the District will be a crucial part of incident response and management because school officials must make split-second decisions, often with legal consequences to the District. The Director of Safety and Security is designated to inform parents/guardians and the community during an emergency and to keep pace with social media information.

Actor	Action
Superintendent and Building Principal(s)	For incident preparedness and response, ensure that: 4.170-AP1, *Comprehensive Safety and Security Plan, Part G, Material to be Included in Each Building EOP*, reflects each individual building's needs. 4.170-AP1, *Comprehensive Safety and Security Plan, Part E, School Safety Drill Plan*, supports a Targeted School Violence Prevention Plan. School EOPs reflect each building's needs. Also ensure that multiple copies of each school's EOP exist, and direct that appropriate persons have access to the plan, e.g., local law enforcement authorities, etc. One copy in the Building Principal's office is insufficient. For emergency recovery, ensure that 4.170-AP1, *Comprehensive Safety and Security Plan, Parts I, J, and K,* reflects District needs. Recommend to the Director of Safety and Security any other additional emergency recovery items that the 4.170-AP1 District Safety Team deems necessary.

Administrative Procedure – School Threat Assessment Teams

This procedure implements School Threat Assessment Teams. School Threat Assessment Team members are professional educators, mental health professionals, law enforcement professionals, and professionals from other disciplines as necessary who are trained in behavioral threat assessment. See 4.190-AP1, *Targeted School Violence Prevention Program*, for authority establishing School Threat Assessment Teams.

School Threat Assessment Teams function at the building level, taking direction from the District Safety Team. They identify, inquire, assess, and manage a range of threats that may be posed by the school community. Threats may be posed from a broad range of individuals affecting the school environment, including:

- Students: current and former (and potentially prospective)
- Employees: current and former (and potentially prospective)
- Parents/guardians or other family members of students
- Persons who are (or have been) in relationships with staff or students
- Contractors, vendors, or other visitors
- Persons unaffiliated with the District

Customize this procedure to each School Threat Assessment Team's building-specific needs, and use it in conjunction with 4.190-AP1, *Targeted School Violence Prevention Program*; 4.190-AP2, E1, *Principles of Threat Assessment*; 4.190-AP2, E2, *Threat Assessment Documentation*; 4.190-AP2, E3, *Threat Assessment Key Areas and Questions; Examples*; 4.190-AP2, E4, *Responding to Types of Threats*; and 4.190-AP2, E5, *Threat Assessment Case Management Strategies*. This procedure contains five sections as follows:

1. Glossary of Terms
2. School Threat Assessment Team Formation, Development, and Responsibilities
3. Assessing and Classifying Threats
4. Responding to and Managing Threats
5. Reporting Threats to Outside Agencies

Glossary of Terms

Individual of Concern – an individual who has been identified to pose a threat of violence or serious harm to self/others.

Pose a Threat – To pose a threat means an individual has, or is in the process of obtaining, the intent and capability to cause harm to self or others through planning and preparation.

Protective Factors – Characteristics or resources that make it less likely that an individual will engage in violence.

Risk Factors – Characteristics that make it more likely that an individual may engage in violence. Risk factors are usually stable over time.

Target – a school or an individual who is the intended target of the threat posed by the individual of concern.

Threat – A concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could

cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means; it is considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by or communicated to a third party, and regardless of whether the target of the threat is aware of the threat.

Threat Assessment – A systematic, fact-based process emphasizing an appraisal of observed (or reasonably observable) behaviors to identify potentially dangerous or violent situations, to assess them, and to manage/address them.

School Threat Assessment Team – A multidisciplinary building-based behavior threat assessment team lead by the Building Principal to perform specific threat assessments and consisting of the Building Principal, associate or assistant principals, the school resource officer, one or two classroom teachers, a special education teacher, the school counselor, the school psychologist, the school social worker, and the school nurse.

School Threat Assessment Triage Team – Consists of at least two members of the School Threat Assessment Team designated by the Building Principal to triage reported cases of concerning, aberrant, or threatening behavior and/or communication. Considers the nature and level of concern of cases to determine if existing resources and mechanisms are sufficient to address concerns, or whether the full School Threat Assessment Team should further assess and manage the situation, and initiates any crisis responses as appropriate.

Types of Threats –

Routine/No Known Concern: Individual of concern/situation does not indicate a threat of violence or harm to self or others, or need for assistance or intervention. No impact on others, environmental factors, or precipitants that need School Threat Assessment Team intervention. Close the case.

Low Level: The individual of concern/situation does not indicate a threat of violence or serious harm to self or others; would or may benefit from intervention or assistance with concerns. Individual of concern, environmental/systemic, or precipitating events may be present at low levels. May involve some ongoing assessment management with passive monitoring and/or periodic active monitoring, and referrals as appropriate. Close the case if no team interventions or monitoring are indicated.

Moderate Level: The individual of concern/situation does not appear to pose a threat of serious violence or harm though risk cannot be ruled-out. Individual of concern may be developing the capability for harm and is engaging in aberrant or concerning behaviors that indicate a need for assistance/intervention. Targets/others are likely concerned and impacted. Environmental/systemic or precipitating factors may be present. Consider law enforcement/security notification as appropriate. Requires ongoing assessment and management plan, active monitoring, and referrals as appropriate.

High Level: The individual of concern/situation poses, or is rapidly developing the capability for, a threat of serious violence or harm to self or others; or is in urgent need of hospitalization or treatment. Targets/others are impacted. Typically involves environmental/systemic factors and consideration for precipitating events. Requires immediate notification of school administration and law enforcement, subject containment, target protection and safety plan, activation of crisis response protocols as appropriate, ongoing assessment and management plan, active monitoring, and referrals as appropriate.

Imminent Level: The individual of concern/situation poses an imminent threat of serious violence or harm to self/others and has or may reasonably have significant impact on others. Requires immediate law enforcement and school administration notification, subject containment, target protection and safety planning, implementation of crisis response and notification protocols, ongoing assessment and management plan, and active monitoring.

Warning Signs – Characteristics or behaviors that are associated with a current or escalating risk of violence. These tend to be dynamic, acute, and often associated with new stresses, events, losses, or failures.

School Threat Assessment Team Formation, Development, and Responsibilities

Following are tasks to integrate School Threat Assessment Teams into the District's Targeted School Violence Prevention Plan.

Actor	Action
Superintendent or designee	Ensures School Threat Assessment Teams are trained in threat assessment by a threat assessment expert. Free statewide training is available through the Ill. School and Campus Safety Program, at: https://ready.illinois.gov/plan/schools.html. Prior to the start of each school year, files this procedure and a list identifying members of all School Threat Assessment Teams with (1) a local law enforcement agency, and (2) the Regional Office of Education or Intermediate Services Center, as applicable. 105 ILCS 5/128/45(b), amended by P.A. 102-791 and 103-175. Informs the Board that this filing was completed.
Building Principal	Selects School Threat Assessment Team members with expertise in: School administration, e.g., a principal or other senior administrator from the school(s) covered by the School Threat Assessment Team; Instruction, e.g., a teacher or administrators with recent instructional experience; Counseling, e.g., a school counselor, school psychologist and/or school social worker; Law enforcement, e.g., a school resource officer; Being a staff member in the building; and Other community resource persons (as members or consultants as determined by the School Threat Assessment Team). When resources allow, selects designated back-up for each core TAT member, from the same or similar areas of expertise, to fulfill their duties in the event of their absence or inability. Designates a School Threat Assessment Triage Team.

Actor	Action
	Ensures that any reporting mechanisms used by the school community are kept up to date, work consistently, and are checked on a regular and timely basis. Establishes an intake and triage process for reports regarding concerning, aberrant, or threatening behavior and/or communication. When a report is received, activates the School Threat Assessment Team and uses this procedure.
School Threat Assessment Team	Receives education and seeks training resources, including 4.190-AP2, E1, *Principles of Threat Assessment*; 4.190-AP2, E2, *Threat Assessment Documentation*; 4.190-AP2, E3, *Threat Assessment Key Areas and Questions; Examples*; 4.190-AP2, E4, *Responding to Types of Threats*; and 4.190-AP2, E5, *Threat Assessment Case Management Strategies*. Receives initial and periodic refresher threat assessment training by a threat assessment expert. Commits to work collaboratively with each other, with other school staff, and (as appropriate) with community resource persons to support the purposes of the School Threat Assessment Team and the safety of the school, its students, and its staff. Actively, lawfully, and ethically communicates with each other, District administrators, and other school staff who have a need to know particular information to support the safety of the school, its students, and its staff. Trains staff, students, parents/guardians, and other members of the school community to recognize and report possible threats by conducting presentations, broadly disseminating relevant information, and ensuring access to consultation from the School Threat Assessment Team. Identifies and trains members of the school community who can take reports of possible threats. Effectively implements Board Policy 4.190, *Targeted School Violence Prevention Program*.

Assessing and Classifying Threats

When a threat is reported, the Building Principal and School Threat Assessment Team assess and classify the threat using the criteria and process outlined below.

Actor	Action
Building Principal and/or School Threat	When a potential threat report is received, initiates the following intake and triage process.

Actor	Action
Assessment Triage Team	<u>Intake</u> Obtains basic information about the potential threat, including but not limited to: Initial Report of Concern: Date/time reported, date/time reviewed, person receiving report. Reporting Party: Name, affiliation, contact information, relationship to subject of concern. Incident/Nature of Concern: Date/time occurred, location, nature of threat/concern, weapons involved/threatened, details about concerns, and any relevant background information. Individual of Concern: Name, affiliation, contact information, relationship to reporting party or target(s). Identified/Identifiable Target(s): Name, affiliation, contact information, relationship to report party or subject. Determines if an imminent threat exists. An imminent threat is indicated by such factors as: 1. Subject intends imminent and/or serious harm to self/others; or 2. Subject lacks inhibitions for using violence. If an imminent threat exists, initiates Emergency Operations Plan (EOP) and notifies law enforcement in accordance with 4.170-AP1, *Comprehensive Safety and Security Plan, Part G, Emergency Operations Plan (EOP)*. If no imminent threat exists, or once an imminent threat is contained, proceeds to triage. <u>Triage</u> Triages threat to determine if the full School Threat Assessment Team must be involved. Triage may include as necessary and appropriate: Reviewing the reported concerning, aberrant, or threatening behavior and/or communication. Reviewing school and other records for any prior history or interventions with the individual(s) involved. Conducting timely and thorough interviews (as necessary) with the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and when reasonable, the individual of concern who allegedly engaged in the

Actor	Action
	threatening behavior or communication. The purpose of the interviews is to gain a holistic understanding of the situation, determine the nature and level of the concerns, identify areas where more information may be needed, and inform appropriate strategies or interventions to address any concerns identified. Determines if the full School Threat Assessment Team must be involved. To determine that the full School Threat Assessment Team does not need to be involved, all School Threat Assessment Team Triage Team members must concur that there is no identifiable threat/concern, or that there is a low level of concern regarding issues that are being adequately addressed. If the full School Threat Assessment Team needs to be involved, convenes it as soon as possible. Documents intake and triage using 4.190-AP2, E2, *Threat Assessment Documentation*.
School Threat Assessment Team	Conducts a comprehensive and holistic assessment of the threat using the STEP framework set forth in 4.190-AP2, E1, *Principles of Threat Assessment*. See 4:190-AP2, E3, *Threat Assessment Key Areas and Questions; Examples*, for key questions to ask the person(s) who reported the threat, the threat recipient(s)/target(s), other witnesses, and the individual of concern in order to assess the threat. Once the assessment is complete, classifies the threat as one of the following: Routine/No Known Concern, Low Level, Moderate Level, High Level, or Imminent. Documents the threat assessment and classification using 4.190-AP2, E2, *Threat Assessment Documentation*, and ensures that School Threat Assessment Team documentation follows the acronym FORT: **Fair** – sought to understand situations and give individuals an opportunity to be heard and understood; **Objective** – sought information based on facts and observations of the case and not speculation or bias; **Reasonable** – engaged in responses that were effective and proportionate to the situation; and **Timely** – quickly and responsively addressed reports of threatening behavior.
Building Principal	Where the School Threat Assessment Team classifies the threat as a Moderate, High, or Imminent level of concern and the threat requires further intervention to prevent violence or serious harm, notifies:

Actor	Action
	1. The parent(s)/guardian(s) of any student who is the target/recipient of a threat; and 2. The parent(s)/guardian(s) of any student who engaged in threatening behaviors.

Responding to and Managing Threats

Actor	Action
School Threat Assessment Team	Identifies appropriate responses to the threat based upon its level. See 4.190-AP2, E4, *Responding to Types of Threats*, for guidance on responses to each threat level. Develops, implements, and monitors an individualized, fact-based case management plan to intervene with, address, and reduce the threat by: Designating a School Threat Assessment Team member as case manager to monitor the status of the subject and to notify the School Threat Assessment Team of any change in status, response to interventions/referrals, or additional information that would be cause for reassessment and/or changes in interventions strategies; Assisting the individual of concern, and any impacted staff or students, in accessing appropriate school and community-based resources for support and/or further intervention; Appointing one or more School Threat Assessment Team members to engage directly with the individual of concern to prevent the individual from becoming isolated; and Using the least intrusive interventions and strategies that are sufficient, fair, and reasonable to address the concerns identified. See 4.190-AP2, E5, *Threat Assessment Case Management Strategies*, for interventions and strategies, including those that are subject-based, target-based, and environmental/systems-based. Documents this process and any case updates using 4.190-AP2, E2, *Threat Assessment Documentation*. Submits updates regularly, e.g., at least every 30 days, until the case is resolved and the individual of concern no longer poses a threat to the school, its students, or its staff. Maintains documentation in accordance with Board policy, State records laws, and administrative procedures.

Reporting Threats to Outside Agencies

The following is the process to notify the Local Law Enforcement Agency (LLEA) and/or the Ill. Dept. of State Police (ISP) about certain types of threats. See also 4.170-AP1, *Comprehensive Safety and Security Plan, Part J, Required Notices*.

Actor	Action
Superintendent or designee	Reports batteries committed against teachers, teacher personnel, administrative personnel, or educator support personnel to: (1) the Local Law Enforcement Agency immediately after the occurrence of the attack, and (2) ISBE through its web-based School Incident Reporting System (SIRS) as they occur during the year and no later than August 1 for the preceding year. 105 ILCS 5/10-21.7, amended by P.A. 102-894. Immediately notifies the local law enforcement agency and the ISP upon receiving a report from any school personnel regarding a verified incident involving: A firearm in a school or on school-owned or leased property. 105 ILCS 5/10-27.1A(b). 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. 105 ILCS 5/10-27.1A(b).
Building Principal	Reports to the local law enforcement agency threats to the safety and welfare of students and teachers by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by gang activity. 105 ILCS 5/10-21.4a. Reports other threats to the local law enforcement agency as necessary and appropriate. Immediately notifies the local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds (other than a law enforcement official engaged in the conduct of his or her official duties). If the person found to be in possession of a firearm on school grounds is a student, the Building Principal or designee shall also immediately notify the student's parent/guardian. 105 ILCS 5/10-21.7A(b). Reports directly to the ISP within 24 hours of a determination that a student or other person poses a clear and present danger to himself, herself, or others. 430 ILCS 66/105 and 405 ILCS 5/6-103.3; 20 Ill. Admin. Code §1230.120(b).

Exhibit - Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses

The purpose of this form is to give school bus drivers and/or emergency medical technicians information about children who have special needs or medical conditions. One copy of this form is kept in the nurse's office, and another copy is kept on the student's school bus in a secure location for bus drivers and emergency medical technicians. If the emergency care of the student requires medication, the parent/guardian must file a completed Exhibit 7.270-E1, *School Medical Authorization Form*, with the school nurse.

To be completed by the student's parent/guardian:

Student's Name *(Please print)*		Birth Date
Parent/Guardian's Name	Home Phone	Cell Phone
School	Grade	Teacher
Physician's Name	Physician's Phone	School Nurse's Phone

My child's special needs are: *(list behavioral or communication challenges and required responses)*

My child requires medication for: *(describe conditions and circumstances)*

Medication and Where Kept	Dosage	Directions

Parent/Guardian Signature Date

Adopted: August 11, 2010
Reviewed: July 2024
Amended: August 21, 2024

Exhibit – Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting

On District letterhead

Date

Re: Preventing and Reducing Incidences of Sexting

Dear Parent/Guardian:

Sexting is generally defined as sending, sharing, viewing, receiving, or possessing *indecent visual depictions* of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 15 percent of teens have sent sext messages. It can cause enormous emotional pain for the students involved, often with legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion:

- Talk to your children, even if the issue hasn't directly impacted your community. Ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age-appropriate explanation. For more information about starting age-appropriate discussions, see *Sexting: How to Talk With Kids About the Risks – from the American Academy of Pediatrics* at: www.healthychildren.org/English/family-life/Media/Pages/the-new-problem-of-sexting.aspx.

- Make sure children of all ages understand that the District's student behavior policy prohibits sexting, and that it is further punishable in Illinois through the Juvenile Court Act and the Criminal Code of 2012.

- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.

- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"

- Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting, how to talk to your children about it, and how to say no to sexting, please see the following links:

Talking About Sexting, Common Sense Media, at: www.commonsensemedia.org/blog/talking-about-sexting

Say No to "Sexting" (Grades 7-12), Planet Nutshell, at: https://planetnutshell.com/portfolio/say-no-to-sexting-grades-7-12/

Teen girls 'bombarded and confused' by sexting requests: study, Medical Xpress, at: https://medicalxpress.com/news/2017-12-teen-girls-bombarded-sexting.html

Sincerely,

Superintendent

Adopted: September 21, 2022
Reviewed: July 2024
Amended: August 21, 2024

Exhibit - Letter to Parents/Guardians Regarding Student Safety

On District letterhead, website, and/or in student handbook

Date:

Re: Student Safety

Dear Parent/Guardian:

Student safety is our District's top priority. Our District has developed a *Comprehensive Safety and Security Program*. In addition to physical safety, the District is concerned with students' academic, social, behavioral, emotional safety and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

School Emergency Operations Plan (EOP)

The District has plans for all four phases of emergency and disaster management:

1. Prevention - the capabilities needed to avoid, deter, or stop an incident.

2. Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.

3. Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.

4. Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each school EOP. In addition, the District has a Director of Safety and Security and a District Safety Team. State law requires the District to annually review its plans.

Communications to Stakeholders

The District will share emergency information via its website, information hotline, the media, text message, and/or telephone contact.

Emergency Responses

The District follows the Standard Response Protocol (SRP) available at: https://iloveuguys.org/The-Standard-Response-Protocol.html. The SRP is based on five specific responses (Hold, Secure, Lockdown, Evacuate, Shelter) to any given situation not on individual scenarios. For evacuation purposes, each school has at least one off-campus reunification site where students and staff assemble to be accounted for and temporarily housed.

In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students.

We will attempt to provide information through text, email, messaging app, and/or the District's website _____.

If students are evacuated, students at _____ School will go to _____

_____.

You may pick up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the Director of Safety and Security as well as the Building Principal. These instructions will be widely disseminated.

Providing false information or engaging in disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office or your child's Principal. In the meantime, thank you for your cooperation and support.

Web Address:_____

Sincerely,

Superintendent

Exhibit - Letter to Parents/Guardians Regarding the Dangers of Underage Drinking

On District letterhead, website, and/or in student handbook

Date:

Re: Underage Drinking

To: Parent/Guardian

A child's wellbeing in and out of school is important to us. One area of concern for parents/guardians and educators across the country is underage drinking. Alcohol use can cause destructive behavior that has consequences for a child's health, behavior, and school performance regardless of when and where consumption takes place. It can also lead to increases in risky behavior.

According to the Centers for Disease Control and Prevention (CDC), 1 in 10 teens in high school drinks and drives. Teen drivers are three times more likely than experienced drivers to be in a fatal crash, and drinking any alcohol greatly increases this risk for teens. The CDC and National Institutes of Health indicate that regular alcohol consumption by minors also corresponds to increased rates of suicide, sexual assault, high-risk sex, fighting, crime, and alcohol dependence. No one fully understands the lifetime consequences of alcohol consumption on the developing brain, but studies have shown weakened memory and worsening of school performance due to increased truancy and learning impairments.

It is illegal for any person under 21 years of age to acquire, possess, or consume alcoholic beverages. District policies prohibit alcohol use by students. District policies also prohibit students from (a) alcohol use, possession, distribution, purchase, or sale at school or school functions, and (b) attending school or school functions under the influence of alcohol. Below is a listing of some relevant Illinois laws that apply to underage drinking.

<u>Driving While Under the Influence (DUI)</u>

Any person under the age of 21 who has consumed alcohol and operated or been in actual physical control of a motor vehicle may be requested to submit to tests to determine alcohol content. If that person refuses the test or has an alcohol concentration greater than .00, their driver's license will be suspended for three months to two years 625 ILCS 5/11-501.1(c).

Driving while under the influence of alcohol is a Class A misdemeanor punishable by a fine and jail for up to 364 days. By driving a motor vehicle anywhere in Illinois, a person gives implied consent to a test to determine the alcoholic/drug content of their blood. If a person refuses to submit to the test, their license will automatically be suspended. 625 ILCS 5/11-501.

<u>Consumption of Alcohol by a Minor</u>

Consumption of alcohol by a minor is a Class A misdemeanor. Minors convicted of alcohol possession in a public space face up to 364 days in jail and a $2,500 fine, plus court costs and court-ordered evaluations and counseling. If a person under the age of 21 pleads guilty to, or is found guilty of, consuming alcohol while under the age of 21, they will lose their driving privileges for at least three months, even if the person was not driving, and even if he or she gets court supervision (a non-conviction sentence). 235 ILCS 5/6-20(f) and 625 ILCS 5/6-206(a)(43).

Fake Identification

Conviction for using a fake ID to obtain alcohol is a Class A misdemeanor. Punishment carries a fine of not less than $500 and requires at least 25 hours of community service. It may also affect driving privileges. If possible, any community service must be performed for an alcohol abuse prevention program. 235 ILCS 5/6-16(a)(i) and 625 ILCS 5/6-206(a).

Criminal Liability for Parent/Guardian

Any parent/guardian or other adult who furnishes alcohol to a minor, or who allows their residence to be used for the unlawful possession or consumption of alcohol by minors, may be charged with a Class A misdemeanor punishable by a fine of not less than $500 and jail for up to 364 days. Where a violation directly or indirectly results in great bodily harm or death to any person, the crime is a Class 4 felony, punishable by one to three years in prison and up to a $25,000 fine 235 ILCS 5/6-16(a-1).

Civil Liability for Parent/Guardian

Any parent/guardian or other adult who provides alcohol (such as at a home party) may be liable in a civil action for monetary damages. The action may be sought by someone who suffers personal injury, loss of support, or property loss through the actions of an intoxicated minor whose intoxication resulted from a parent/guardian or another adult giving the minor alcohol. 235 ILCS 5/6-21.

Illegal Transportation of Open Liquor

It is unlawful for any person to transport, carry, possess, or have any alcoholic liquor within the passenger area of any motor vehicle except in the original container and with the seal unbroken. 625 ILCS 5/11-502.

In conclusion, our District encourages you to talk with your child and partner with the school community to prevent underage drinking by our students. For more information on underage drinking and how to talk to your child about it, please see the following links:

pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm

www.responsibility.org/prevent-underage-drinking

https://www.stopalcoholabuse.gov/

Sincerely,

Superintendent

Exhibit - Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers

On District letterhead, website, and/or in student handbook

Date:

Re: Disruptive Social Media Apps; Dangers

Dear Parent/Guardian:

Staying on top of social medial trends is important for parents/guardians. The District wants you to know that the following social media apps have the potential to disrupt the school environment by becoming a platform for bullying, unlawful behaviors, and other dangers:

- *Anonymous hyperlocal* social media apps, e.g., *YikYak*, *Jodel*, and *Gas*, present safety and security concerns for our students. Anonymous hyperlocal apps use GPS on cell phones to target groups in specific areas and allow people to interact anonymously.
- *Temporary* social media apps, e.g., *ask.fm*, *Snapchat*, and *Whisper* often present a false belief of anonymity. Temporary apps allow people to send messages and images that self-destruct after a set window of time.

Children need to understand that their online choices are important. Content never truly goes away and no one online is anonymous. Law enforcement agencies have the ability to pinpoint users and content creators, and they do investigate crimes involving the Internet and social media app usage.

The District encourages you to review the resources below and talk with your children. Let's partner together to help children understand how their digital footprints affect their and others' futures. As you discuss this topic with your child, please remind your child how to report his or her concerns:

1. Tell your child to take a screen shot (if possible) or video (when a screen shot is not possible), of the content and show you or another trusted adult. Always encourage open conversations about what is happening online. When age-appropriate, discuss that possession and forwarding of sexted images violates federal and State child pornography laws.
2. Use the reporting mechanisms within the social media apps.
3. When a situation begins to disrupt your child's education, report it to your child's school.

Resources about Social Media Apps and Protecting Your Child Online

- www.commonsensemedia.org/, discusses apps, movies, and more. Type in the app you want to learn more about, and this website will summarize it for you.
- www.consumer.ftc.gov/topics/protecting-kids-online, contains resources for adults seeking to help children make safe and responsible online choices.

Sincerely,

Building Principal

Exhibit - Letter to Parents/Guardians About Safe Firearm Storage

On District letterhead

Date

Re: Safe Firearm Storage

Dear Parents/Guardians:

All students and members of our school community deserve to feel safe, welcomed, and included. It is on all of us to work together to prevent firearm violence and to avoid the harm and tragedy that shootings of any kind can cause in the spaces in which we live, learn, work, and play.

Safe firearm storage is one of many preventative actions that you can take to keep our school community and school buildings and grounds safe. When firearms are stored safely, it can help prevent them from getting into the hands of children and teens who may use them to, intentionally or unintentionally, harm themselves or others. Safe storage can go a long way in preventing lives from being lost or permanently altered. If you have firearms in your home or if your child spends time in a space where firearms are present, there are important steps that can be taken to keep firearms secured and out of reach of unintended users.

Firearm-Related Injuries and Deaths: A Problem We Must Solve Together

Firearm-related injuries and deaths are a public health crisis that communities across the nation face every day:

- Since 2018, there have been more than 100 school shooting incidents per year in our country and those numbers have steadily increased.

- Approximately three-quarters of perpetrators in school-based active shooter situations acquired their firearm from the home of a parent/guardian or close relative. This illustrates the connection between your role as parents/guardians and the District's role in keeping students safe while at school.

- However, this issue goes beyond school-based active shooter situations and includes a variety of firearm injury types, including interpersonal violence, suicide, and unintentional fatal and nonfatal firearm injuries.

- More than four million children live in a household with at least one unlocked and loaded firearm. Studies have found that households with both locked firearms and locked ammunition have significantly lower risks of self-inflected firearm injuries and even lower risks of unintentional firearm injuries among children and teens compared to households that did not safely store firearms.

Safe Firearm Storage: Actions to Take to Keep Our Communities Safe

Safe firearm storage can help prevent and minimize the risk of firearm-related deaths and injuries. Everyone, both firearm owners and non-owners, has a role to play in building awareness of safe, responsible firearm storage. Below are simple, highly effective practices that can help to reduce

firearm-related incidents in our community and help protect our children. In addition to these practices, it is important to also engage children and teens in conversations about the dangers associated with using firearms and what to do and not do in the event they access a firearm, to prevent fatal or non-fatal injuries.

- **Safely Store Firearms**: Store firearms - always unloaded - in a tamper-proof locked cabinet, box, safe, firearm vault, or storage case that children or other unauthorized adults cannot access.

- **Safely Store Ammunition**: Store ammunition in a separate, tamper-proof locked cabinet, safe, firearm vault, or storage case that children or other unauthorized adults cannot access.

- **Secure Firearms**: Use trigger locks or cable locks to prevent a firearm from firing.
    - Trigger locks use a mechanism that clamps down around the trigger or trigger housing to prevent it from being pressed. Note: trigger locks should not be installed on loaded firearms.
    - Cable locks use a cable that is threaded through the barrel or action of a firearm to prevent it from firing.

For more information about safe firearm storage, please see the following links:

Safe Storage Fact Sheet, U.S. Dept. of Justice, at: www.ojp.gov/sites/g/files/xyckuh241/files/media/document/safe_storage_fact_sheet.pdf

Secure Gun Storage Resources, Be SMART, at: https://besmartforkids.org/secure-gun-storage/resources/

Securing Your Firearm, Project Child Safe, at: https://projectchildsafe.org/securing-your-firearm/

We can all work together to promote awareness about how we can protect our children and our school community by safely storing firearms. Thank you for being a partner in these efforts, and for helping reduce firearm-related injury and deaths in our community.

Sincerely,

Superintendent

Exhibit - Notification to Staff and Parents/Guardians of CPR and AED Video

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: Parents/Guardians and Staff

Re: CPR and AED Video

State law requires the Ill. High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website.

The law also requires the District to notify staff members and parents/guardians about the video.

You are encouraged to view the video, which will take less than 15 minutes of your time, at:

www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx.

Exhibit - Informing Parents/Guardians About Offender Community Notification Laws

On District letterhead, website, and/or in student handbook

Date:

To: Parents/Guardians

Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry,
https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry,
https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders,
https://isp.illinois.gov/Sor/FAQs

Exhibit - Principles of Threat Assessment

This exhibit is a resource to educate Building-level School Threat Assessment Team members about the assumptions and principles underlying behavioral threat assessment and management.

Assumptions

The following assumptions are informed by findings of the U.S. Secret Service and U.S. Dept. of Education's *Safe School Initiative*, as well as other research about targeted violence occurring in or related to educational settings. Key assumptions include:

1. There is no one demographic profile of a perpetrator of targeted violence, nor is there a profile for the type of school that has been targeted.

2. In addition to students, others also engage in targeted violence in schools, including administrators, teachers, other staff, parent(s)/guardian(s) of students, contractors, people in relationships with staff or students, and even people with no connection with the school.

3. Incidents of targeted violence at school/workplaces are rarely sudden, impulsive acts. Perpetrators engage in a process of considering, planning, and preparing for acts of targeted violence.

4. Perpetrators usually have multiple motives to act violently, the most common involving an unresolved grievance with a peer.

5. Many perpetrators of major acts of violence have experienced psychological, behavioral, or developmental symptoms, but may not have been diagnosed with a mental health condition or benefited from adequate treatment.

6. Many perpetrators of major violence impacting schools are suicidal in addition to their violent acts toward others.

7. Most individuals who perpetrate violence engaged in multiple behaviors, prior to the incident, which caused others to have serious concerns about their behavior and/or well-being.

8. Many individuals who perpetrate violence have multiple stressors, including significant difficulties with losses or failures.

9. Many student perpetrators have been victims of, or participated in, prior bullying, which was often observed by others.

10. Most individuals who perpetrated violence did not threaten their targets directly prior to engaging in violence, though many express their grievances and aspects of their thoughts or plans to others, often through social media or online activities.

11. Prior to most incidents of targeted violence, other people know about aspects of the individual's ideas, plans or preparations to cause harm.

12. Many bystanders who have knowledge of concerning behaviors do not report them.

13. While most perpetrators act alone, in many cases, others, e.g., staff, students, peers, family members, etc., are involved in some way, such as failing to report concerns (or take other steps) to prevent violence, encouraging violence, and even helping with plans or preparation for violence.

The Pathway to Violence

Individuals who committed targeted violence rarely "just snapped," but engaged in a process of thought and behavior that escalated over days, weeks, months, and even years. A graphic representation of this process, the *Pathway to Violence*, is shown in Figure 1. As with any model, the Pathway reflects a general process for understanding intentional actions. For a given person, the process is not necessarily linear, but may ebb and flow in the rate and direction of movement and cycle between phases of the process. As the subject exerts or demonstrates increased "intensity of effort" around the ideation, planning and preparation, e.g., more attention, time, energy, resources, etc., there is greater risk for harm, and likely a greater impact on others. The steps along the Pathway include:

- **Grievance -** A real or perceived sense of loss, mistreatment, or injustice, often fueling a feeling of being wronged. Most people will experience grievances through life and the vast majority do not engage in acts of violence. However, for those who do engage in targeted violence, grievances (or other motivations) are common precursors.

- **Ideation -** Expressing thoughts or fantasies regarding the use of violence to address a real or perceived grievance. Note that many people have occasional or fleeting thoughts of violence in response to perceived grievances, yet most do not act on them or move forward along the Pathway. Knowledge that someone is thinking about violence does not confirm that a danger exists but should raise the possibility that the subject is struggling with a grievance.

- **Planning -** Giving thought and consideration not only to the idea of violence, but also to the who, what, when, where, and how of doing so. Expressions may begin to reference timing, location, targets, means, methods, etc. The subject may seek out and gather information regarding their plan and other incidents of targeted violence to learn from other perpetrators.

- **Preparation -** Beyond just having or acquiring weapons, this stage involves attempts to prepare for the violence and to develop or acquire the capability to cause harm to the intended target(s). Subjects try to obtain the means to fulfill their plans, which may be weapons, tools, and clothing to match their fantasies. Subjects may seek or take advantage of opportunities and circumstances that support their plans. Subjects may conduct surveillance or probe boundaries or security systems to see if they can assess areas where they do not belong or get close to people in ways that are inappropriate or atypical.

- **Implementation -** The subject initiates the operationalized plan once reaching a point where they perceive themselves as capable of doing so. Capability is based on the subject's perceived skill to cause harm and their will to do so.

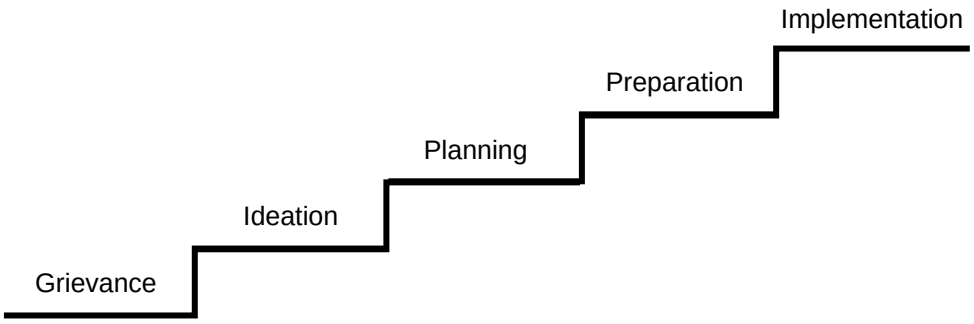


Figure 1: the *Pathway to Violence*

As a subject moves to the right along the pathway, there is often an escalation in the rate of movement (i.e., a flurry of activity or energy burst), or changes in the frequency of behaviors causing concern (e.g., a number of concerns over time), or a sudden change in their patterns of behavior. Where a subject has caused numerous concerns over time and then suddenly there is no more information about concerns regarding the subject (i.e., they "go off the radar"), the TAT should check whether the concerning behavior has stopped, the subject has become more covert in their actions, or community members have stopped reporting concerns.

Research indicates that while targeted violence incidents are rarely spontaneous and impulsive, they can escalate rapidly from ideation through implementation. That is, the time span between the subject's decision to cause harm and the actual incident may be short. This may be expedited by a sense of desperation for resolution, lack of concern for consequences, or the influences of others encouraging escalation (e.g., through social media or direct communications). Consequently, when there are indications that a subject may pose a threat to the school community, threat assessment teams will need to move quickly to inquire about and intervene in that planning or preparation.

The steps along this pathway indicate opportunities to observe, identify and intervene with threatening and/or aberrant behaviors that cause concern for violence by, or the well-being of, the individual. Frequently, information about an individual's ideas, plans and preparations for violence can be observed before violence can occur. However, information is likely to be scattered and fragmented. For example, a teacher may see a certain set of behaviors of an individual in her class, a coach observes other behaviors or expressed thoughts by the individual, a school resource officer has other concerns, and a school administrator is aware of certain conduct violations. The challenge, and the key, is to act quickly upon initial reports of concern, gather other pieces of the puzzle, and assemble them to determine what picture emerges.

Guiding Principles

The fact that most individuals engaged in pre-incident planning and preparation, and frequently shared their intentions, plans, and preparations with others, suggests that the information about targeted violence is likely to be uncovered through a sound threat assessment process.

To determine the risk of a threat, the School Threat Assessment Team focuses on actions/behaviors, communications, and specific circumstances that might suggest that an individual intends to engage in violence and is planning or preparing for that event. The threat assessment process is centered upon an analysis of the known (or reasonably knowable) behavior(s) in a given situation.

School Threat Assessment Teams train to focus on the following core principles of threat assessment and management:

1. **Effective assessment is based upon facts and observations of behavior, rather than on characteristics, traits, or profiles.** Perpetrator profiles do not provide a reliable basis for making judgments of the threat posed by a particular individual. The threat assessment process examines the behavior of the subject in relation to the context, issues, challenges, and resources involved. This provides for an individualized, holistic, and contextually based assessment of and response to the situation.

2. **Targeted violence is the end result of an understandable, and often discernable, process of thinking and behavior.** This is often referred to as the *Pathway to Violence*, discussed above.

3. **Violence stems from an interaction among the *S*ubject(s), *T*arget(s), *E*nvironment/Systems, and *P*recipitating Incidents (STEP).** Identifying, assessing, and managing potential acts of violence or other harm requires a comprehensive and holistic perspective of the situation involving the following key domains and their interaction:

    a. **S** – Is the **Subject** engaging in behavior(s) that may pose a threat of violence or harm to self or others, or significant disruption, or otherwise indicate a need for assistance or intervention?
    b. **T** – Are **Targets**/others vulnerable to harm, in need of or protective actions, impacted by the situation, or otherwise indicate a need for assistance or intervention?
    c. **E** – Are there **Environmental**/systemic issues contributing to or impacting upon the situation?
    d. **P** – Are there reasonably foreseeable **Precipitating events** that may impact the situation?
    e. **PLUS** – Are there actions the threat assessment team can facilitate (to address any concerns noted), beyond those already being effectively done?

4. **Violence is a dynamic process.** No one is either always dangerous or never dangerous. The level of concern depends on the totality of the situation. An assessment is only as good as the quality of information on which it was based at the time that it was made. Threat assessment and management involves ongoing review, re-assessment, and modification of intervention strategies through the point at which the case is adequately resolved.

5. **Threat assessment is about prevention, not prediction.** School Threat Assessment Teams do not try to predict whether an individual is a violent person. Instead, TATs try to determine under what circumstances an individual might become violent or engage in other harmful or significantly disruptive behaviors, what the impact of the situation is upon others (even when an individual poses no identifiable threat), what environmental/systemic factors may be contributing to the situation, and whether there are any precipitating events on the foreseeable horizon.

6. **Social media and online activity are critical considerations in many cases.** Individuals of concern, and those concerned about them, often use social media to express such concerns. For those who may pose a threat, their expression of grievances, violent intent, planning, and preparation can often be observed in online activities.

7. **A central question in a threat assessment inquiry is whether an individual poses a threat (i.e., is building the capability to cause harm), not just whether the person has**

made a threat (directly expressed intent to harm). Research on serious targeted violence in schools and workplaces has found that few perpetrators directly communicated a threat to their target before the violence. In most incidents, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. The absence of a direct threat should not, by itself, cause a team to conclude that a subject does not pose a threat or danger to self or others.

8. **The relationship between mental illness and violence is complex.** Most people living with mental illness will not be violent toward others. Most people who are violent are not mentally ill. The presence of serious mental illness increases general risk of violence, but it is not the major factor that it is perceived to be and is almost never the sole or primary explanation for a violent act. Other risk factors, e.g., having a history of violence, childhood exposure to violence, or substance abuse or dependence, have more significant correlations with violence overall. When considering targeted violence, substantially higher rates of severe mental illness have been observed among adult mass murderers, public figure attackers, and lone actor terrorists than in the general population. However, even for many of these, having a mental illness was less of a factor for violence risk than was the cessation or lack of adequate treatment for the illness. For threat assessors dealing with a subject of concern, the symptoms and behaviors associated with the subject's mental illness (versus the diagnosis) can be significant factors impacting a case.

9. **An inquisitive, objective, and diligent mindset is critical to successful threat assessment and management.** Those who carry out threat assessments must strive to be thorough, diligent, accurate, and fair, continuing throughout the assessment process both to gather pieces of information and to fit the pieces into a larger picture to gain understanding of the context and situation. One hallmark of a good inquiry or investigation is corroboration or fact-checking. Where possible, it is important to see where information from one source is confirmed by (or with) information from another source.

10. **A collaborative and coordinated approach between systems within the school and community are critical for an effective threat assessment and management process.** Effective working relationships and collaborations with services and programs both within the school, e.g., school psychologist, school social worker, school counselor, school-based mental health clinicians, administrators, disciplinary officers, human resources, etc., and the broader community, e.g., mental health providers, juvenile justice system, child welfare agencies, law enforcement, etc., are critical to identifying, assessing, and managing individuals who are on the Pathway to Violence.

11. **Essential elements of an effective threat assessment and management process.** Research and practice have shown that, to establish and sustain an effective behavioral threat assessment and management process, organizations must have a systemic process that:

    a. Utilizes an effective and relevant multi-disciplinary approach that enhances the team's ability to address all threats;
    b. Enables community engagement and centralized awareness of developing concerns through an active outreach program;
    c. Conducts a thorough holistic and contextual assessment of the situation (e.g., using the STEP framework);
    d. Implements proactive and integrated case management strategies (e.g., using the STEP framework);
    e. Monitors and re-assesses cases on a longitudinal basis;

f. Conducts all practices in accordance with relevant laws, policies, and standards of practice; and
g. Sustains a focus on continuous improvement of the process and adapts to challenges and changing needs.

Exhibit - Threat Assessment Documentation

Imminent threats require immediate containment and action to protect the District's environment and/or identified or identifiable target(s). A School Threat Assessment Team does not document its activities in response to an imminent threat until after the threat is contained.

The Virginia Center for School and Campus Safety has created a model *School Threat Assessment and Management Form* (Form) containing six parts, on pages 108-126 in a publication entitled *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services at: https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg-dec2022_mpd.pdf.

The Form contains investigation questions designed to help a School Threat Assessment Team gather information to identify, assess, classify, respond to, and manage threats of targeted violence to the District's environment. Modify the questions on the Form to reflect the District's local conditions and each School Threat Assessment Team's specific building needs. Members of the School Threat Assessment Team should use the Form to document threat assessment activities and in conjunction with 4.190-AP1, *Targeted School Violence Prevention Program*; 4.190-AP2, *School Threat Assessment Team*; 4.190-AP2, E1, *Principles of Threat Assessment*; 4.190-AP2, E3, *Threat Assessment Key Areas and Questions; Examples*; 4.190-AP2, E4, *Responding to Types of Threats*; and 4.190-AP2, E5, *Threat Assessment Case Management Strategies*.

Consult the Attorney for the District for recordkeeping procedures when or if the information gathered and entered in the Form is placed in a student's temporary record. See also Board Policy 7.340, *Student Records*.

Exhibit - Threat Assessment Key Areas and Questions; Examples

This exhibit provides examples for Building-level School Threat Assessment Team members to use when assessing reports of threats to the District's environment. School Threat Assessment Team members use this exhibit to assess a threat while following 4.190-AP2, *School Threat Assessment Teams*.

Key Areas of Assessment

Review and use the following **key areas** of assessment. This is not intended as an exhaustive or complete list of areas of assessment. Additional questions may be asked for clarification and/or to probe more deeply to fully understand the circumstances.

Before conducting an interview with a subject of concern (subject): (1) learn the facts that brought the subject to the attention of school administrators and others; and (2) review information about the subject's background, interests, and behaviors.

Interview with threat recipient(s)/target(s) and witness(es): Interview, when possible, all persons who witnessed the reported and/or concerning behavior, including the subject and all recipients/targets. Inform the interviewee that the primary purpose of the interview is to gather information about a possible situation of concern with the goals of preventing harm to staff or students, and providing assistance to those involved.

Ask potential targets about their relationship to the subject and any recent interactions with the subject. Gather information about grievances and grudges that may exist in these relationships. Conduct interviews of potential targets with special sensitivity and gather information without unduly alarming them. If the School Threat Assessment Team believes a risk of violence to a potential target exists, offer them any available assistance and support for their safety.

Because the process facilitates increased and revised understanding of issues over time, always review new information and re-evaluate the threat accordingly. Maintain contact with the target to obtain information about any further behaviors of concern, improvements to the situation, or other relevant developments.

Review records and consult with staff who know the subject: Background information may assist the School Threat Assessment Team 's approach to and questioning of the subject. It may also help determine whether the subject poses a threat to particular targets. Knowing background information before the interview may help the School Threat Assessment Team judge whether the subject is forthcoming and straightforward. Areas that may contain helpful background information include:

1. Recent (and perhaps historical) work or school performance history
2. Disciplinary or personnel actions
3. Prior TAT contacts
4. Law enforcement or security contacts at school and in the community
5. Prior critical involvement with mental health or social services
6. Presence of problems in the subject's life
7. Current or historical grievances that may be related to the behavior of concern
8. Online searches: Internet, social media, email, etc.

Interview with the subject of concern: Directly ask a subject who is a staff member or student about their actions and intentions. Many subjects will respond forthrightly to direct questions when they are asked in a non-judgmental manner. This interview could elicit important information that permits the School Threat Assessment Team to understand a subject's situation and identify possible targets, which can assist the assessment of the risk of violence. More leads for further inquiry may also arise.

Interviews send the message to the subject that the District noticed their behavior, and it caused concern. They also provide the subject an opportunity to: (1) tell their perspective, background, and intent; (2) be heard and experience support/empathy where appropriate; and (3) reassess and redirect their behavior away from concerning activities. To a subject who has mixed feelings about attacking, an interview may suggest people are interested in their welfare, and that there are better, more effective, ways to deal with problems or with specific people.
Although interviewing a subject might provide valuable information, relying too heavily on that interview to make judgments about whether the subject poses a threat is likely to present problems. Information offered by the subject may be incomplete, misleading, or inaccurate; and seeking corroboration and verifying information learned during the interview is important.

Key Questions to Ask

Thoughtful consideration of the answers to the following key questions will produce a foundation for the School Threat Assessment Team's response to the main question in its assessment: Does the subject pose a threat of targeted violence toward the District's environment? Note: this is not intended as an exhaustive or complete list of areas of inquiry, but as core areas that support assessment and understanding of the situation, the nature and severity of any risk, and that may guide School Threat Assessment Team interventions. Additional questions may be asked for clarification and/or to probe more deeply to fully understand the situation.

Questions Regarding the Subject of Concern

Inquiry regarding a subject of concern seeks information regarding the nature and severity of concerns, whether the subject may pose a threat of violence or other harm to self or others; or is otherwise in need of assistance or intervention. The inquiry considers all sources of information that may be relevant to gaining as comprehensive an understanding of the subject and their concerns, as circumstance may allow. Consider the presence of risk and protective factors, warning signs, coping skills and support systems that may be relevant to the case.

1. What behaviors are causing concern for or about the subject?

Does the situation or circumstance that led to these statements or actions still exist?

When, where, and in what circumstances do the behaviors tend to occur?

Is there a pattern to the behaviors or a change in pattern of behavior that is causing concern?

If the behaviors have occurred previously, how has the subject dealt with the grievances? What kept them from acting violently?

Has the subject previously come to someone's attention or raised concern in a way that suggested the subject needs intervention or supportive services?

Are the subject's behaviors causing others concern for the welfare of the subject or others?

2. Have there been any concerning, aberrant, threatening, or violent communications?

Were there *directly communicated threats* (threats made directly) to targets or sources of grievances?

Has there been *leakage* (communications to third parties about grievances, ideation, or intent to use violence, planning, or preparation?)

How, e.g., in person, letter, email, diary/journal, social media, website, etc., and to whom, e.g., targets, peers, others, is the subject communicating?

What is the *intensity of effort* (frequency and duration of contact, multiple measures used, multiple recipients or targets of communication) in communications or attempts to address grievance?

Do the subject's communications provide insight about motives/grievances, ideation, planning, preparation, timing, targets, etc.?

Has anyone been alerted or *warned away*?

3. What are the subject's motives and goals?

Does the subject have a major grievance or grudge?

Against whom? What is the relationship between the subject and any identifiable targets?

Are there other motives that support the use of violence, such as a desire for notoriety/fame?

What does the subject seem to want to achieve with the behavior?

Does the subject seem fixated on the grievance, target, or need for justice through violence? *Fixation* may be exhibited through increasing perseveration on person or cause or need for resolution; increasingly strident opinion and negative characterization of target; impact on family and other associates of subject, if present and aware; and/or angry emotional undertone, accompanied by social or occupational deterioration.

What efforts have been made to resolve the problem and what has been the result?

4. Has the subject shown any inappropriate interest in, fascination, or identification with other incidents or perpetrators of targeted violence (e.g., school/workplace attacks, mass murderers, terrorism, weapons, etc.)?

Do they exhibit a heightened interest, fascination, obsession, or fixation with acts of violence?

Do they immerse themselves in exposure to violence through movies, videos, books, video games, social media, etc., to the detriment of other life activities or in ways that negatively impact others?

Identification - a strong desire or need to emulate or be like others - may be with the perpetrators of targeted violence or powerful figures; grievances of other perpetrators; weapons or tactics of other perpetrators; effect or notoriety of other perpetrators; and/or ideologies or groups that support and encourage the use of violence to address grievances.

5. Does the subject have, or are they developing, the capacity to carry out an act of targeted violence?

Are there *Pathway to Violence* (see 4:190-AP2, E1, *Principles of Threat Assessment*) warning behaviors?

Where is the subject along the Pathway? How quickly are they moving?

Are there changes in activity levels or rate of movement or *energy bursts* (flurries of or changes in frequency/variety of activity)? Do certain circumstances or events tend to impact their movement?

Is the subject's thinking and behavior organized sufficiently to engage in planning and preparation?

Is there a history of violence that speaks to capacity or potential targets?

Are there aspects of *novel aggression* (testing limits/boundaries or atypical aggression) when there is no history of violence?

6. Is the subject experiencing hopelessness, desperation, and/or despair?

Has the subject experienced a recent perceived loss, failure, or injustice?

Do they experience shame or humiliation related to the loss, failure, or injustice?

Is the subject having significant difficulty coping with a stressful event? Are there multiple stressors?

Are there indications of *last resort behaviors* (increasing desperation or distress, pressing subject into violence as a position of last resort)?

Has the subject engaged in behavior that suggests they have considered ending their life?

7. Has the subject's behavior indicated or raised concern of need for intervention or supportive services?

Does the subject have difficulty coping?

Are there symptoms of severe, acute, or untreated mental illness, such as:

Significant lack of contact with reality (hallucinations, delusions, or extreme wariness, distrust, or paranoia)

Symptoms that impact the subject's perception of grievances or how others respond to subject

Significant or sustained agitation or anxiousness

Significant or sustained depressed mood

Alcohol or other drug use/abuse

Pervasive patterns of maladaptive behavior

Does the subject have access to treatment resources? If so, are they actively engaged in those services and compliant with the treatment plan and/or prescriptions?

8. Does the subject have protective factors, stabilizers, or buffers that inhibit use of violence?

Several factors may decrease risk or inhibit escalation to violence. Check for these protective factors to see if they are present and stable, absent, or diminishing, or need to be bolstered:

Views violence as unacceptable, immoral

Accepts responsibility for actions

Demonstrates remorse for inappropriate behavior

Respects reasonable limits and expectations

Uses socially sanctioned means of addressing grievances

Values life, job, relationships, freedom

Fears loss of reputation, job, freedom, life

Maintains, uses, and builds effective coping skills

Treatment access, compliance, and engagement

Sustains trusted and valued relationships/support systems

A sustained, trusting, and valued relationship with at least one responsible person can be a key stabilizer and inhibitor to violence. That person can provide support, challenge distorted perceptions or violent ideation and help connect the subject with support. Consider:

Does the subject have at least a friend, colleague, family member, or other person that they trust and can rely upon for support, guidance, or assistance?

Is that trusted person someone that would work collaboratively with the TAT for the well-being of the subject? Does that other person have skill and willingness to monitor, intervene, and support the subject?

Is the subject emotionally connected to and engaged with other people?

Is there a deterioration of support, increased withdrawal, or isolation from, or alienation by prior support systems?

Questions Regarding Potential Targets

Targets (and others impacted by the subject's behavior) may behave or respond in ways that indicate the level of threat they perceive, that increase their vulnerability or diminish their ability to protect themselves, or that reflect needs for assistance or support.

Are targets (or others) indicating vulnerability or concern about, or impact by, the subject's behavior?

Are those who know the subject concerned that he or she might act based on violent ideas or plans?

Are those who know the subject concerned about a specific target?

Are they concerned for the well-being of the subject?

Are targets or others around the subject engaging in protective actions, e.g. distancing, avoiding, minimizing conflict, modifying routines or behaviors, etc., even if they do not define the subject as a threat.

Are targets engaging in behavior or in situations that increase their:

Desirability: A source of the subject's grievances or fuel fantasies for violence.

Availability: The proximity or access between the subject and the target.

Vulnerability: Lack of protective factors or behaviors or coping abilities of the target.

Do targets have adequate coping and support resources?

Are targets or others experiencing stress, trauma, or other symptoms that may benefit from intervention?

Questions Regarding Environmental/Systemic Factors Impacting the Situation

These factors impact or stem from the school/workplace/family environment or systemic issues or challenges that may allow, encourage (or not discourage), or exacerbate the use of violence to address concerns, may inhibit reporting of concerns, or that may impact ability to effectively resolve concerns.

Are there environmental/systemic factors that are impacting the situation?

Systemic, policy, or procedural problems?

Unfair, inconsistent, or biased disciplinary processes?

Silos, gaps, or delays in reporting of concerns?

Poor conflict management skills?

Poor supervisory skills and/or willingness to address?

Inadequate resources to address needs?

School/family/social climate concerns, e.g., harassment, bullying, bias, neglect, or abuse?

Lack of support or treatment resources in the community?

Social influences of others in the environment?

Questions Regarding Precipitating Events

Violence risk is dynamic and situational. It is important to consider not just the current situation involving the subject, target and environment/systems, but also those that may change in the near to mid-term, and whether those changes could make things better or worse for the case.

Are there Precipitating Events that may impact the situation currently and in the foreseeable future?

Common precipitants are related to loss, failures, or injustices, as well as events or circumstances that trigger memories of past grievances, or situations that create unexpected opportunities to act.

Questions Regarding the Integrity of the Threat Assessment Process

What is the consistency, credibility, and completeness of information about the situation?

Are the subject's conversation and story consistent with their actions?

Do collateral sources confirm or dispute what the subject says is going on and how they are dealing with it?

Are there multiple sources? If so, are they providing consistent information?

What gaps exist in understanding the situation? What don't we know?

What bias or misperceptions may be influencing witnesses, targets, TAT members? Consider sources of bias/distortion in our thought processes, including but not limited to:

Confirmation Bias: Seeking and integrating information that supports/affirms our prior beliefs Anchoring: Base final judgment on information gained early on – first impressions may bias future perspectives.

Over-Confidence: Failure to spot limits of knowledge and therefore perceive less risk. Too much faith in ability.

In-Group Bias: Overestimate abilities, value, and credibility of people we know (or are similar to) more than people we do not know or who are different.

Availability: Overestimate likelihood of events that have greater availability in memory due to being unusual, recent, or emotionally salient.

Probability Neglect: Overestimate risks of harmless or low probability events, while underestimate risks of high probability events even when they are not harmless (1/84 chance of dying in vehicle accident vs 1/5,000+ of dying in plane crash).

Fundamental Attribution Error: Place blame for own bad outcomes on external events. When others have bad outcomes, make judgements about them – failure to account for interactions between the person and the situation.

Hindsight Bias: Overestimate predictability of past events based on current knowledge of facts and outcome.

Exhibit – Responding to Types of Threats

After a threat is assessed, use this exhibit with subhead **Responding to and Managing Threats** in 4.190-AP2, *School Threat Assessment Team*. It provides examples of possible responses for School Threat Assessment Teams to consider and is not intended as an exhaustive or complete list.

Imminent Threat Responses

Imminent threats require immediate: containment and action to protect the target, referral to law enforcement, and consultation with the school resource officer. Following containment and action to protect the target, the School Threat Assessment Team becomes involved and follows the procedures set forth in High-Level Threat Responses.

Low-Level Threat Responses

Resolve a low-level threat case with any of the following, as appropriate:

1. No further action;
2. Have involved individuals issue a clarification, explanation, retraction and/or an apology;
3. Refer the individual of concern for disciplinary action in accordance with Board policy; and/or
4. Refer the individual of concern and/or target to school and/or community-based resources.

If the individual of concern and/or target is referred for resources or services, a member of the School Threat Assessment Team is designated to monitor the individual of concern's/target's reactions for a short period of time, to ensure the referral was effective.

When the target is a student the School Threat Assessment Team may, at its discretion, notify the target and their parent(s)/guardian(s). If the parent(s)/guardian(s) are notified, contact them promptly and reassure them that the threat has been resolved. That School Threat Assessment Team may also notify parent(s)/guardian(s) of the individual of concern, so they are aware of the situation and that it has been resolved.

If new information comes to the attention of the School Threat Assessment Team, reassess and update the case management plan.

Moderate-Level Threat Responses

Resolve a moderate-level threat case with any of the following, as appropriate:

1. Protect the target with the following precautions:

    a. Direct supervision to prevent the threat while at school, at school functions, or on the bus.
    b. Caution the individual of concern about the consequences of carrying out the threat.
    c. Notify the target and (if he/she is a student) the target's parent(s)/guardian(s) of the threat, the seriousness of the threat, the identity of the individual of concern who made the threat, and what actions are being taken to support the safety of the target and the school as a whole.

d. When the individual of concern is a student, contact the individual's parent(s)/guardian(s) to assume responsibility for supervising the individual and to enlist their support to prevent the individual from carrying out the threat.

2. Consult with the school resource officer to assist in monitoring and supervising the individual of concern and determine the need, if any, for law enforcement action.
3. Refer the individual of concern for disciplinary action in accordance with Board policy.
4. Refer the individual of concern and/or target for counseling, conflict mediation, or other interventions to reduce the threat and to address the underlying conflict/issues that led to the threat. The Building Principal will involve school-based professionals and/or community-based professionals who can provide assistance and appropriate intervention.
5. Conduct a mental health risk assessment when the School Threat Assessment Team reasonably believes that mental health or disability issues are causing or contributing to the risk of violence. Follow parameters for the mental health risk assessment as outlined in High-Level Threat Responses, below.

<u>High-Level Threat Responses</u>

Resolve a high-level threat with any of the following, as appropriate:

1. Notify law enforcement to contain the threat and to consult regarding school resource officer.
2. Immediately protect the target with the following precautions:

    a. Direct supervision to prevent the threat while at school, at school programs, or on the bus.
    b. Caution the individual of concern about the consequences of carrying out the threat.
    c. Notify the target and (if he/she is a student) the target's parent(s)/guardian(s) of the threat, the seriousness of the threat, the identity of the individual of concern who made the threat, and what actions are being taken to support the safety of the target and the school as a whole.
    d. When the individual of concern is a student, contact the individual's parent(s)/guardian(s) to enlist their support to prevent the individual from carrying out the threat; have either law enforcement or the individual's parent(s)/guardian(s) assume responsibility for supervising the individual of concern.

3. Refer the individual of concern for disciplinary action in accordance with Board policy.
4. Conduct a mental health risk assessment when the School Threat Assessment Team reasonably believes that mental health or disability issues are causing or contributing to the risk of violence. The mental health risk assessment will be conducted by a qualified independent medical/psychological professional who does not have a treatment relationship with the individual of concern. The professional will base their assessment on a review of all available information, including but not limited to an interview of the individual of concern by the professional. The professional will prepare a written report that identifies the problem/conflict that prompted the threat and recommends strategies to address the problem/conflict and to reduce the risk of violence.

    a. The Building Principal will determine the conditions for the individual of concern's readmission to school, which may include requiring the individual to cooperate in a mental health evaluation. If the individual is a student, the parent(s)/guardian(s) will be notified of all readmission requirements and of any failure to comply. A readmission meeting will be held prior to the individual's return to school.

b. The School Threat Assessment Team will attempt to obtain any required signed permission for release and exchange of information with mental health provider(s), if any, and where appropriate, LLEAs.
c. After receiving the mental health risk assessment report, the School Threat Assessment Team will convene to complete and implement a written safety plan that includes immediate steps to prevent the threat from being carried out and a plan for further action before the individual of concern is permitted to return to school or an alternative educational environment. The safety plan will include:

Readmission conditions;
Interventions, such as counseling or medication, that are needed to reduce risk;
Scheduled follow-up contact with the individual of concern (and parent(s)/guardian(s) if individual of concern is a student) to assess changes in risk and update the safety plan over time, until the perceived threat is resolved; and
The identities of person(s) responsible for monitoring and verifying that the safety plan is being followed.

A student/staff member should only be removed if the threatening behaviors engaged in by the individual of concern are a violation of the code of conduct/Board policy, and when all applicable disciplinary procedures are followed.

In the event that applicable disciplinary procedures are not available to school-based staff, and the school administration or School Threat Assessment Team believes the individual of concern poses a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services as provided in federal regulations implementing the Americans with Disabilities Act of 1990 (ADA) at 28 C.F.R. §35.139, the ADA's direct threat standard may be applied. Before applying the ADA's direct threat standard, the Building Principal will contact the District's Director of Special Education and Attorney for the District.

Exhibit – Threat Assessment Case Management Strategies

Case management is a critical component of Building-level School Threat Assessment Team work. School Threat Assessment Teams use this exhibit to examine types of research-based case management strategies when developing a case management plan in response to a threat. Types include: subject-based, target-based, environmental/systemic, and monitoring for the impact of precipitating events on case management. See subhead **Responding to and Managing Threats** in 4.190-AP2, *School Threat Assessment Team*.

Case management integrates interventions, as appropriate, across the following relevant domains:

S De-escalate, assist, refer, correct, contain, or control the **Subject** who may pose a threat of violence, harm, or significant disruption to self or others; or otherwise indicate a need for assistance or intervention;

T Decrease vulnerabilities, provide support and assistance for the **Target**/others impacted or otherwise indicating a need for assistance or intervention;

E Address **Environmental**/systemic issues to minimize impact, escalation, or recurrence;

P Prepare for and mitigate against **Precipitating events** that may impact the situation; and

PLUS Are there any actions the School Threat Assessment Team can or should facilitate to address any concerns noted, beyond those already being effectively done?

Subject-Based Case Management Strategies

Schools regularly use many of the following examples of interventions or strategies to address situations involving concerning, aberrant or threatening behavior. School Threat Assessment Team s should consider a broad range of interventions that may de-escalate, assist, refer, contain, control or redirect the subject away from plans and preparation for violence; and toward engaging with others, problem solving, adapting, and improving their coping skills and well-being. Examples include, but are not limited to:

1. Check-in/check-out to maintain channel of communication and engagement (with subject) to:

    a. Gather information
    b. Build rapport and relationship
    c. Decrease isolation
    d. De-escalate volatile reactions
    e. Provide feedback and mentoring
    f. Monitor reactions to grievances, interventions, and precipitating events

2. Problem-solving about legitimate grievances

3. Parent/family involvement

4. Referral for assistance or support services, such as:

    a. Academic/work assistance

b. Special education IEP or Section 504 accommodations
c. Alternative schooling/work
d. Social skills training
e. Conflict resolution training/anger management
f. Behavioral contracting
g. Modification of classroom assignment or work schedule
h. Involvement in extracurricular activities
i. Performance improvement plans
j. Peer coaching/mentoring

5. Welfare/well-being checks
6. Counseling/mental health services, such as:

a. Check-in/check-out with school counseling staff
b. Ongoing support with school counseling staff
c. Outpatient counseling/mental health care
d. Emergency psychiatric evaluation

7. Independent medical/psychological evaluations, such as:

a. Clinical violence risk and *direct threat* evaluation
b. Fitness for duty evaluation

8. Referral for disciplinary measures, such as:

a. Subject confrontation or warning
b. Administrative orders for no contact or communication
c. Detention
d. Suspension
e. Termination/expulsion

9. Referral/notification to law enforcement or criminal justice system

a. Law enforcement/juvenile justice involvement
b. Court-issued protective orders
c. Diversion programs

School Threat Assessment Teams select intervention strategies with the greatest potential for addressing short-term crises as well as longer-term preventive power. While holding students and staff accountable for their actions, school administrators will be fair and reasonable in disciplinary responses. Disciplinary responses may be combined with other actions such as parent/guardian conferences, modifications of student classroom assignment or schedule, and referrals to in-school and community-based programs.

School Threat Assessment Teams recognize that even fair and reasonable discipline can be perceived by the subject as punitive discipline, which may lead to escalating threatening behavior. Suspension, expulsion, or termination may risk triggering an immediate or delayed violent response unless they are coupled with containment and support. Suspension, expulsion, or termination options that focus solely on accountability and controlling the subject do not address the ongoing challenges of:

1. Moving the subject away from thoughts, plans of, and capacity for violence and/or disruption;

2. Connecting the subject to resources (when needed);
3. Mitigating organizational/systemic factors; and
4. Monitoring the subject when he/she is no longer connected to the District.

In addition, a student who is suspended or expelled is often under less supervision than if he/she were to remain in a school setting. A student who is expelled may conclude: "I have lost everything. I have only a short time to act. I will give them what they deserve." School Threat Assessment Teams consider and plan for those responses by using separation strategies intentionally, being aware of their limitations, and anticipating their consequences.

Target-Based Case Management Strategies

School Threat Assessment Teams attempt to minimize risk and negative impact on identified or identifiable targets and seek to maintain contact with targets (where appropriate) to help monitor the actions and impact of the subject of concern. Examples of target-based case management strategies include, but are not limited to:

1. Strategies for Targets

    a. Set clear limits and boundaries with the subject regarding communications and contact.
    b. Document all contacts with the subject using a log noting the date/time/means of contact, nature of contact, witnesses, and impact on the target.
    c. Monitor communications for changes/escalations by the subject.
    d. Avoid contact with or response to the subject - do not reinforce the subject's attempts to get a response.
    e. Minimize reactivity to the subject's actions.
    f. Minimize publicly available information especially with social media and phone, e.g., by scrubbing Internet information, checking privacy settings on social media applications.
    g. Maintain/enhance situational awareness.
    h. Vary routine - be careful about consistent habits.
    i. Develop contingency plans for avoidance or escape from the subject, shelter, situational awareness, and personal safety.
    j. Use support systems - being/feeling like a target can be stressful.
2. Organizational Strategies for Reducing Target Vulnerability

    a. Engage/liaise with target - assign a team member as a point of contact for support and assistance.
    b. Change work/class schedule (hours and/or location).
    c. Change/enhance security in work/class location.
    d. Notify staff who can help monitor if the subject is present or posing a threat to target.
    e. Security staffing
    f. Safety escorts
    g. Fear management
    h. Counseling/employee assistance program referrals

Environmental/System Case Management Strategies

School Threat Assessment Teams take a holistic view of the situation, monitoring for underlying systemic causes that may be contributing not just to a given case, but perhaps to a range of cases over time. This level of intervention focuses on group and subgroup behavior, not just that of the subject or target. Strategies include, but are not limited to:

1. Address systemic, policy, or procedural problems.
2. Address reporting gaps/delays.
3. Intervene with associates that support violent behavior.
4. Enhance conflict management skills of groups.
5. Bullying prevention/intervention programs
6. Enhance supervisory skills and accountability.
7. Enhance school/workplace climate by building a safe, caring, and connected community. School Threat Assessment Teams work best in schools that have an overall safe climate, where students and employees feel respected and feel that situations are handled fairly. Connection through human relationships is a central component of a culture of safety and respect. The principle objective of school violence-reduction strategies is to create cultures and climates of safety, respect, and emotional support within the school. Strategies to support and enhance a positive school/workplace climate include, but are not limited to:

    a. Effective communication among and between school staff, students, and parents/guardians.
    b. School climate assessments and intervention with identified issues.
    c. Emphasis on school connectedness.
    d. Strong but caring stance against a code of silence.
    e. Bullying/harassment prevention and intervention.
    f. School-law enforcement partnerships, including well-trained school resource officers.
    g. Collaborative relationships with mental health, social services, and other community-based resources.
    h. Planning and preparation to deal with, respond to, and recover from potential crises.
    i. Physical security and crime prevention through environmental design.

<u>Monitoring for the Impact of Precipitating Events on Case Management</u>

School Threat Assessment Teams recognize that cases do not occur in a vacuum and that life continues while they are assessing and intervening with a given case. School Threat Assessment Teams maintain an ongoing, longitudinal approach to anticipating, monitoring for, and (to the extent possible) managing the impact of potential precipitating events such as:

1. Minimize unnecessary precipitants where possible (look to systemic issues that unnecessarily impact cases).
2. Consider the impact of the timing and location of interviews.
3. Monitor and plan for loss/injustice impacting the subject, e.g., job or income, status, relationship, health, rejection/ostracization, etc.
4. Monitor and plan for key dates/events in the process of case management, such as:
    a. Anniversaries, e.g., date of beginning of relationship, date of end of relationship, date served with court orders/separation documents, birthdays, holidays, etc.
    b. Hearings
    c. Court dates
    d. Service of notice about outcomes
5. Monitor for reactions to administrative/court actions.
6. Monitor for reactions to case management/interventions.
7. Monitor for contagion effect of other high profile or locally significant acts of violence.

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent will report during the Board's regular meetings field trips and co-curricular athletic or other activity trips that involve overnight stays, out-of-state destinations, and/or a distance of 200 or more miles from school.

The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip:

- Educational value
- Distance to be traveled
- Location
- Travel arrangements
- Fees
- Parent concerns
- Insurance carrier's liability feedback (if any)
- Safety considerations
- Heightened security alerts
- Whether trip is an annual event

On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students:

1. Shall be given the opportunity to consent to their child's participation in any field trip, and

2. Are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board Policy 4.140, *Waiver of Student Fees*.

All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

No District employee or staff member shall take or accompany any student on a privately arranged trip related to or arising out of the student's participation in a course, a club, or co-curricular athletics or activities (e.g. foreign language trip, band trip), or with an educational tour group or travel company (e.g. Explorica, ACIS, EF Educational Tours), without first notifying the Superintendent or designee in writing of the trip prior thereto and providing the Superintendent or designee with a signed Privately Arranged Trip Acknowledgment, Waiver, or Release form for each student going on the trip. Professional, ethical, and lawful behavior is expected of all District employees and staff

members on privately arranged trips. All District staff members must comply with Administrative Procedure 5.120-AP2, *Employee Conduct Standards* and all teachers must comply with Exhibit 5.120-E1, *Code of Ethics for Illinois Educators*.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4.140 (Waiver of Student Fees), 6.10 (Educational Philosophy), 7.10 (Equal Educational Opportunities), 7.270 (Administering Medicines to Students)

Administrative Procedure - Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities

The District follows the special education procedures prepared by the Ill. Council of School Attorneys (ICSA) and Illinois Association of School Boards (IASB)available at: https://www.iasb.com/policy-services-and-school-law/guidance-and-resources/special-education/special-education-procedures-and-sample-policies/.

Adopted: August 11, 2010
Reviewed: July 2024
Amended: August 21, 2024

Administrative Procedure - Field Trip Approval Process

Use this procedure for any field trips or school-sponsored trips with students. Coaches and sponsors do not need to use this procedure for regularly scheduled co-curricular athletic or activity contests unless the trip involves an overnight stay, out-of-state destination, and/or a distance of 200 or more miles from school.

Actor	Action
Teacher, Coach, or Sponsor seeking consent for a school-sponsored trip with students	Submits a completed Exhibit 6.240-E1, *Field Trip Request Form* electronically to the Building Principal. The completed request must specifically describe each of the following: 1. The trip, including possible dates, destination, and experience 2. The trip's relationship to curriculum and/or educational objectives 3. Transportation requirements 4. Supervision plans that include, among other things, plans for at least two adult supervisors to be present with every grouping of students 5. The students who will be involved 6. The alternative experience that will be provided non-participating students 7. A summary/evaluation of any previous similar trip.
Building Principal	Uses the following factors to analyze the trip request, as appropriate: 1. Educational value 2. Distance to be traveled 3. Location 4. Travel arrangements 5. Fees 6. Parent concerns 7. Insurance carrier's liability feedback (if any) 8. Safety considerations 9. Heightened security alerts 10. Whether trip is an annual event Approves or disapproves of the trip request
Teacher, Coach, or Sponsor	Provides list of all participating students to the Building Principal Collects fees from all participating students' parents/guardians and provides them to the Building Principal or designee or directs parents/guardians to the appropriate payment portal or designee for payment Recruits parents/guardians for supervisory roles, as appropriate, and submits a list with contact information to the Building Principal

Actor	Action
Parents/guardians	Consents to student's participation in trip during Online Registration or using Exhibit 6.240-E2, *Parent/Guardian Field Trip Consent and Release Form*. If the student is participating, pays all applicable fees for entry, food, lodging, transportation, or other costs. The District will pay such costs for students who qualify for free and reduced school lunches in accordance with Board Policy 4.140, *Waiver of Student Fees*.
Building Principal or designee	Notifies school nurse of participating students. Ensures the parents/guardians of all students participating in the field trip have consented to the student's participation during Online Registration or using Exhibit 6.240-E2, *Parent/Guardian Field Trip Consent and Release Form*. Exhibit 6.240-E2, *Parent/Guardian Field Trip Consent and Release Form* must be received from all participating students' parents/guardians: (1) where the field trip involves an overnight stay, out-of-state destination, and/or a destination that is a distance of 200 or more miles from the school; or (2) who have not consented to field trips during Online Registration. Ensures all supervisors for the trip have completed a volunteer background screening Makes final transportation arrangements using Versatrans Triptracker.
School Nurse	Determines if participating students require medication during the trip. Exhibit 7.270-E1, *School Medication Authorization Form*, and all accompanying medication, must be completed and received by the school nurse a minimum of one week prior to the field trip in order for medication to be taken by the student. Completes Exhibit 7.270-E3, *Checklist for Delegation of Administration of Oral Medications by the School RN to Unlicensed Assistive Personnel (UAP)*.
Teacher, Coach, or Sponsor	Receives training from school nurse using Exhibit 7.270-E3, *Checklist for Delegation of Administration of Oral Medications by the School RN to Unlicensed Assistive Personnel (UAP)* for any students requiring medication during the field trip. Ensures all supervisors have the following: 1. Names of all student participants and supervisors 2. Names and specifics of students with special needs 3. Name/phone number of emergency contacts for all students and supervisors 4. Date/time and specific destination of trip 5. Departure/arrival times both to and from destination 6. Name and phone number of transportation company and primary contact in case of emergency

Actor	Action
	7. Name/phone number of contact at destination 8. Once at destination, where to go in case of an emergency 9. Final supervisor assignments and individual assignments 10. For overnight trips, Exhibit 6.240-E4, *Overnight Field Trip Guidelines* After a trip, evaluates the trip and provides the Building Principal with the evaluation.

Exhibit –Field Trip Request Form

To be submitted by the Teacher/Sponsor and received by the Building Principal at least two (2) weeks before the trip.

School:_____ Date(s) of Trip:_____

School Phone: _____ Destination Phone: _____

Sponsor Phone: _____ First Student Phone: _____

Departure Time from School:_____ Arrival Time at Destination:_____

Departure Time from Destination:_____ Arrival Time Back to School:_____

Grade/Group Making Trip: _____ Number of Buses Needed: _____

Total Number to Make Trip:_____ Rain Date: (*Confirm with Transportation)*_____

Destination:_____

Address:_____

Do you have: Directions? ☐ Yes ☐ No Pick up Point? ☐ Yes_____ ☐ No

Trip is: ☐ Educational ☐ Club ☐ Athletic ☐ Contests ☐ Spec. Ed. ☐ Team ☐ Other

Special arrangements checklist: ☐ Allergy Protocol ☐ Skyward student emergency contact list
☐ First aid kit ☐ Plan for other special needs

Provide a brief description of the trip, the students who will be involved with the trip, and a summary/evaluation of any previous similar trips:

Describe any applicable alternative experience for non-participating students:

How does this experience relate to curriculum and/or the District's educational objectives?

Is this an overnight trip, out-of-state trip, or trip to a destination 200 or more miles from the school? ☐ Yes ☐ No

Attach supervision plans (must include plans for at least two adult supervisors to be present with every grouping of students)

Teacher/Sponsor Signature:_____ Date: _____

Exhibit - Parent/Guardian Consent for Field Trip and Release

This form must be completed and submitted to the Building Principal for all trips that involve an overnight stay, out-of-state destination, and/or a destination that is a distance of 200 or more miles from school or where the parent/guardian has not consented to field trips during Online Registration.

PLEASE PRINT

Student's Name: _____

School: _____ **Grade:** _____

Teacher/Coach/Sponsor: _____

Name of Parent/Guardian: _____

Name of Field Trip: _____

Destination of Field Trip: _____

Date(s) of Field Trip: _____

Description of Field Trip: _____

_____

_____

Does the Student Require Medication During the Field Trip: ☐ Yes ☐ No

(EXHIBIT 7.270-E1, *SCHOOL MEDICATION AUTHORIZATION FORM*, AND ALL ACCOMPANYING MEDICATION, MUST BE COMPLETED AND RECEIVED BY THE SCHOOL NURSE A MINIMUM OF ONE WEEK PRIOR TO TRIP)

RETURN THIS FORM TO THE SCHOOL BY (Date): _____

CONSENT AND RELEASE

I, Parent/Guardian, of the Student indicated above consent to Student's participation in the Field Trip. I acknowledge that Student's participation in the Field Trip is purely voluntary and there are certain known and unknown risks which could result in physical or emotional injury or damage to the Student or Student's property. In consideration for my Student's participation in the Field Trip, I hereby release Community Unit School District No. 5, McLean and Woodford Counties, Illinois (a/k/a McLean County Unit District No. 5), its current and former Board members and officers, administrators, employees, teachers, coaches, sponsors, and volunteers, together with their respective insurers and attorneys, whether in their individual or official capacities, from any loss, claim, demand, damage, cost, or liability for injuries or damages arising from my child's travel to or participation in the Field Trip.

_____ _____
Signature of Parent/Guardian Date

_____
Adopted: April 24, 2013
Reviewed: April 2024
Amended: August 21, 2024

Exhibit – Privately Arranged Trip Acknowledgment, Waiver, and Release

Name of Student:_____

Name(s) of Parent(s)/Legal Guardian(s):_____

Location of Privately Arranged Trip:_____

Date(s) of Privately Arranged Trip:_____

Reason for Trip:_____

I/We, the undersigned student and parent(s) or legal guardian(s) of the student, acknowledge that neither Community Unit School District No. 5, McLean and Woodford Counties, Illinois (the "District") nor any school in the District sponsors or is responsible for any privately arranged trip, including those related to or arising out of the student's participation in a course, a club, or co-curricular athletics or activities (e.g. foreign language trip, band trip), or led by District staff members or arranged with educational tour groups or travel companies such as Explorica, ACIS, or EF Educational Tours. I/We further acknowledge there are inherent risks associated with any trip, whether inside or outside the United States of America, which could result in physical or emotional injury or damage to persons or property, including, but not limited to, increased risk of disease or being the victim of a criminal act. In consideration of said acknowledgments, I/We do hereby agree to release, discharge, reimburse, indemnify and hold harmless the District, its current and former Board of Education members and officers, administrators, employees, teachers, coaches, sponsors, and volunteers from any loss, claim, demand, damage, cost or other liability whatsoever, arising out of or in any way connected with the student's participation in the privately arranged trip. I/We expressly agree and promise to accept and assume all of the risks arising out of or in any way connected with the student's participation in the privately arranged trip or travel associated with the privately arranged trip.

_____ _____
Parent/Guardian Student

Date:_____ Date:_____

_____
Parent/Guardian

Date:_____

_____
Adopted: December 13, 2017
Reviewed: July 2024
Amended: August 21, 2024

Exhibit – Overnight Field Trip Guidelines

Overnight trips are an opportunity to provide students with enriching experiences that are not available locally. However, we understand that overnight trips may also bring up possible questions from students and their families regarding room assignments. Therefore, we want to share the following expectations:

- The District preference is for accommodations to be arranged such that students sleep one student per bed. It is acceptable to have more than two people per room as long as the sleeping arrangements still allow for one per bed. (Examples to allow for this include: rollaway beds, air mattresses, etc.).

- Attempts should be made to honor students' requests for roommates, when possible.

- Parents and guardians will be made aware of the rooming assignments, at least 72 hours in advance of the trip. If a parent/guardian has a concern regarding that assignment, they should contact the coach or sponsor for the trip, no later than 48 hours before departure. The coach or sponsor should contact the Building Principal about any parent concerns and how to work through those.

- The group, sport, or club coaches or sponsors have the discretion to make room assignments and any necessary changes.

- All Board policies, procedures, and directives from District administration must be followed for overnight trips.

- When not feasible to allow for one student per bed, these **additional** expectations apply:

    - When offering rooms that allow for more than one student per bed, active consent from parents to allow this will be required. Active consent would include a signed permission slip indicating the number of students being placed in a room and the number of beds available.

These guidelines apply to all District school-sponsored overnight trips.

Note: Non-school sponsored privately arranged trips may follow different rules.

Administering Medicines to Students

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

Except when: (1) the school nurse or a delegated school employee administers or supervises a student's self-administration of limited over-the-counter medications; or (2) the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician; no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. A parent/guardian may opt-out from the administration by or supervision of a student's self-administration by the school nurse or delegated school employee of limited over-the-counter medications during online registration or by completing Exhibit 7.270-E9, *Parent/Guardian Opt-Out from Administration or Self-Administration of Limited Over-the-Counter Medications*.

Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in this policy; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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

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

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g.: EpiPen® and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian and licensed healthcare provider with prescriptive authority have completed and signed a *School Medication Authorization Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school

employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. A qualifying plan means: (1) an asthma action plan; (2) an Individual Health Care Action Plan; (3) an allergy emergency action plan; (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Limited Over-the-Counter Medication

The Superintendent or designee may maintain a supply of undesignated limited over-the-counter medications in the name of the District and provide or administer them as necessary consistent with this Policy. This may include but is not limited to: normal saline skin cleanser, Lubriderm lotion, anti-itch cream, eye irritation relief drops, contact solution, orajel, antibiotic ointment, first aid and burn cream, and numbing wipes.

School District Supply of Undesignated Asthma Medication

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

District Supply of Undesignated Epinephrine Injectors

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

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone

hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. *See* the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

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

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

Administration of Medical Cannabis

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

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

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

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

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

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

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

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.
Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

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

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

Void Policy

The **School District Supply of Undesignated Limited Over-the-Counter Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a standing order for undesignated limited over-the-counter medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's standing order for undesignated limited over-the-counter medication.

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

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

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

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

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

Administration of Undesignated Medication

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

Disclaimers

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

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

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

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

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

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 65% of the SRO salary and fringe benefit total costs annually. 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-AP1 Comprehensive Safety and Security Program, Administrative Procedure 4.190-AP1 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-AP1 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-AP1 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-AP1 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-AP1, 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-AP1, 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 know 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-AP1, 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 and end on 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
Date:_____	Date:_____
ATTEST:	
_____	_____
Secretary	Town Clerk
Date:_____	Date:_____

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING BRIGHAM ELEM SCHOOL	*SURVEY YEAR* 2025
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Russell W middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☐ Building Not in Compliance

07/24/24 — Russell W middleton — *Date* / *Printed Name Architect/Engineer*

Date — *President of Board of Education*

Date — *Secretary of Board of Education*

11/30/2024 — 001-007820 — *Expiration Date* / *License Number*



[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number 19

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The BRIGHAM ELEM SCHOOL school, located at 201 Brigham Sch Rd Bloomington, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on ___.

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 55,260.00.

Name of Architect/Engineer	*Name of Firm*
Russell W middleton	MIDDLETON ASSOCIATES INC.
Phone Number	*Fax Number*
(309) 452-1271	(309) 454-8049.
License Number	*Expiration Date*
001-007820	11/30/2024
Email Address	
russ@middletonassociates.net	[Seal and Signature]



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

FISCAL YEAR 2025
TEN YEAR LIFE SAFETY SURVEY

for

McLean Co. Unit District No. 5

Brigham Elementary School Early Learning Center

201 Brigham Rd., Bloomington, IL 61701

A/E Project No. 2710 0024

DESCRIPTION OF EXISTING CONDITIONS

I. GENERAL

CODE:	HLS Code 185 – original building. HLS Code 175 – 1967 Addition.
ENROLLMENT:	411
CONSTRUCTION:	1956 Original Building Type II, noncombustible construction except Multi-Purpose Room No. 109 – Type III heavy timber construction. 1964 Addition – Type II non-combustible construction. 1967 Addition – Type II non-combustible with direct exterior exiting.
MEANS OF EGRESS:	1956 Original Building – adequate in arrangement & protection. Direct exterior existing from Rooms 113, 114 & 119. 1964 Addition – adequate in arrangement & protection. 1967 Addition – adequate in arrangement & protection.
LOCAL FIRE ALARM SYSTEM:	Fire alarm adequate, addressable, not updated to current audio notification system.
NEAREST FIRE STATION:	Bloomington, four (4) miles. NFBU Class 4.
CITY WATER:	From an approved city water supply with adequate pressure; 3” service line from main on Brigham Rd.

II. CONSTRUCTION DETAILS

YEAR BUILT:	1956- Original Building

1965 Addition
1967 Addition

HEIGHT:

1956 Original Building & 1964 Addition – Plan 'A' building, single story, no basement, enclosed interior, no sprinklered.

1967 Addition – Plan 'A' building additions, single story, no basement, enclosed interior, direct exterior exiting, no sprinklered.

GROUND FLOOR AREA:

21,813 sq. ft. – 1956 Original Building
1,700 sq. ft. - 1964 Addition
18,182 sq. ft. - 1967 Addition
41,695 sq. ft. total

EXTERIOR WALL CONSTRUCTION:

1956 Original Building – exterior walls, 12" masonry consisting of 5" thick precast concrete sections with cores filled with insulation.

1964 Addition – exterior walls, 12" masonry for west & aluminum curtain wall. South & north walls are metal 6" studs with fiberglass insulation & 2" polystyrene & EIFS. Windows are new insulated glass. R value approximately 12.5.

1967 Addition – 12" masonry walls with aluminum curtain wall.

FLOOR CONSTRUCTION:

1956 Original Building – floors of all areas concrete slab on earth. State, stage stairs & stage landings of frame construction were removed in 2010.

1964 Addition – concrete slab on grade

1967 Addition – concrete slab on grade.

ROOF CONSTRUCTION:

1956 Original Building – all areas 8" precast concrete roof deck with rigid insulation & adhered single ply roofing. Central section of original building roof installed in 1994; west wing & south wing installed in 1990. Multi-Purpose Room No. 109k, Workroom No. 112 & Kitchen Storage is single ply roofing over rigid roof insulation over wood deck over laminated wood beams.
1964 Addition – precast concrete roof deck with rigid insulation & ballasted single ply roofing installed in 1990.

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1967 Addition - EPDM roofing over metal roof deck over op[en web steel joist with 1-hr. fire rated lay-in ceiling system, except in Multi-purpose Room No. 139 steel joists are exposed. Spray on 1" thick cellulose acoustical insulation, flame spread rating of 20, is applied to bottom of roof deck. Mulit-Purpose Room roof is EPDM adhered, installed in 1993 & is in good condition. Roof over 1967 Addition was installed new in 2005.

INTERIOR WALL CONSTRUCTION:

1956 Original Building – all interior partitions except Conference Room 112 are of 5¼" thick precast concrete construction. Partition around Conference room 112 are of frame construction with 5/8" fire rated gypsum wall board with all joints taped as finished wall.

1964 Addition – interior partitions of 8" masonry.

1967 Addition – masonry walls of varying thickness. Room No. 133 has been divided into two (2) rooms with a demountable partition

INTERIOR FINISH:

1956 Original Building – all interior finish non-combustible. Flame spread less than 75 (Rule 185.390 j) C).

1964 & 1967 Additions – noncombustible, flame spread less than 25. Multi-Purpose Room No. 139, steel joists are exposed. Spray-on 1" thick cellulose acoustical insulation is applied to bottom of roof deck.

CEILINGS:

Ceilings in the 1956 Original Building are painted concrete slabs. Ceilings in the 1964 & 1967 Additions are 2 X 2 lay-in ceiling with metal grid. There are not ceilings in the Multi-Purpose Rooms 109 & 159.

TRANSOMS AND CEILING LEVEL GLASS:

None on interior walls.

III. EGRESS FACILITIES

GRADE EXITS:

1956 Original Building, 1964 & 1967 Additions adequate in quantity & location with proper hardware.

	Exterior egress pathways between the original and 1967 addition are in very poor condition and contain trip hazardous and areas that collect water and would potentially freeze and be slick.
CORRIDORS:	Adequate in width & height. Report based on "Open Plan" arrangement.
STAIRWAYS:	None.
RAMPS:	1956 Original Building – None 1964 & 1967 Additions – Corridor ramp satisfactory in construction & arrangement, concrete slab on grade.
DOORS:	Doors generally are adequate in dimension, construction and condition unless specifically noted in the survey to have hardware or functional deficiencies. Not ADA compliant in original building as doors are generally 32" wide Required interior egress doors Classrooms to corridors in 1956 Original Building & 1964 Addition were replaced with hollow metal doors in 2009. Corridor doors in general have louvers that are slightly more than 18" high, but were new in 2009, and have been inspected annually since by ROE without comment. For the purpose of this survey, it is assumed they were permitted to install in 2009, this inspection does not have a copy of the permit or plans at that time.
WINDOWS:	1956 Original Building & 1967 Addition - operable windows with insulated glazing are provided in all educational & special educational rooms. 1967 Addition – all windows have been replaced with partial insulated walls and partial operable windows, all thermal break design aluminum with insulated low emissivity glazing.
FIRE ESCAPE:	Not applicable
EXIT SIGNS:	Adequate in type & location.
EMERGENCY LIGHTING:	Adequate in location and operation.

IV. SPECIAL OCCUPANCIES

MULTI-PURPOSE ROOM NO. 109:	Folding bleachers with seating capacity for 175, Class 'C' assembly occupancy. Roof deck flame spread acceptable per Rule 185.390 j) 3) C)
MULTI-PURPOSE ROOM NO. 139:	Class 'C' assembly occupancy. Roof deck flame spread acceptable per manufacturer's product description.
KITCHEN No. 111:	Separated from the remainder of the building by a 30-minute rated construction, enclosing walls are concrete 2 hour equivalent construction. Opening doors properly rated. Hood make-up air & outdoor no special provision provided, simply steals air from the buiding..
STORAGE ROOMS:	All small Storage Rooms have heat detection & Room 140 has 'B' labeled doors / frames.
MECHANICAL EQUIPMENT:	Room No. 115 & Room No. 141 adequate in arrangement & protection. Boilers have been removed.
AUDITORIUM:	None
BOILER ROOMS:	Room 141 – adequate in arrangement & protection.

V. UTILITIES

HEATING, AIR CONDITIONING & VENTILATION:	The energy source for all heating and cooling of the entire building is 90 vertical ground source heat exchanger wells 230' deep and connected by a horizontal pipe manifold about 6' below the surface. The well field is located as shown on the site plan. Around the interior of the building there is a single 4" loop pipe, which provides water, conditioned in the heat exchanger, to heat pumps located in each room. Two (2) circulation pumps in the previous Boiler Room 141 provide water circulation through the interior piping and the exterior ground source wells. Thermostats on each heat pump control the heating and cooling function of the heat pump. There is no gas or electric back-up heating or cooling.
WATER HEATER:	Three (3) gas-fired water heaters: Unit located in Room 115 provides hot water for the 1956 Original Building & the 1964 Addition; capacity 156,000 BTU 82-gallon

installed in 2000.

Unit located in Room 141 provides hot water for the 1967 Addition; capacity 150,000 BTU 82-gallon installed in 2001.

Unit located in Room 111 provides hot water for Kitchen rinse; capacity 86,000 BTU 37-gallon installed in 2000.

INCINERATOR: None

GAS SERVICE: Main gas service is 4" from main in Brigham Rd. Shut-off valve located on west side of Multi-Purpose Room 109. Shut-off valve is properly marked. Service to Boiler Room 141 is located on roof.

ELECTRICAL SYSTEM: Service to the building is 120/208 volt, 800 amps, 60 cycle, 3-phase, 4-wire. The equipment is safely arranged with service entering room No. 141 & secondary distribution through fused & circuit breaker panels. This installation conforms to code requirements.

PLUMBING: Plumbing equipment as installed conforms to code requirements. Sanitary sewer terminates at a city station & a force main transports sewage waste to city gravity system. Domestic water is provided through 3" service from main on Brigham Rd to Room 115.

Building plumbing system is adequate and code compliant. Fixture count is adequate for current population of building.

Girls' & Boys' public restrooms meet IL Plumbing Code (Table B-Minimum number of plumbing fixtures).

Fixture count adequate, exceeds minimum standard of Illinois Plumbing Code.

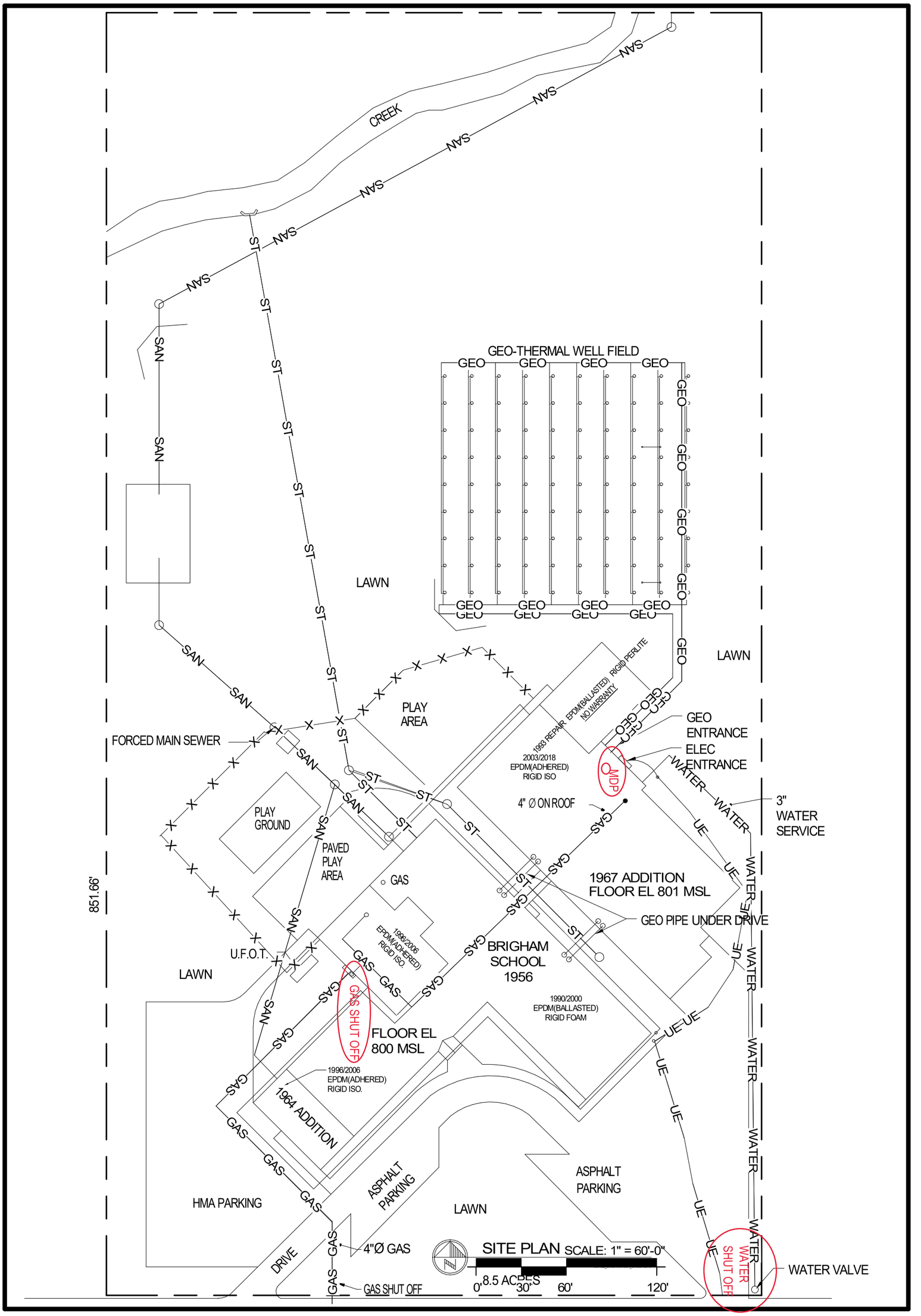
VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM: Simplex addressable panel & remote display at front entrance. system installed in 2008, supervised. Pull stations, strobes horns adequate distribution, locations and satisfactory condition unless noted otherwise in this survey

AUTOMATIC SPRINKLERS: None installed in building & none required.

	AUTOMATIC HEAT DETECTION:	Adequate – located in all Storage Rooms & areas with fuel burning appliances.
	STANDPIPE HOSE LINES:	None
	FIRE HYDRANTS:	Two (2) hydrants on the city street west of the school and one (1) hydrant on the city street east of the school.
	HAND FIRE EXTINGUISHERS:	Located throughout building as required.
VII.	SECURITY SYSTEM	Main entrance at south side “A” doors. Card swipe, camera & door operation controlled in Office. All building exits locked from exterior & remote open sensors.
VIII.	ENERGY CONSERVATION:	Geothermal heating / cooling installed in 2008; received Energy Star Award in 2010. Roof insulation is R-25 or better.
IX.	ASBESTOS ABATEMENT	Asbestos Abatement Manual in Office; ACM Plan evaluated annually.
X.	LEAD-BASED PAINT	Paint in good condition, no chipping or peeling observed. Lead-based paint has been removed or encapsulated in all public areas.
XI.	PAVING	Bus Lane and parking HMA in fair to deteriorated condition Playground: fair condition. Required exit ways between 1956 and 1967 addition concrete in very poor condition and contain many tripping hazards for childeren.

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REVISIONS		
#	DATE	DESCRIPTION

THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THE JOB. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE.

MCUD 5 10 YEAR H.L.S. Survey

BRIGHAM EARLY CHILDHOOD CENTER

MIDDLETON ASSOCIATES · INC ARCHITECTS
1702 W. College Ave.
Suite E
Normal, IL 61761-2793
p: 309-452-1271
f: 309-454-8049
middletonassociates.net

PROJECT NO.	27100024
ISSUE DATE	07/26/2024
SHEET	C1
OF	2 SHEETS

FLOOR PLAN

SCALE: 1" = 30'-0"

0' 15' 30' 60'

LEGEND

1	ROOM NUMBER		FIRE ALARM CONTROL PANEL (FACP)
W1	ROOM CAPACITY		EMERGENCY LIGHTING
		⊗	EXIT LIGHT
1	RECOMMENDATION #	H	MAGNETIC DOOR HOLDER
		D.F.	DRINKING FOUNTAIN
	STROBE	800□ A.M.S.L.	ELEVATION 800□ ABOVE MEAN SEA LEVEL
F.E.	FIRE EXTINGUISHER	100'-0"	BUILDING ELEVATION
D	HEAT DETECTOR		LOCATION OF ELEVATION
F	FIRE ALARM PULL STATION	· · · · ·	PER AREA
	FIRE ALARM HORN - STROBE		

PROJECT NO. 27100024

ISSUE DATE 07/26/2024

SHEET A1

OF 2 SHEETS

MCUD 5 10 YEAR H.L.S. Survey

BRIGHAM EARLY CHILDHOOD CENTER

MIDDLETON ASSOCIATES · INC ARCHITECTS

1702 W. College Ave.
Suite E
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p: 309-452-1271
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THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THE JOB. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE.

REVISIONS

#	DATE	DESCRIPTION

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING COLENE HOOSE ELEM SCHOOL	*SURVEY YEAR* 2024
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Randall Middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☑ Building Not in Compliance



3/10/2024	Randall Middleton
Date	*Printed Name Architect/Engineer*
Date	*President of Board of Education*
Date	*Secretary of Board of Education*
11/30/2024	001-007938
Expiration Date	*License Number*

[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The COLENE HOOSE ELEM SCHOOL school, located at 600 Grandview Dr Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 3/10/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 14,400.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2024
Email Address rand@middletonassociates.net	*[Seal and Signature]*



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**COLENE HOOSE ELEM SCHOOL**

Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	ISBE Adjustment	Estimated Completion Date	Funding Type
1	Multi Purpose Rm. 3	175.60(a	The door closer does not latch (shut) the door to the Kitchen.	Adjust the door closer or replace the closer.	c	c.	Adjust / install new LCN closer.	unit	1	2	$1,000.00		6/11/2025	F
2	Multi Purpose Rm. 3	175.60(a	Double doors of South exit from Multi Purpose Room the left door scrapes the frame at the top and is difficult to open and difficult to close. This could affect the security of the building.	Adjust the door by replacing one or more hinges.	c	b.	Repair or adjust hinges or replace one or more hinges.	unit	1	2	$1,600.00		6/11/2025	F 316
3	North Gymnasium Rm 53	175.60(a	There are sound baffel panels in the joist space. Six of the baffels are hanging by one anchor, the other anchor is broken.	Secure the baffels to prevent falling	f	b.	Install a 5' section of Unistrut or 1" X 1" square steel tube between the lower section of adjacent joists and secure baffels to prevent falling.	unit	6	2	$6,600.00		6/11/2025	F
4	Classrooms 44 & 46	175.60(a	The laminate counter top has broken and the OSB board around the lavatory has expanded due to exposure to water and the edge as become rough and sharp enough to cause cut on hand.	Eliminate the broken and sharp edge around the lavatory.	f	c.	Replace the laminated top or remove the sharp broken edge of the counter top and cover with waterproof sealant for a temporary repair.	unit	2	2	$2,800.00		6/11/2025	F

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**COLENE HOOSE ELEM SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	c.	Adjust / install new LCN closer.	unit	1	2	$1,000.00			6/11/2025	F
2	c	b.	Repair or adjust hinges or replace one or more hinges.	unit	1	2	$1,600.00			6/11/2025	F
3	f	b.	Install a 5' section of Unistrut or 1" X 1" square steel tube between the lower section of adjacent joists and secure baffels to prevent falling.	unit	6	2	$6,600.00			6/11/2025	F
4	f	c.	Replace the laminated top or remove the sharp broken edge of the counter top and cover with waterproof sealant for a temporary repair.	unit	2	2	$2,800.00			6/11/2025	F

317

Original Subtotal	$12,000.00	Adjusted Subtotal	$12,000.00		
Original 10.00% Contingency	$1,200.00	Adjusted 10.00% Contingency	$1,200.00		
Original 10.00% A/E Fees	$1,200.00	Adjusted 10.00% A/E Fees	$1,200.00		
Original Grand Total	$14,400.00	Adjusted Grand Total	$14,400.00		

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

2024 TEN YEAR SURVEY

McLean Co. Unit District No. 5
Colene Hoose Elementary School
600 Grandview Dr., Normal, IL 61761
A/E Project No. 24072318

Colene Hoose Elementary School

DESCRIPTION OF EXISTING CONDITIONS

I. GENERAL

ENROLLMENT:	Kindergarten & Elementary grades 1 through 5, quad 5-K, enrollment 496 pupils as of November 2018, enrollment level, permanent & part-time staff is 68.
CONSTRUCTION:	1965 Original Building - Type II, noncombustible 1967 Addition - Type II, noncombustible 1968 Addition - Type II, noncombustible 2002 Addition - Type II, noncombustible
MEANS OF EGRESS:	Adequate in arrangement and capacity.
LOCAL FIRE ALARM SYSTEM:	No automatic telephone dialer – see Recommendations.
NEAREST FIRE STATION:	Paid engine & ladder company within two (2) miles, ISO Class 3
CITY WATER:	From an approved city water supply with adequate pressure

II. CONSTRUCTION DETAILS

YEAR BUILT:	1965 - Original Building - evaluate to School Code Part 175 1967 Addition - evaluate to School Code Part 175 1968 Addition - evaluate to School Code Part 175 2002 Addition - evaluate to School Code Part 175 2018 Addition evaluate to 2017 ICC.
HEIGHT:	One (1) story, no basement, Plan 'A' classification, direct exterior exiting, unsprinklered, enclosed interior.

GROUND FLOOR AREA:	22,701 sq. ft. - 1965Original Building 28,374 sq. ft. - 1967 Addition 3,096 sq. ft. - 1968 Addition 1,232 sq. ft. - 2002 Addition 5,250 sq. ft. – 2018 Addition 60,653 total sq. ft. Section 175.250 - 30,000 sq. ft. max. Two (2) fire areas required.
EXTERIOR WALL CONSTRUCTION:	1965 Original Building & 1967, 1968, 2002 and 2018 Additions - 8" concrete block with 4" brick veneer. Aluminum window system.
FLOOR CONSTRUCTION:	All floors - concrete slab on earth
ROOF CONSTRUCTION:	1965 Building and 1967 EPDM over R-25 polyisocyanurate insulation over 3” Tectum deck over open web steel joists. R-25. 1968 Addition 60 mil Adhered EPDM over welded deck. 2002 and 2018 Additions - Adhered EPDM over metal roof deck over open web steel joist. R-25 insulation.
INTERIOR WALL CONSTRUCTION:	1965 Original Building and 1967, 1968, 2002 and 2018 Additions - 8" concrete block partitions between classrooms and corridors; 12" block partitions on interior Gymnasium and Mechanical Rooms; 6” concrete block for Offices and small rooms. All walls extend from slab to roof deck. Computer Room No. 24 does not have direct exterior exiting. A second exit has been provided through Room 22. A variance was approved by R.O.E. in 1995.
INTERIOR FINISH:	1965 Original Building & 1967, 1968, 2002 and 2018 Additions - Non-combustible, CMU throughout all classrooms & corridors. All walls painted masonry with flame spread less than 25. Floors are vinyl tile or terrazzo. Calming rooms 50A, 50B, and 50C in 2018 Addition are metal stud and impact resistant gypboard covered with 1 1/4” foam padding.
CEILINGS:	1965 Original Building & 1967, 1968, 2002 and 2018 Additions – suspended grid with lay-in tile throughout except Gymnasium 53,

Multi-Purpose Room 3, Stage Room 5 and Mechanical Equipment Rooms 4 and 26 have no ceiling – roof joists exposed.

Gymnasium Room 53 has spray-on 1" thick cellulose acoustical insulation, flame spread rating of 20, applied to joists and roof deck for sound absorption.

TRANSOMS AND CEILING LEVEL GLASS: 1965 Original Building has fixed wire ceiling level glass between Office and Corridor.

1967 Addition - none
1968 Addition – none
2002 Addition – none
2018 Addition -- none

III. EGRESS FACILITIES

GRADE EXITS: 1965 Original Building & 1967, 1968, 2002 and 2018 Additions - Adequate in quantity and location with proper hardware. There are no stairs or ramps at any grade exit.

CORRIDORS: Adequate in width & height in all locations. Exit lights and emergency lights are properly located.

STAIRWAYS: 1965 Original Building – 8' wide stair from Corridor to Multi-Purpose Room 3 and Mechanical Room 4. This stair provides access to Kitchen in 2002 Addition.

1967, 1968, 2002 and 2018 Additions - none

RAMPS: None

WINDOWS: Windows are not required for secondary means of exit. All Classrooms except Computer Room 24 have windows for day lighting. Windows throughout building were updated to R-4 in 2012.

Adequate operable windows are provided in all educational & special education rooms for adequate required outdoor air. (Rule 412.02.a).

FIRE ESCAPE: None, none required

EXIT SIGNS: Located appropriately - separate circuits from emergency panel.

EMERGENCY LIGHTING:	Adequate in number and arrangement.

IV. SPECIAL OCCUPANCIES

MULTI-PURPOSE ROOM NO. 3:	1965 Original Building - Class 'C' assembly occupancy - separated from school by 1-hour masonry wall & 30-minute rated doors. Open web steel joists support gypsum acoustical deck, computed capacity – 508.
N. GYMNASIUM ROOM NO. 53:	1968 Addition - Class 'C' assembly occupancy - separated from the remainder of the building by masonry walls & 30-minute rated doors. Exposed open web steel joists have applied spray-on 1" thick cellulose acoustical insulation; computed capacity - 535.
I.M.C. ROOM NO. 24:	This Room formed by combining former Classrooms #22 and #24. Adequate in construction, computed capacity - 88.
STAGE ROOM NO. 5: NOW SPECIAL EDUCATION AND READING ROOM	1965 Original Building - no fly gallery, grid iron or rigging for movable theater type scenery. No ceiling - acoustical deck over open steel joists. Proscenium curtains have been removed in 2008. The Proscenium opening was covered with metal studs and gypboard. Future 10-year surveys will not include this room as a special occupancy.
MECHANICAL ROOM NO. 4	Separated from the remainder of the building by 2-hour rated walls and 1-hour rated door; emergency boiler shut-off switch at door.
MECHANICAL ROOM NO. 26:	Separated from the remainder of the building by 2-hour rated walls & 1-hour rated door; emergency shut-off switch at door. Electrical power for 2018 Addition pulled from Panel in this room.

V. UTILITIES

HEATING, AIR CONDITIONING & VENTILATION:	The energy source for all heating and cooling of the entire building is 80 vertical ground source heat exchanger wells 300' deep and connected by a horizontal pipe manifold about 6' below the surface. The well field is located as shown on the site plan. Around the interior of the building there is a single 4" loop pipe which provides water, conditioned

in the heat exchanger, to 52 heat pumps located in each room. Two (2) circulation pumps in the previous Boiler Room 4 provide water circulation through the interior piping and the exterior ground source wells. Thermostats on each heat pump control the heating and cooling function of the heat pump. There is no gas or electric back-up heating or cooling. Energy Recover Units (ERU's) provide exhaust and fresh air to required areas.

WATER HEATER: All areas of the building are provided with hot water by a 92-gallon gas-fired water heater located in Mechanical Room 3. System has circulating pump and all required controls and safety features. This unit was installed new in 2018.

INCINERATOR: None located in the building.

GAS SERVICE: 2" high pressure entrance at north side of Mechanical Room 3. Proper signage is provided. Exterior shut off valve is provided.

ELECTRICAL SYSTEM: 120/208V, 60-cycle, 3-phase, 4-wire electrical system installed, safely arranged & located in Mechanical Room 3. Main breaker panel has 1200-amp disconnect for building service. System conforms to code requirements.

PLUMBING: Equipment installed in accord with Code requirements. Fixture count adequate for actual occupancy of building.

Drinking fountains comply with State of Illinois Accessibility Standards.

Fixtures adequate for following capacity:

MALE	QUANTITY	CAPACITY
WATER CLOSETS*	16	550+
URINALS	14	490
LAVATORIES*	31	950+
FEMALE	QUANTITY	CAPACITY
WATER CLOSETS*	19	775
LAVATORIES*	14	650
DRINKING FOUNTAINS	7	525

VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM:	The building has a Protected Premises Fire Alarm System meeting NFPA 72 requirements. The main panel with an alpha-numeric annunciator showing system status is located in the Main Office. Electrically operated, supervised fire alarm system consists of break-glass stations, fire horns and heat detectors. Magnetic door hold-open devices and air-handling units are interlocked with the fire alarm panel. The system is Simplex 4010 non-monitored addressable.
AUTOMATIC SPRINKLERS:	None in building.
AUTOMATIC HEAT DETECTION:	Adequate number & location.
STANDPIPE HOSE LINES:	None
FIRE HYDRANTS:	One (1) fire hydrant exists on the school property approximately 20' from the west building entrance. Two (2) fire hydrants also exist directly north of the school across Vernon Ave., distance to the school about 200' for both.
HAND FIRE EXTINGUISHERS:	Adequate in number & location. Owner has fire extinguishers tested & tagged yearly.

VII. SECURITY SYSTEM

Security was improved with construction of new office. Visitors & students must enter at the main north entrance. Remote exit doors & direct exterior classroom exit doors are locked from the exterior side. There are many interior and exterior cameras to monitor the building.

VIII. ENERGY CONSERVATION

Various re-roofing projects have provided increased roof insulation R-25. Light fixtures in all classrooms have been replaced with energy efficient units.

Light fixture replacement in the Multi-Purpose Room 3 and North Gymnasium Room 53 have been done.

The original curtain wall type glazing on all classroom exterior walls were replaced in 2011. is single pane system with no insulating value. These walls should be upgraded when full compliance with Life

Safety Code has been achieved. This may be done by Amendment at a later time.

IX. ASBESTOS ABATEMENT

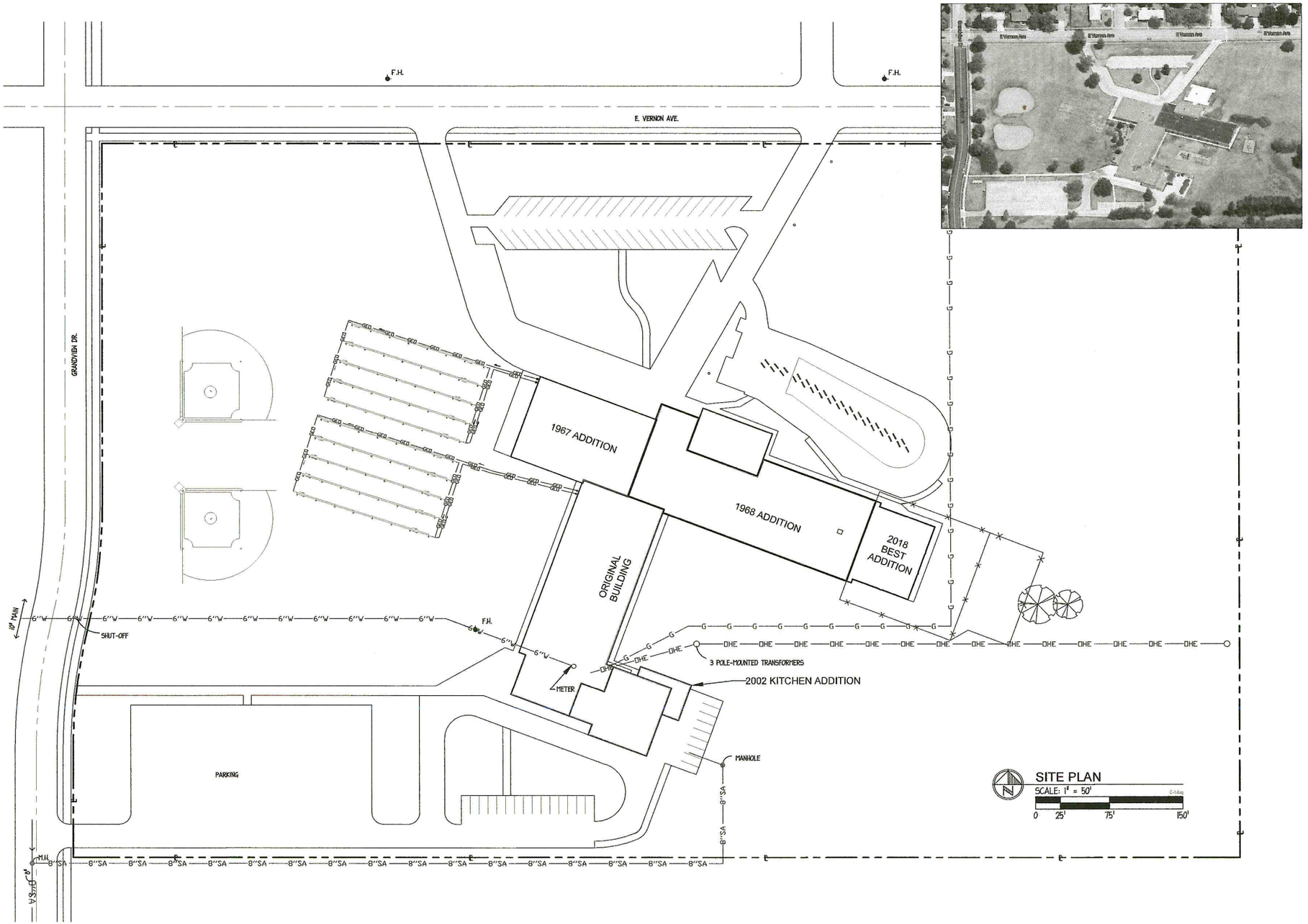
The building is currently in compliance with the District approved management plan. ACM have been removed from occupied spaces except some floor coverings may contain ACM.

X. LEAD-BASED PAINT

No deteriorated paint presently exists in the school. All painted surfaces in Student and Staff occupied areas are presently covered with paints containing no lead. Some lead-based paints may be present on Mechanical equipment located in Mechanical Rooms 3 and 26.

XI. PAVING

The 1965 Original Building drive & parking surfaces to the west are in fair condition. The west drive and bus lane are in poor condition. The north loop drive for student drop-off and staff parking were repaved in 2012 and are in good condition.



MIDDLETON ASSOCIATES · INC ARCHITECTS
1702 W. College Ave.
Suite E
Normal, IL 61761-2793
p: 309.452.1271
f: 309.454.8049
middletonassociates.net

THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THIS DWG. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE

2020 10-YEAR LIFE SAFETY SURVEY

COLENE HOOSE ELEMENTARY SCHOOL - 600 Grandview Drive - Normal, IL 61761

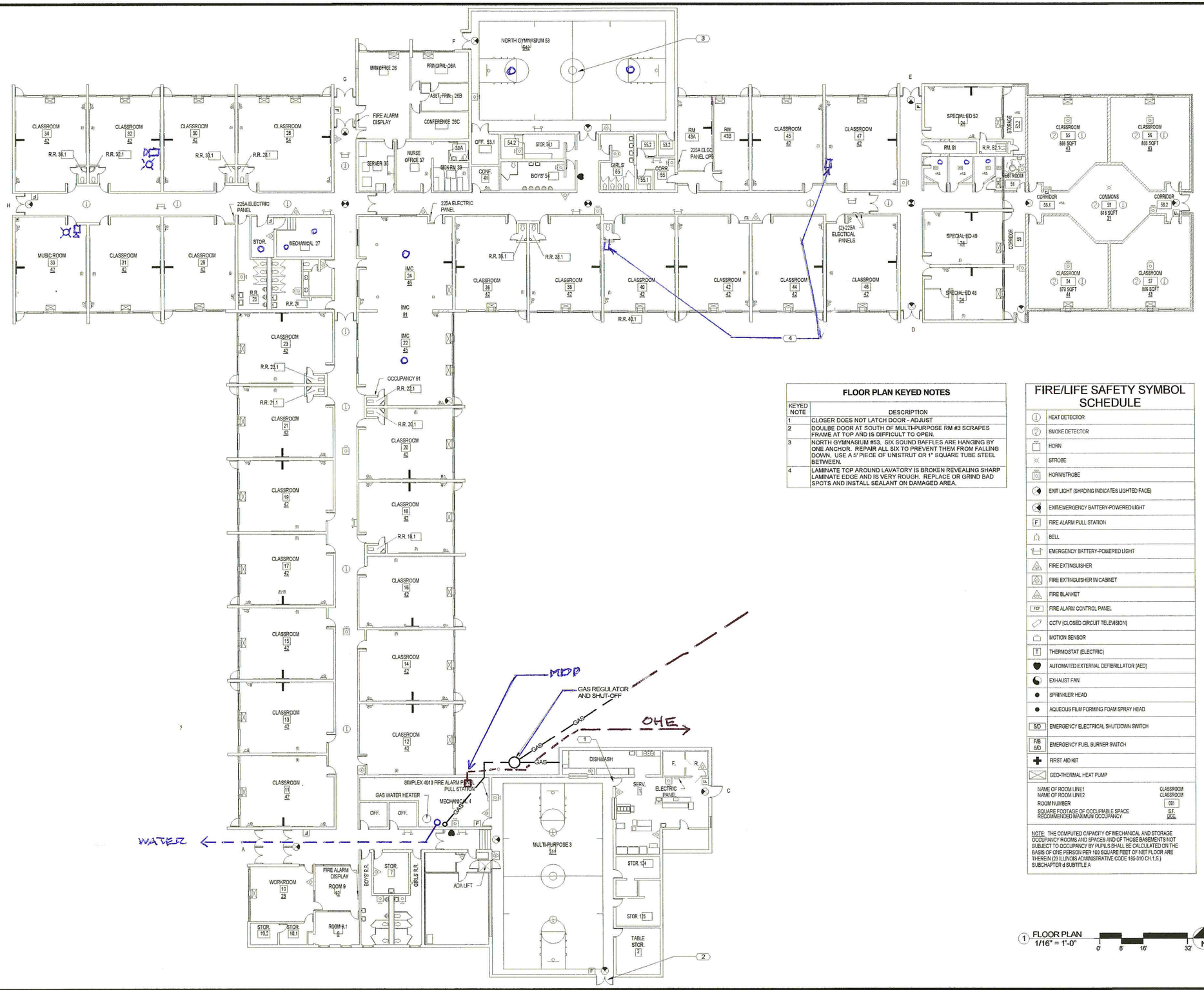
McLEAN COUNTY UNIT DISTRICT NO.5

1809 W. Hovey Avenue
Normal, IL 61761

SITE PLAN

REVISIONS		
NO.	DATE	REMARKS

PROJECT NO.	24072318
ISSUE DATE	MARCH 18, 2021
SHEET	C1
OF	2 SHEETS



FLOOR PLAN KEYED NOTES

KEYED NOTE	DESCRIPTION
1	CLOSER DOES NOT LATCH DOOR - ADJUST
2	DOULBE DOOR AT SOUTH OF MULTI-PURPOSE RM #3 SCRAPES FRAME AT TOP AND IS DIFFICULT TO OPEN.
3	NORTH GYMNASIUM #53. SIX SOUND BAFFLES ARE HANGING BY ONE ANCHOR. REPAIR ALL SIX TO PREVENT THEM FROM FALLING DOWN. USE A 5' PIECE OF UNISTRUT OR 1" SQUARE TUBE STEEL BETWEEN.
4	LAMINATE TOP AROUND LAVATORY IS BROKEN REVEALING SHARP LAMINATE EDGE AND IS VERY ROUGH. REPLACE OR GRIND BAD SPOTS AND INSTALL SEALANT ON DAMAGED AREA.

FIRE/LIFE SAFETY SYMBOL SCHEDULE

H	HEAT DETECTOR
S	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
	EXIT/EMERGENCY BATTERY-POWERED LIGHT
F	FIRE ALARM PULL STATION
	BELL
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	FIRE EXTINGUISHER IN CABINET
	FIRE BLANKET
FACP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
	MOTION SENSOR
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN
	SPRINKLER HEAD
	AQUEOUS FILM FORMING FOAM SPRAY HEAD
S/D	EMERGENCY ELECTRICAL SHUTDOWN SWITCH
F/B S/D	EMERGENCY FUEL BURNER SWITCH
	FIRST AID KIT
	GEO-THERMAL HEAT PUMP

NAME OF ROOM LINE1 / NAME OF ROOM LINE2 — CLASSROOM / CLASSROOM
ROOM NUMBER — 091
SQUARE FOOTAGE OF OCCUPIABLE SPACE — S.F.
RECOMMENDED MAXIMUM OCCUPANCY — OCC.

NOTE: THE COMPUTED CAPACITY OF MECHANICAL AND STORAGE OCCUPANCY ROOMS AND SPACES AND OF THOSE BASEMENTS NOT SUBJECT TO OCCUPANCY BY PUPILS SHALL BE CALCULATED ON THE BASIS OF ONE PERSON PER 100 SQUARE FEET OF NET FLOOR ARE 1HEREIN (23 ILLINOIS ADMINISTRATIVE CODE 185-310 CH.1,S.) SUBCHAPTER d SUBTITLE A

1 FLOOR PLAN
1/16" = 1'-0"

0' 8' 16' 32' N

MIDDLETON ASSOCIATES · INC ARCHITECTS
1702 W. College Ave.
Suite E
Normal, IL 61761-2793
p: 309-452-1271
f: 309-454-8049
middletonassociates.net

THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THE JOB. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE.

2024 10-YEAR LIFE SAFETY SURVEY

COLENE HOOSE ELEMENTARY SCHOOL - 600 GRANDVIEW DRIVE - NORMAL, IL 61761

McLEAN COUNTY UNIT DISTRICT NO. 5
1099 W. HOVEY AVENUE
NORMAL, IL 61761

FLOOR PLAN

REVISIONS

#	DATE	DESCRIPTION

PROJECT NO. 24072318
ISSUE DATE 07/02/2024
SHEET A1
OF SHEETS

7/2/2024 10:54:34 AM C:\Users\AaronNeal\OneDrive - Design Mavens Architecture PLLC\Documents - Design Mavens Files\Projects\240000 Middleton Associates Miscellaneous\Colene Hoose HLS\24072316_Colene Hoose Elementary School HLS_2024.07.01.rvt

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING EVANS JUNIOR HIGH SCHOOL	*SURVEY YEAR* 2024
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Randall Middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☑ Building Not in Compliance



3/10/2024	Randall Middleton
Date	*Printed Name Architect/Engineer*
Date	*President of Board of Education*
Date	*Secretary of Board of Education*
11/30/2024	001-007938
Expiration Date	*License Number*

[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

This is to certify that:

The EVANS JUNIOR HIGH SCHOOL school, located at 2901 MORRISSEY DRIVE BLOOMINGTON, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 3/10/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 51,600.00.

Name of Architect/Engineer	*Name of Firm*
Randall Middleton	MIDDLETON ASSOCIATES INC.
Phone Number	*Fax Number*
(309) 452-1271	(309) 454-8049.
License Number	*Expiration Date*
001-007938	11/30/2024
Email Address	
rand@middletonassociates.net	
	[Seal and Signature]



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**EVANS JUNIOR HIGH SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Remove.	each	1	1	$0.00			8/15/2005	F
2	f	b.	Remove.	each	1	1	$0.00			8/15/2025	F
3	f	b.	Adjust or replace.	each	1	2	$5,900.00			8/15/2025	F
4	f	c.	Provide and install new glazing.	each	1	2	$1,800.00			8/15/2025	F
5	f	b.	Provide and install new mullion.	each	1	2	$1,900.00			8/15/2025	F
6	f	b.	Adjust or replace.	each	1	2	$4,800.00			8/15/2025	F
7	f	b.	Provide and install LCN door closer.	each	1	2	$1,000.00			8/15/2025	F
8	f	b.	Adjust or replace.	each	1	2	$4,800.00			8/15/2025	F
9	f	c.	Install new ductless exhaust system.	each	1	2	$2,800.00			8/15/2025	F
10	f	b.	Adjust or replace.	each	1	2	$4,800.00			8/15/2025	F
11	f	c.	Install new ductless exhaust system.	each	1	2	$2,800.00			8/15/2025	F
12	f	b.	Adjust or replace.	each	1	2	$4,800.00			8/15/2025	F
13	f	b.	Install door closer.	each	1	2	$1,000.00			8/15/2025	F
14	f	b.	Adjust or replace.	each	1	2	$4,800.00			8/15/2025	F
15	f	c.	Provide and install new glazing.	each	1	2	$1,800.00			8/15/2025	F

Original Subtotal	$43,000.00	Adjusted Subtotal	$43,000.00	
Original 10.00% Contingency	$4,300.00	Adjusted 10.00% Contingency	$4,300.00	
Original 10.00% A/E Fees	$4,300.00	Adjusted 10.00% A/E Fees	$4,300.00	
Original Grand Total	$51,600.00	Adjusted Grand Total	$51,600.00	

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**EVANS JUNIOR HIGH SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	1112 Band	b.	IBC 712.3	Fire rated door has a manual kick down door hold stop/hold open.	Remove door kick down hold open from door.
2	1106 Storage	b.	IBC 712.3	Fire rated door has a manual kick down door hold stop/ hold open.	Remove door kick down hold open from door.
3	1103 Corridor: East Doors	b.	IBC 712.3	Fire rated door does not close (north door leaf).	Adjust door, frame and hardware so door closes completely.
4	1103 Corridor: East Doors	c.	IBC 3401.2	Fire rated door has cracked vision glass (north leaf).	Replace broken glazing in door.
5	1103 Corridor: East Doors	b.	IBC 712.3	Fire rated pair of doors is missing mullion and do not latch.	Install mullion.
6	1103 Corridor: East Doors	b.	IBC 712.3	Fire rated door does not close or latch properly.	Adjust door, frame, and hardware so door closes completely and latches properly.
7	1140 Dry Storage	b.	IBC 3401.2	Fire rated door is missing door closer.	Install door closer.
8	1128 Storage	b.	IBC 712.3	Fire rated door does not shut properly and rubs on frame at door head.	Adjust door, frame, and hardware so door closes completely.
9	1152 Office	c.	IMC 501.1	Microwave with no exhaust provided in room.	Install exhaust fan to exhaust air from room.
10	1130 Storage	b.	IBC 712.3	Fire rated door does not close.	Adjuust door, frame, and hardware so door closes completely.
11	1195 Staff Lunch	c.	IMC 501.1	Microwave with no exhaust provided in room.	Install exhaust fan to exhaust air from room.
12	1165 Set/Pro Storage	b.	IBC 712.3	Fire rated door does not close.	Adjust door, frame, and hardware so door closes completely.
13	1163 Group Storage	b.	IBC 712.3	Door closer on fire rated door has been disabled.	Install door closer.
14	1224 Corridor	b.	IBC 712.3	West doors: Fire rated door does not close.	Adjust door, frame, and hardware so door closes completely.
15	2160 Corridor	c.	BOCA 3401.2	Fire rated door has cracked vision glass (north leaf).	Replace broken glazing in door.

2022 TEN-YEAR SURVEY

McLean County Unit District No. 5
George Evans Junior High School
2901 Morrissey Dr., Bloomington, IL 61704
A/E Project No. 25702321

George Evans Junior High School

DESCRIPTION OF EXISTING CONDITIONS

1. GENERAL

CODE:	Survey based on 2006 IBC.
ENROLLMENT:	Junior High Grades 6-8, enrollment 771 pupils as of August 2021. Staff assigned full or part-time is 80 persons.
CONSTRUCTION:	Type II, Non-combustible, fully sprinkled.
MEANS OF EGRESS:	Adequate in protection and arrangement.
LOCAL FIRE ALARM SYSTEM:	Simplex system installed Dec 2010.
NEAREST FIRE STATION:	Paid engine and ladder company within one (2.7) miles, ISO Class 3.
CITY WATER:	From an approved city water supply with adequate pressure, enters building through 8" steel pipe main to Mechanical Room 1133.

II. CONSTRUCTION DETAILS

YEAR BUILT:	2010 – evaluate to IBC 2006
HEIGHT:	Original - Two (2) story, no basement
GROUND FLOOR AREA:	90,045 sq. ft. – Ground Floor 46,272 sq. ft. – Second Floor 1,636 sq. ft. - Second Floor AHU mezzanine (4) Fire areas
EXTERIOR WALL CONSTRUCTION:	Original - 16" masonry walls with aluminum window and door units.
FLOOR CONSTRUCTION:	First floor - Concrete slab on grade. Second floor – 4" concrete on 1 ½" metal deck supported by steel framing or cmu bearing walls.

ROOF CONSTRUCTION	Single ply EPDM with a 30-year warranty, 3" isocyanurate insulation, sloped metal deck and steel bar joists.
INTERIOR WALL CONSTRUCTION:	Masonry walls of varying thicknesses. Gypsum board /metal stud in offices.
INTERIOR FINISH:	Interior walls: painted CMU or gypsum board Floors: terrazzo corridors, terrazzo Restrooms, carpet in classrooms, epoxy resin flooring in Kitchen, VCT in remaining rooms; Gymnasium wood athletic floor.
CEILINGS:	Lay-in tile ceilings throughout except Gymnasium, Mechanical, AHU mezzanine, and Cafetorium which have exposed structure. Gypsum board ceilings in Lobby and Vestibule.
TRANSOMS AND CEILING LEVEL GLASS:	There are no transoms.

III. EGRESS FACILITIES

GRADE EXITS:	Original Building: Adequate in quantity and location with proper hardware.
CORRIDORS:	Adequate in width and height.
STAIRWAYS:	Original Building: 7 stairways at the 2 story classroom areas, 1 office stair, 1 stair to the AHU mezzanine – all are IBC and ADA compliant
RAMP:	none
WINDOWS:	None required for egress.
FIRE ESCAPE:	None, none required.
EXIT SIGNS:	Adequate in number and location.
EMERGENCY LIGHTING:	Adequate in number and location.

IV. SPECIAL OCCUPANCIES

AUDITORIUM:	None.

STAGE:	Platform at Cafetorium serves as stage. No under floor storage. Adequate in arrangement and protection.
KITCHEN:	Room has fire detectors and fire extinguishers. Cooking exhaust hood is a Captive Aire Model with fire suppression and shutoff switch. Walk-in cooler and freezer is located in kitchen.
CAFETORIUM:	4,362 sq. ft. serves as Cafeteria. Exiting is adequate.
GYMNASIUM:	9,611 sq. ft., telescoping seating; posted occupancy load 891.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Adequate in arrangement and protection

V. UTILITIES

HEATING:	Geothermal system serves all spaces except those listed below. Air Handling Units in Mechanical AHU 2101 that serve the Gymnasium and Cafetorium. Cabinet heaters and unit heaters in Vestibules, stairs, mechanical rooms Controls: Simplex Central System 4100U
HEAT DISTRIBUTION:	2 pipe, closed loop, Geothermal system with heat pumps in Mechanical AHU Room 2101 and 2101A, Mech 2141, Mech 2129, Mech 2141, Mech 2162. Individual heat pump units in each classroom. Geothermal well field is located south of the school.
VENTILATION:	ERUs in Mech 2101, 2101A, Mech 2129, Mech 2141, Mech 2162.
AIR CONDITIONING:	2 pipe, closed loop, Geothermal system. Air Handling Units in Mechanical AHU 2101 that serve the Gymnasium and Cafetorium.
WATER HEATER:	2 in Mech 1133, Gas fired 500,000 Btu input, 160psi, 130 gallon AO Smith water heater installed in 2009.
INCINERATOR:	Not applicable.
GAS SERVICE:	4” underground service from U.S. 150 R.O.W.

		with shut-off valve north exterior wall, Mechanical Rm 1133.
	ELECTRICAL SYSTEM:	120/208V, 60 cycle, 3-phase, 4 wire, all in accordance with Code requirements.
	EMERGENCY GENERATOR:	300KW, 375 KVA 480/277V, 3 phase, 4 wire diesel generator outside Electrical 1132.
	PLUMBING:	Equipment installed in accordance with Code requirements. Fixture count adequate for occupancy of building.
VI.	PRIVATE PROTECTION	
	FIRE ALARM SYSTEM:	Zoned fire alarm, meets current standards, ADA compliant, supervised. The main panel is Simplex 4010U.
	AUTOMATIC SPRINKLERS:	Yes.
	AUTOMATIC HEAT DETECTION:	Meets Code requirements.
	STANDPIPE HOSE LINES:	6” Standpipe.
	FIRE HYDRANTS:	Eight (8) fire hydrants surrounding building.
	HAND FIRE EXTINGUISHERS:	Adequate number & location to meet requirement. Fire extinguishers located on Plan.
VII.	SECURITY SYSTEM	All perimeter doors are kept locked from outside entrance. The school has main entrance electric access equipment & electronic monitoring & intrusion detection systems on exterior doors.
VIII.	ENERGY CONSERVATION	Roof R-17.4, walls R-11 or better, Geothermal system heating and cooling.
IX.	ASBESTOS ABATEMENT	No ACM known to exist in building.
X.	LEAD-BASED PAINT	No lead-based paints known to exist in student occupied areas.
XI.	PAVING	Parking areas, bus lanes and play areas have concrete surfaces. All in good condition.

SYMBOL LEGEND

W W W	WATER SERVICE
SAN SAN	SANITARY SEWER
ST ST	STORM SEWER
UE UE UE	UNDERGROUND ELECTRIC
OE OE OE	OVERHEAD ELECTRIC
TEL TEL TEL	TELEPHONE SERVICE
GAS GAS	GAS
GEO GEO	GEOTHERMAL
PL PL	PROPERTY LINE
X X	FENCE
◎	MANHOLE
FH	FIRE HYDRANT
D1	KEYNOTE
▭	SECURITY CAMERA
	TREE

COUNTY HWY 30/1750 EAST ROAD

GRASS

SOCCER FIELD

GATE

2010
2-STORY
FIRE AREA 1

2010
2-STORY
FIRE AREA 2

FIRE AREA 3

2010
2-STORY

FIRE AREA 4

2010
1-STORY

CONC. SIDEWALK

(2) 4" CONDUIT FOR TELECOMMUNICATIONS TO ELECTRIC ROOM 1132

4" CONDUIT FOR UNDERGROUND ELECTRIC SERVICE

SPRINKLER CONNECTION

GAS SERVICE METER

GEO-THERMAL ENTRANCE

ELECTRIC ENTRANCE

GENERATOR

TELEPHONE ENTRANCE

GEO-THERMAL WELL FIELD

SOFTBALL

BASEBALL

DUGOUT

BLEACHERS

CONCRETE PARKING

CONCESSION BLDG

CONC. DRIVE

CONCRETE DRIVE

CONC. RAMP TO TRACK

GRAVEL

8" SAN

W 24"W

U.S. ROUTE 150

FOOTBALL/TRACK FIELD

1 SITE PLAN
1" = 60'-0"

0' 30' 60' 120'

N

3/10/2023 10:21:31 AM Autodesk Docs://210022 Unit 5 Health Life Safety/210022_Unit 5 HLS Evans Jr High_v22.rvt

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Design Firm Registration #184-000267
335

PROJECT # 25702321

DATE: 03/10/2023
DRAWN: JMU
REVIEWED: SMJ

REVISIONS

#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY SURVEY SITE PLAN

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
C101

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

1 HR FIRE RATED ASSEMBLY

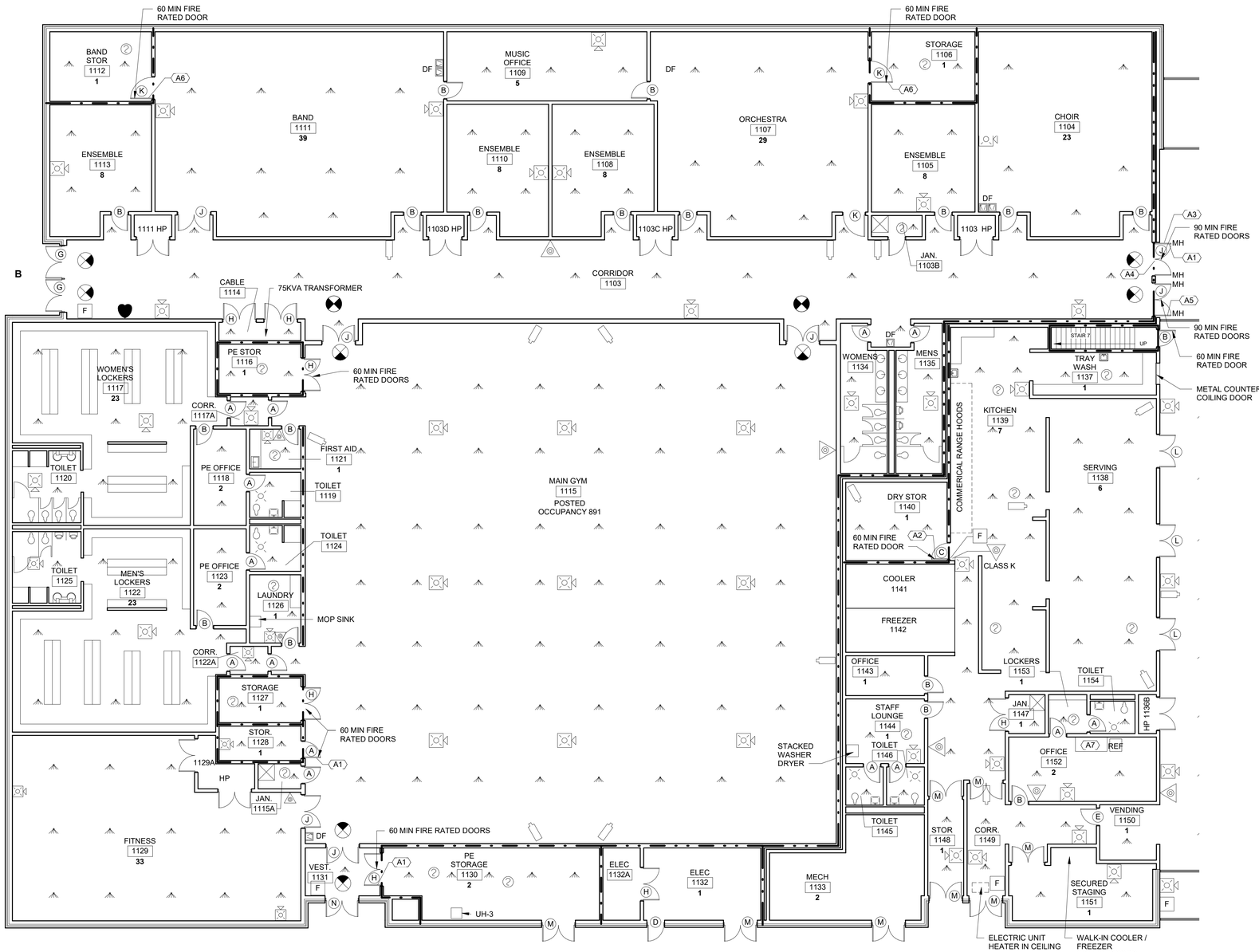
2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

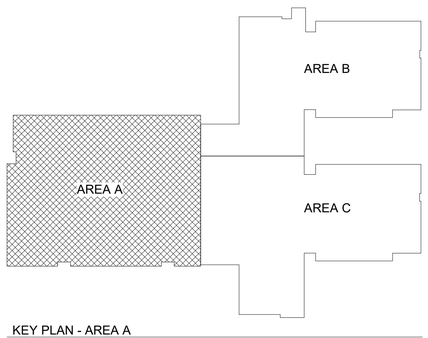
- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

VIOLATIONS	
Keyed Note	Description
A1	ADJUST DOOR, FRAME AND HARDWARE TO ALLOW FIRE RATED DOOR TO CLOSE PROPERLY.
A2	INSTALL DOOR CLOSER AT FIRE RATED DOOR.
A3	REPLACE BROKEN VISION GLASS IN FIRE RATED DOOR.
A4	INSTALL MISSING MULLION TO FIRE RATED PAIR OF DOORS SO THEY LATCH.
A5	ADJUST DOOR, FRAME AND HARDWARE SO FIRE RATED DOOR CLOSES COMPLETELY AND LATCHES PROPERLY.
A6	REMOVE DOOR KICKDOWN HOLD OPEN HARDWARE FROM DOOR THAT ALLOWS FIRE RATED DOOR TO BE LEFT IN OPEN POSITION.
A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



1 FIRST FLOOR PLAN - AREA A
3/32" = 1'-0"

0' 5' 10' 20' NORTH



KEY PLAN - AREA A

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336
PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY FIRST FLOOR PLAN - AREA A

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A101

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

— · — · — · — 1 HR FIRE RATED ASSEMBLY

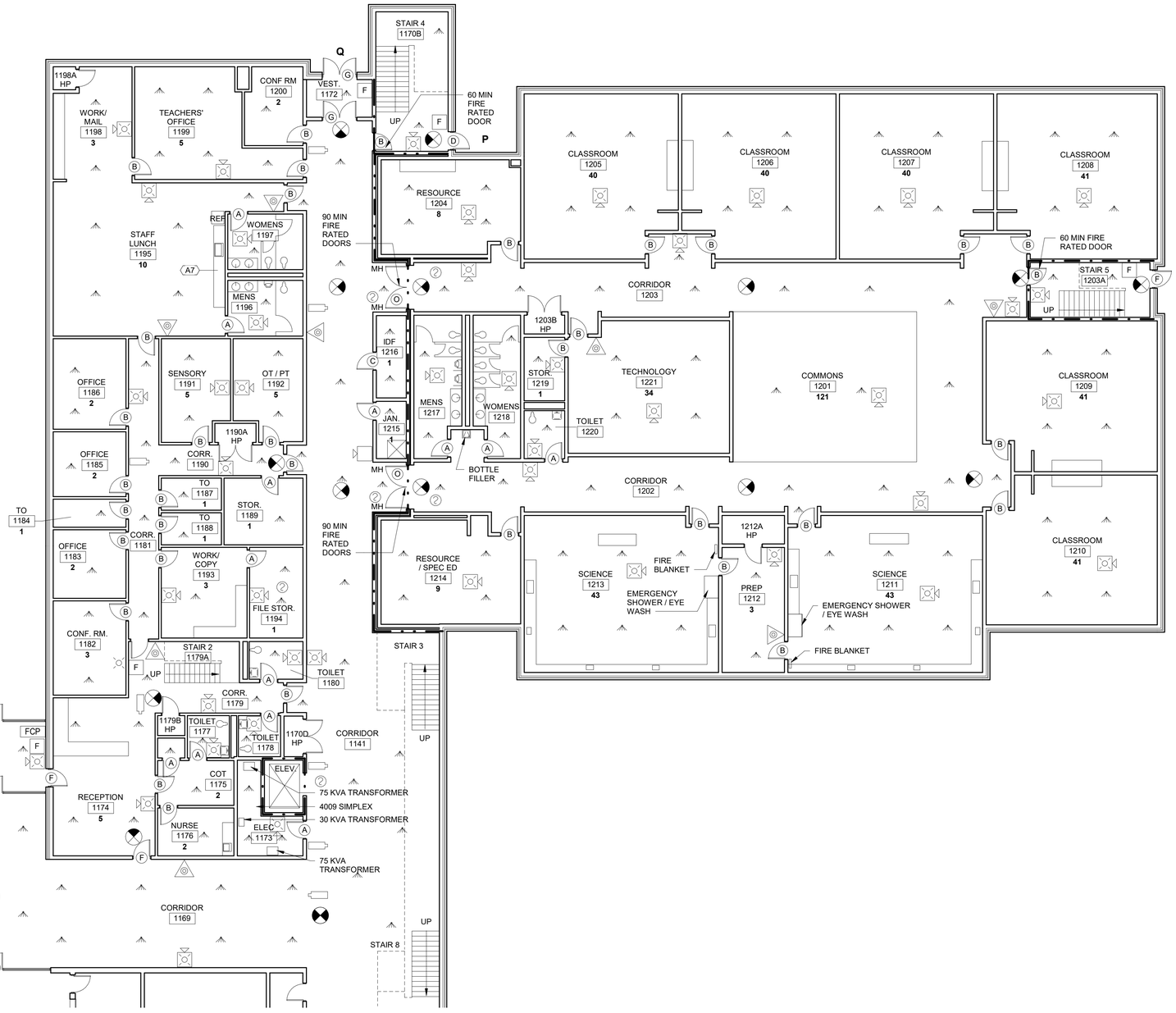
— · · — · · — 2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

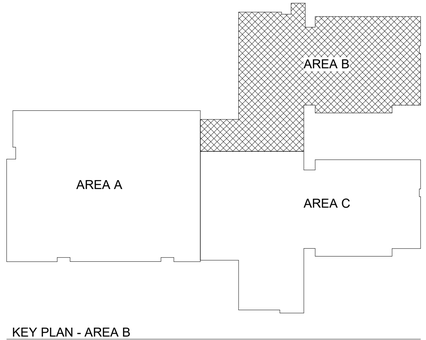
- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

VIOLATIONS	
Keyed Note	Description
A1	ADJUST DOOR, FRAME AND HARDWARE TO ALLOW FIRE RATED DOOR TO CLOSE PROPERLY.
A2	INSTALL DOOR CLOSER AT FIRE RATED DOOR.
A3	REPLACE BROKEN VISION GLASS IN FIRE RATED DOOR.
A4	INSTALL MISSING MULLION TO FIRE RATED PAIR OF DOORS SO THEY LATCH.
A5	ADJUST DOOR, FRAME AND HARDWARE SO FIRE RATED DOOR CLOSES COMPLETELY AND LATCHES PROPERLY.
A6	REMOVE DOOR KICKDOWN HOLD OPEN HARDWARE FROM DOOR THAT ALLOWS FIRE RATED DOOR TO BE LEFT IN OPEN POSITION.
A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



1 FIRST FLOOR PLAN - AREA B
3/32" = 1'-0"

0' 5' 10' 20' NORTH



KEY PLAN - AREA B

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Design Firm Registration #184-000267
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337
PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY FIRST FLOOR PLAN - AREA B

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A102

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

1 HR FIRE RATED ASSEMBLY

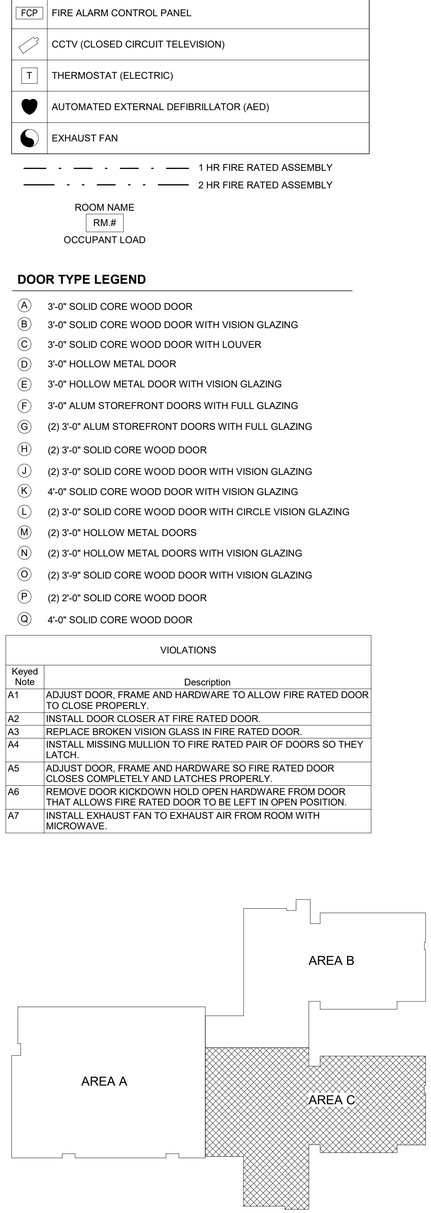
2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

VIOLATIONS	
Keyed Note	Description
A1	ADJUST DOOR, FRAME AND HARDWARE TO ALLOW FIRE RATED DOOR TO CLOSE PROPERLY.
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A6	REMOVE DOOR KICKDOWN HOLD OPEN HARDWARE FROM DOOR THAT ALLOWS FIRE RATED DOOR TO BE LEFT IN OPEN POSITION.
A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



KEY PLAN - AREA C



1 FIRST FLOOR PLAN - AREA C
3/32" = 1'-0"

0' 5' 10' 20' NORTH

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Design Firm Registration #184-000267
338

PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY FIRST FLOOR PLAN - AREA C

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A103

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

1 HR FIRE RATED ASSEMBLY

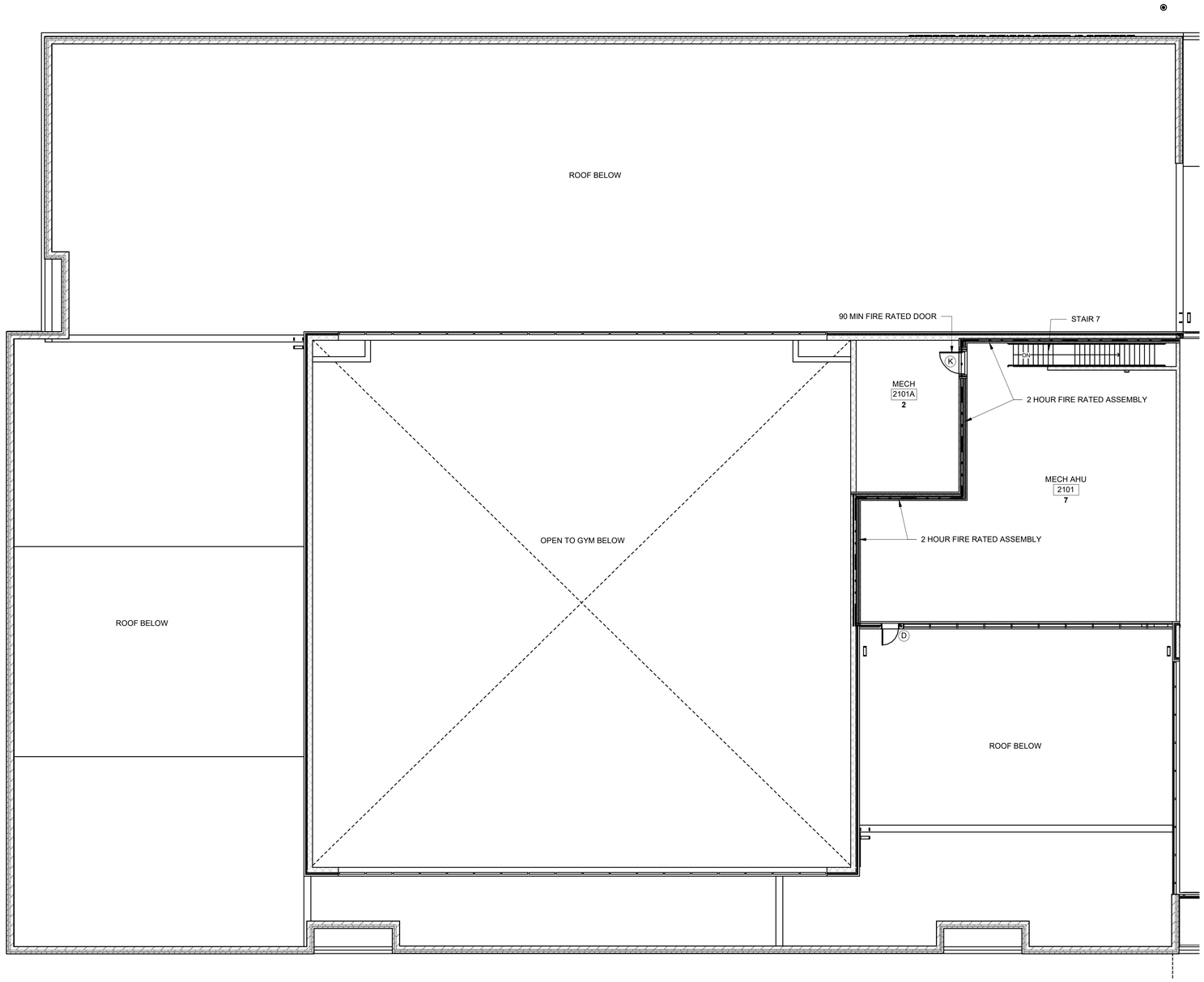
2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

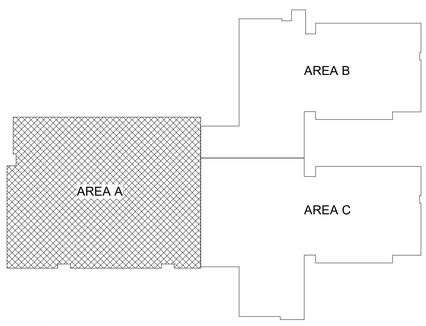
VIOLATIONS	
Keyed Note	Description
A1	ADJUST DOOR, FRAME AND HARDWARE TO ALLOW FIRE RATED DOOR TO CLOSE PROPERLY.
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A3	REPLACE BROKEN VISION GLASS IN FIRE RATED DOOR.
A4	INSTALL MISSING MULLION TO FIRE RATED PAIR OF DOORS SO THEY LATCH.
A5	ADJUST DOOR, FRAME AND HARDWARE SO FIRE RATED DOOR CLOSES COMPLETELY AND LATCHES PROPERLY.
A6	REMOVE DOOR KICKDOWN HOLD OPEN HARDWARE FROM DOOR THAT ALLOWS FIRE RATED DOOR TO BE LEFT IN OPEN POSITION.
A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



1 SECOND FLOOR PLAN - AREA A
3/32" = 1'-0"

0' 5' 10' 20'

NORTH



KEY PLAN - AREA A

MIDDLETON ASSOCIATES · INC ARCHITECTS
WWW.MIDDLETONASSOCIATES.NET
Design Firm Registration #184-000267
339

PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY SECOND FLOOR PLAN - AREA A

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A104

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

1 HR FIRE RATED ASSEMBLY

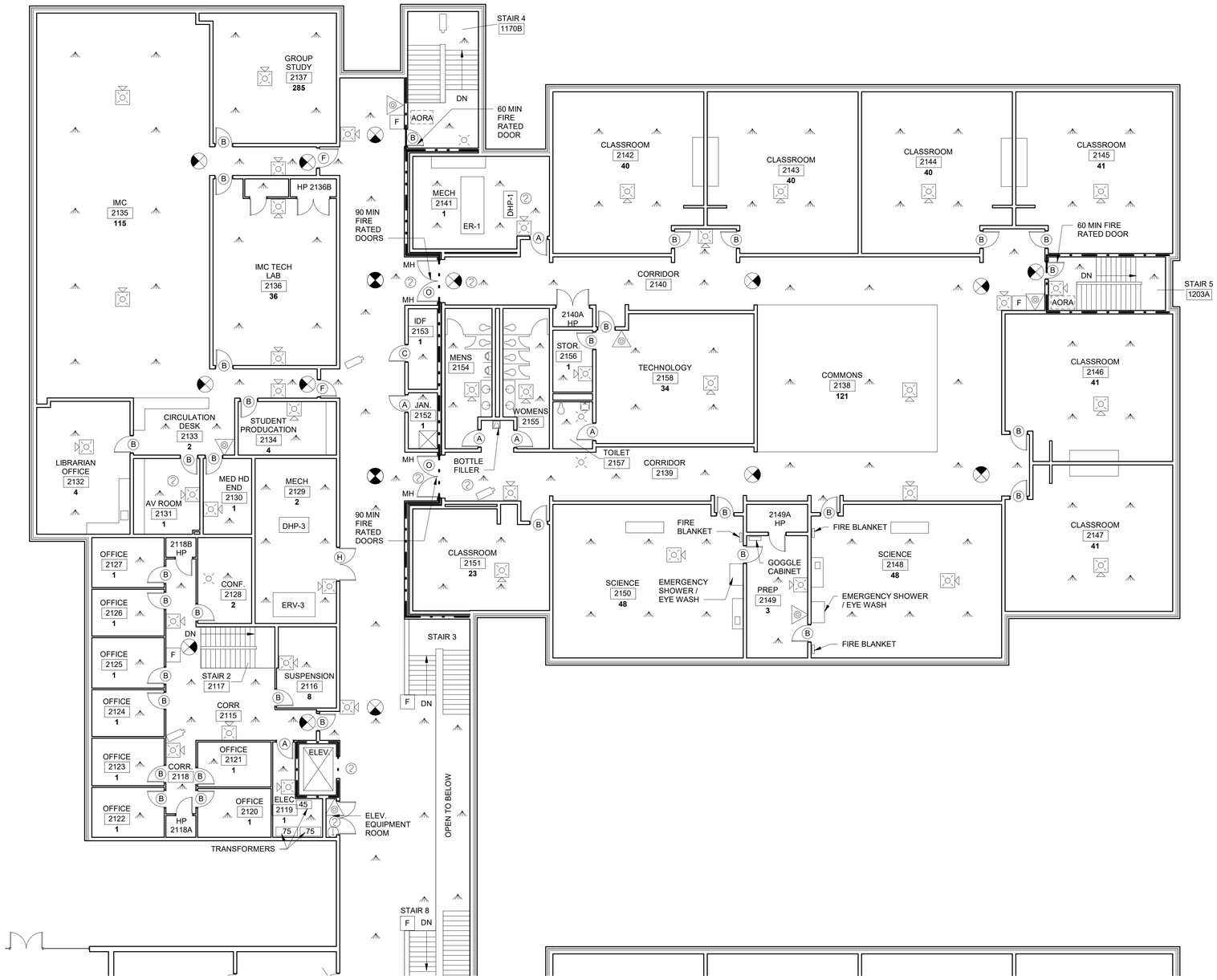
2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

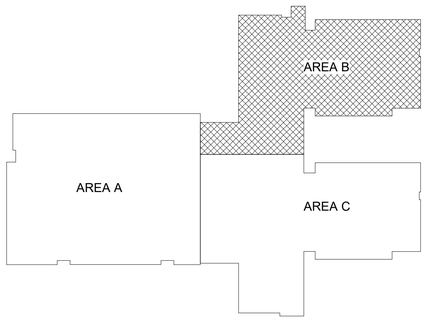
VIOLATIONS	
Keyed Note	Description
A1	ADJUST DOOR, FRAME AND HARDWARE TO ALLOW FIRE RATED DOOR TO CLOSE PROPERLY.
A2	INSTALL DOOR CLOSER AT FIRE RATED DOOR.
A3	REPLACE BROKEN VISION GLASS IN FIRE RATED DOOR.
A4	INSTALL MISSING MULLION TO FIRE RATED PAIR OF DOORS SO THEY LATCH.
A5	ADJUST DOOR, FRAME AND HARDWARE SO FIRE RATED DOOR CLOSES COMPLETELY AND LATCHES PROPERLY.
A6	REMOVE DOOR KICKDOWN HOLD OPEN HARDWARE FROM DOOR THAT ALLOWS FIRE RATED DOOR TO BE LEFT IN OPEN POSITION.
A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



1 SECOND FLOOR PLAN - AREA B
3/32" = 1'-0"

0' 5' 10' 20'

NORTH



KEY PLAN - AREA B

MIDDLETON ASSOCIATES · INC ARCHITECTS
Design Firm Registration #184-000267
WWW.MIDDLETONASSOCIATES.NET 340
PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY SECOND FLOOR PLAN - AREA B

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A105

FIRE/LIFE SAFETY SYMBOL SCHEDULE	
	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
F	FIRE ALARM PULL STATION
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	EXIT SIGN WITH EMERGENCY LIGHTS
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN

1 HR FIRE RATED ASSEMBLY

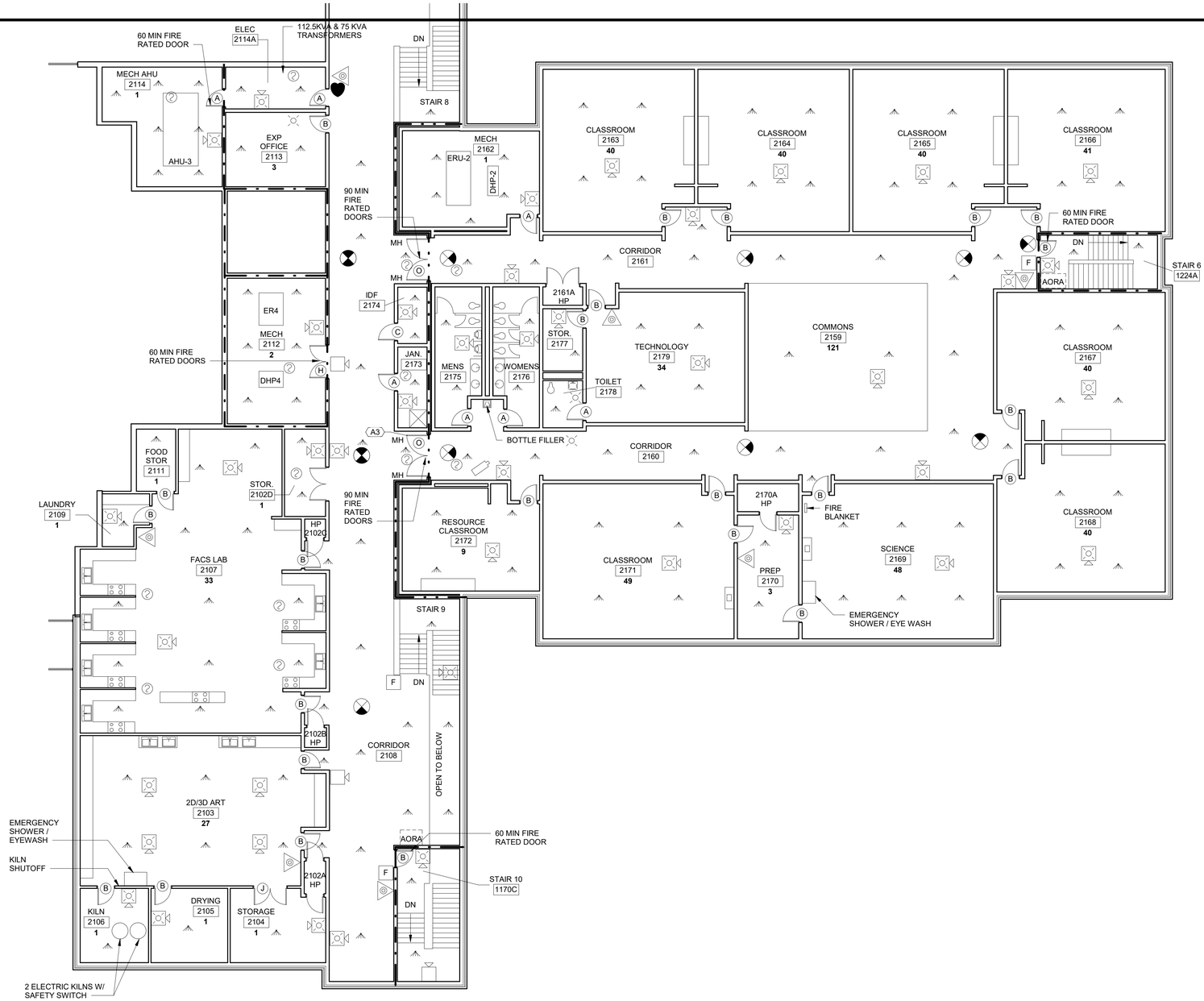
2 HR FIRE RATED ASSEMBLY

ROOM NAME
RM.#
OCCUPANT LOAD

DOOR TYPE LEGEND

- (A) 3'-0" SOLID CORE WOOD DOOR
- (B) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (C) 3'-0" SOLID CORE WOOD DOOR WITH LOUVER
- (D) 3'-0" HOLLOW METAL DOOR
- (E) 3'-0" HOLLOW METAL DOOR WITH VISION GLAZING
- (F) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (G) (2) 3'-0" ALUM STOREFRONT DOORS WITH FULL GLAZING
- (H) (2) 3'-0" SOLID CORE WOOD DOOR
- (J) (2) 3'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (K) 4'-0" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (L) (2) 3'-0" SOLID CORE WOOD DOOR WITH CIRCLE VISION GLAZING
- (M) (2) 3'-0" HOLLOW METAL DOORS
- (N) (2) 3'-0" HOLLOW METAL DOORS WITH VISION GLAZING
- (O) (2) 3'-9" SOLID CORE WOOD DOOR WITH VISION GLAZING
- (P) (2) 2'-0" SOLID CORE WOOD DOOR
- (Q) 4'-0" SOLID CORE WOOD DOOR

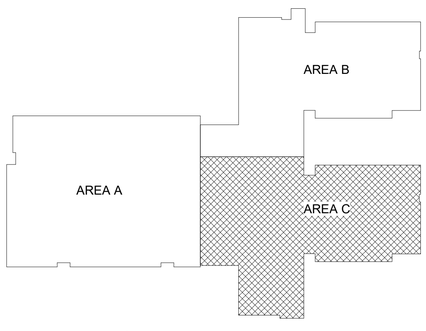
VIOLATIONS	
Keyed Note	Description
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A7	INSTALL EXHAUST FAN TO EXHAUST AIR FROM ROOM WITH MICROWAVE.



1 SECOND FLOOR PLAN - AREA C
3/32" = 1'-0"

0' 5' 10' 20'

NORTH



KEY PLAN - AREA C

MIDDLETON ASSOCIATES · INC ARCHITECTS
Design Firm Registration #184-000267
WWW.MIDDLETONASSOCIATES.NET
341

PROJECT # 25702321

DATE: 03/10/2023
DRAWN: SMJ
REVIEWED: JMU

REVISIONS		
#	DATE	DESCRIPTION

10 YEAR HEALTH & LIFE SAFETY

LIFE SAFETY SECOND FLOOR PLAN - AREA C

10 YR HLS EVANS JUNIOR HIGH SCHOOL

McLean County Unit District No. 5
300 Walnut Street
Normal, IL 61761

SHEET
A106

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING HUDSON ELEM SCHOOL	*SURVEY YEAR* 2025
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Russell W middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☒ Building Not in Compliance

8/12/2024 — Russell W middleton — *Date* / *Printed Name Architect/Engineer*

Date — *President of Board of Education*

Date — *Secretary of Board of Education*

11/30/2024 — 001-007820 — *Expiration Date* / *License Number*

STATE OF ILLINOIS 001-007820 RUSSELL W. MIDDLETON LICENSED ARCHITECT

[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number 26

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The HUDSON ELEM SCHOOL school, located at 205 S McLean St Hudson, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 8/6/2024.

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 1,380.00.

Name of Architect/Engineer	*Name of Firm*
Russell W middleton	MIDDLETON ASSOCIATES INC.
Phone Number	*Fax Number*
(309) 452-1271	(309) 454-8049.
License Number	*Expiration Date*
001-007820	11/30/2024
Email Address	
russ@middletonassociates.net	*[Seal and Signature]*

STATE OF ILLINOIS
001-007820
RUSSELL W.
MIDDLETON
LICENSED ARCHITECT

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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**HUDSON ELEM SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	IMC Room 36	b.	IFC 1004.3	No visably posted occupancy load sign	Post occupant load sign
2	Music Room 15	b.	185.395 d) 4)	Music room no fire alarm horn or strobe	Install horn strobe
3	Basement west at lower stair door	b.	185.595 e)	3 way switch does not work in one position	Replace 3 way switch
4	Upper stage west mechanical	b.	185.590	Fire detector hanging by wire	Snap detector back in place
5	exit vestibule 6	a.	185.380 c)10)	Exit door from lower level is blocked by cafeteria tables, and door at bottom of stairs is store room function	Remove tables

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**HUDSON ELEM SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Post occupant load sign "not to exceed 46"	each	1	1	$0.00			8/30/2029	O
2	f	b.	Install horn strobe	each	1	2	$1,000.00			8/30/2029	F
3	c	b.	Replace 3 way swtich	each	1	2	$150.00			8/30/2029	F
4	c	b.	Snap detector back into mounting base.	each	1	1	$0.00			8/30/2029	F
5	b	a.	Remove and relocate cafeteria tables	each	1	1	$0.00			8/30/2025	O

Original Subtotal	$1,150.00	Adjusted Subtotal	$1,150.00		
Original 10.00% Contingency	$115.00	Adjusted 10.00% Contingency	$115.00		
Original 10.00% A/E Fees	$115.00	Adjusted 10.00% A/E Fees	$115.00		
Original Grand Total	$1,380.00	Adjusted Grand Total	$1,380.00		

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

FISCAL YEAR 2025
TEN YEAR LIFE SAFETY SURVEY
for
McLean County Unit District No. 5

Hudson Elementary School

304 East Street., Towanda, IL 61776
A/E Project No. 2715 0024

DESCRIPTION OF EXISTING CONDITIONS

I. GENERAL

CODE:	HLS Code 175/185
ENROLLMENT:	Kindergarten & Elementary grades 1 through 5, quad 5-K. Enrollment of 252 pupils as of 2023-24 school year, enrollment stable, permanent & part-time staff is 33.
CONSTRUCTION:	Type 2C, noncombustible with minor deviation of limited non-bearing walls in 1954 section wood framed.
MEANS OF EGRESS:	Plan A building with direct exterior exiting (see Recommendations); adequate in arrangement, size and protection.
LOCAL FIRE ALARM SYSTEM:	New panels and devices installed in 2004 supervised
NEAREST FIRE STATION:	Paid EMT. Volunteer fire protection half mile, ISO Class 6
CITY WATER:	two (2”) inch service from an approved city water supply with all pressures adequate to meet code requirements.

II. CONSTRUCTION DETAILS

YEAR BUILT:	(185 code) -1954- Original Building (185 code) -1965 Addition, bid prior to July 1, 1965 (175 code) -1967 Addition (175 code) -1968 Addition (206 IBC PM code) 2009 Media Center Addition
HEIGHT:	One (1) story, with basement under stage area and with mechanical rooms over Lobby No. 116.0 and 114.0. Plan ‘A’ classification with enclosed interior, unsprinklered and with direct exterior exiting.

GROUND FLOOR AREA:	9,135 sq. ft. – 1954 Original Building 8,645 sq. ft. - 1965 Addition 8,240 sq. ft. - 1967 Addition 2,184 sq. ft. - 1968 Addition 1,635 sq. ft. – 2009 Addition 29,838 sq. ft. – one (1) fire area 31,278 sq. ft. total (including basement)
EXTERIOR WALL CONSTRUCTION:	1954 Original Building and 1965, 1967 and 1968 Additions - 8" concrete block with 4" brick veneer with metal curtain wall. 2009 Media Center Addition is metal stud and EIFS outside; gypsum board inside.
FLOOR CONSTRUCTION:	All areas except Room 102, Lobby 105 and Mechanical Equipment Rooms 203 and 204 are concrete slab on earth. Floor construction of part of Multi-Purpose Room 102, Lobby 105 and Mechanical Rooms 203 and 204 are 2” concrete slab applied over high rib metal lath applied over open web steel joists with all areas having plastered ceiling on the bottom of the joists except for ceiling of Storage Room 22.
ROOF CONSTRUCTION:	1954 Original Building – roof construction of single ply roofing over rigid roof insulation over gypsum roof deck applied over combustible form board supported by open web steel joists, underside of steel joists in some areas plastered; Multi-Purpose Room steel joists are exposed. 1965 Addition – roof construction of single ply roofing applied over rigid roof insulation over gypsum roof deck over non-combustible form board over open web steel joists with all areas having plastered ceiling on metal lath forming underside of roof construction. 1967, 1968 & 2009 Additions - single ply EPDM roofing over new rigid insulation over metal roof deck over open web steel joist with 1-hr. fire rated lay-in ceiling system.
INTERIOR WALL CONSTRUCTION:	1954 Original Building – consisting of six, eight and twelve inch masonry walls. Office No. 1 wood frame corridor wall. See Recommendations. 1965 Addition = consisting of four, six, eight and twelve inch masonry. Interior wall construction finish non-combustible.

1967 & 1968 Additions – masonry walls of varying thicknesses.

2009 Media Center Addition is separated from adjacent educational spaces with masonry walls 12” thick.

INTERIOR FINISH: 1954 Original Building – non-combustible / combustible form board painted with flame retardant paint; structure is left exposed.

1965 Addition – interior finish non-combustible; flame spread less than 25.

1967, 1968 & 2009 Additions - Non-combustible, flame spread less than 25.

CEILINGS: Ceilings are 2 X 2 lay-in panel in all normally occupied areas except Mechanical Room & Kitchen which have plaster ceiling and Multi-Purpose Room & Stage do not have ceiling.

TRANSOMS AND CEILING LEVEL GLASS: Fixed wire glass at Office No. 1

III. EGRESS FACILITIES

GRADE EXITS: Adequate in quantity and location with proper hardware.

Direct exterior exits from all rooms except Kitchen Room 121.

Locker and Shower Rooms 123A and 124A in basement under Stage No. 4 are provided with exterior exiting stairs with exiting window.

CORRIDORS: 1954 Original Building – adequate in width and height.

1965, 1967 & 1968 Additions adequate in width and height.

2009 Addition – No new corridor.

STAIRWAYS: 1954 Original Building - see Plans for locations and numbering. Stairs from Lobby No. 5 to Girls’ Locker Room No. 123A and stairs from Lobby No. 6 to Boys’ Locker Room No. 124A are reinforced concrete stair system on grade, Class ‘C’ stairs system. Doors

encroach upon stair rooms and the occupancy of these rooms is under 10; doors are acceptable. The stairs are of non-combustible construction. Exterior stairs system from Lobbies No. 5 and 6 to exterior are Class 'A' reinforced concrete stair system with acceptable type handrail arrangement, tread riser arrangement, and acceptable landing.

1965, 1967 & Additions – Class 'A' reinforced concrete slab on earth. This stair has five (5) risers of 6". There is a wall-mount handicap chair hoist on north wall. Remaining stair width with chair turned down is 56"

RAMPS: 1965 Addition Corridor 101.1 – ramp and railing are adequate in width and handrails.

1968 Addition Corridor 108 – ramp and railings are adequate in width and arrangement.

DOORS: Doors in egress path met requirements. Doors to Mechanical & Storage Rooms meet requirements. Doors from Classrooms to Corridor meet requirements. All doors were new in 2009 and are provided with 30" X 8" vision panel.

WINDOWS: 1954 Original Building – stairs provided in Basement Storage Rooms No. 123A and 124A for access to exit windows providing secondary means of exiting from basement areas. All other areas, windows not required as secondary means of escape.

1965, 1967 & 1968 Additions – adequate operable windows are provided in all educational and Special Educational Rooms for adequate required outdoor air. All windows have 1" insulated glazing and were new in 2009.

FIRE ESCAPE: None, none required

EXIT SIGNS: Adequate in location and all operable..

EMERGENCY LIGHTING: Adequate in location and operation.

IV. SPECIAL OCCUPANCIES

MULTI-PURPOSE ROOM NO. 12: Assembly occupancy. Exit width provided for 1200 persons. Room capacity is 695. This area is separated by walls and doors having a

	minimum of 30-minute fire resistance from rest of building. There are five (5) rows of folding bleachers approximately 80’ in length along north wall of this rooms seating 265.
AUDITORIUM:	None
MECHANICAL ROOMS 14 & 29:	Adequate in arrangement and protection. Boilers were removed with installation of geothermal HVAC.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Adequate in arrangement and protection.
KITCHEN:	Separated from the remainder of the building with 30-minute rated walls and openings are protected with 30-minute rated doors.
	Hood predates current code, does not have
MULTI-PURPOSE ROOM 124:	Adequate in arrangement and protection.

V. UTILITIES

HEATING, AIR CONDITIONING & VENTILATION:	The energy source for all heating and cooling of the entire building is 45 vertical ground source heat exchanger wells 250’ deep and connected by a horizontal pipe manifold about 6’ below the surface. The well field is located as shown on the site plan. Around the interior of the building there is a single 4” loop pipe which provides water, conditioned in the heat exchanger, to heat pumps located in each room. Two (2) circulation pumps in the previous Boiler Room 14 provide water circulation through the interior piping and the exterior ground source wells. Thermostats on each heat pump control the heating and cooling function of the heat pump. There is no gas or electric back-up heating or cooling.
WATER HEATER:	A new fast recovery water heater was installed in Room 14 in 2003.
INCINERATOR:	None located in the building.
GAS SERVICE:	Gas service is used in the Kitchen and for the water heaters. Main gas valve is identified on the exterior wall of Boiler Room 14.
ELECTRICAL SYSTEM:	Power to the building is 400 amp, 120/208V, 60-cycle, 3-phase, 4-wire. The service entrance is safely arranged. The service

entrance was upgraded in 2010. Secondary distribution is through circuit breaker and fused panels. The system conforms or exceeds minimum code requirements.

PLUMBING: 2” service enters under building on east side and runs under slab into the interior mechanical room where there is proper back check and shut off .

Plumbing fixtures installed in accordance with code in good condition. Fixture count exceeds for the actual occupancy load of the building.

VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM: The fire alarm system is a Simplex 4100U with digital display. There are no remote displays at entrance. Electrically operated, supervised, non-coded fire alarm system with breakglass stations, fire horns, fire detectors and strobes as shown on Plans.

Electrically operated, supervised fire alarm system consists of break-glass stations, fire horns and heat detectors. Magnetic door hold-open devices and air-handling units are interlocked with the fire alarm panel. The system is Simplex 4010 non-monitored addressable.

AUTOMATIC SPRINKLERS: None

AUTOMATIC HEAT DETECTION: Adequate – located in all Classrooms, Assembly occupancies and Storage Rooms.

STANDPIPE HOSE LINES: None

FIRE HYDRANTS: Two (2) hydrants on the city street west of the school and one (1) hydrant on the city street east of the school.

HAND FIRE EXTINGUISHERS: Owner to provide and maintain in accordance with NFPA No. 10-2000; adequately located throughout school.

VII. SECURITY SYSTEM Main entrance moved to south side. Card swipe, camera and door operation controlled in Office. All building exits locked from exterior and remote open sensors.

VIII. ENERGY CONSERVATION: Geothermal heating / cooling installed in 2007; received Energy Star Award in 2010. Roof

		insulation is R-19 or better.
IX.	ASBESTOS ABATEMENT	Asbestos Abatement Manual in Office; ACM Plan evaluated annually.
X.	LEAD-BASED PAINT	Lead-based paint has been removed or encapsulated in all public areas.
XI.	PAVING	Bus Lane new fair condition. Playground: good condition. South parking: Fair condition.

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING PARKSIDE ELEMENTARY SCHOOL	*SURVEY YEAR* 2025
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Russell W middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☒ Building Not in Compliance

7/30/2024 — *Date*

Russell W middleton — *Printed Name Architect/Engineer*

Date — *President of Board of Education*

Date — *Secretary of Board of Education*

11/30/2024 — *Expiration Date*

001-007820 — *License Number*



[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number 14

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The PARKSIDE ELEMENTARY SCHOOL school, located at 1900 W College Ave Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/30/2024.

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 12,360.00.

Name of Architect/Engineer	*Name of Firm*
Russell W middleton	MIDDLETON ASSOCIATES INC.
Phone Number	*Fax Number*
(309) 452-1271	(309) 454-8049.
License Number	*Expiration Date*
001-007820	11/30/2024
Email Address	
russ@middletonassociates.net	[Seal and Signature]



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

FISCAL 2025 TEN YEAR SURVEY

Parkside Elementary School
1900 W. College Avenue, Normal IL 61761

for

McLean Co. Unit District No. 5
A/E Project No. 24610024

DESCRIPTION OF EXISTING CONDITIONS

Parkside Elementary School

DESCRIPTION OF EXISTING CONDITIONS

1. GENERAL

CODE:	Survey based on 23 IL Adm. Code 175. This building will be evaluated as an "Open Plan" as defined in 175.250 because the Media Room 27 and Classroom 29 do not have direct exterior exiting.
ENROLLMENT:	Kindergarten & Elementary Grades 1 – 5, enrollment 311 pupils FY 2024. Enrollment increasing, Staff assigned full or part-time is 35 persons.
CONSTRUCTION:	Original 1988 Building: Type 2C, Non-combustible, unprotected, masonry & steel.
MEANS OF EGRESS:	Adequate in compliance for arrangement, capacity & location. Building has direct exterior exiting from all Classrooms, Cafeteria.and Media Center and Classroom 29 do not have direct exterior exiting.
LOCAL FIRE ALARM SYSTEM:	Supervised, ADA compliant, does not have voice notification, strobes throughout. See Section VI.
NEAREST FIRE STATION:	Manned station, 1.5 miles.
CITY WATER:	Service from 8" – 12" city main, one (1) fire hydrant. 4" service into building.

II. CONSTRUCTION DETAILS

YEAR BUILT:	1988 – evaluate to IL School Code Part 175.

HEIGHT:	One (1) story with three (3) mechanical mezzanines.
GROUND FLOOR AREA:	39,625 sq. ft. – Ground Floor 2,250 sq.ft. – Mezzanine Mechanical Space.
EXTERIOR WALL CONSTRUCTION:	8" block, 2" insulation, ¾" air space, 4" jumbo Norman face brick.
FLOOR CONSTRUCTION:	Concrete slab on grade. Second floor mezzanine – concrete on metal deck supported by steel joists. Temporary classrooms have plywood over steel joists.
ROOF CONSTRUCTION	EPDM single ply ballasted roof; 3" isocyanurate insulation, sloped metal deck and steel bar joists. Roof is 22 years old & has had numerous leak repairs – see Recommendations. Temporary classroom unit has steel cold-formed truss with gyp board enclosure.
INTERIOR WALL CONSTRUCTION:	Masonry walls of varying thicknesses. Temporary classrooms have painted gyp board.
INTERIOR FINISH:	Interior walls: painted CMU; Floors: terrazzo corridors, terrazzo Restrooms, VCT & limited carpet throughout rooms; Gymnasium VCT. Finishes comply with flame spread and smoke developed standards.
CEILINGS:	Lay-in tile ceilings throughout except Gymnasium, Mechanical & Utility Areas exposed structure. Temporary unit has lay-in ceiling below gyp board installed on roof truss.
TRANSOMS AND CEILING LEVEL GLASS:	There is a ceiling level glass at each classroom entry door, the Media Center 27 and the Commons Areas. All glazing adjacent to the ceiling is fixed/wireglass.

III. <u>EGRESS FACILITIES</u>

GRADE EXITS:	Adequate & well arranged, direct exiting all Classrooms except Classroom 29 & Media Room 27 do not have direct exiting. Exit hardware at required locations.

CORRIDORS:	Adequate width, length & exit access. This building needs to be divided into two (2) fire areas less than 20,000 sq. ft. to meet 175.250. This requirement is met by two (2) existing fire doors in Corridor 3 and 5.
STAIRWAYS:	One stairway in student occupied area – code compliant. Temporary classrooms have one (1) exit stair for each classroom.
RAMP:	One (1) ramp to Gymnasium, complies with ADA. Temporary classrooms have one (1) 54" wide entrance ramp.
WINDOWS:	Thermal insulated fixed steel frame, double-hung; not required for exiting.
FIRE ESCAPE:	None, none required.
EXIT SIGNS:	Adequate, properly located, battery back-up.
EMERGENCY LIGHTING:	Adequate in number and location.

IV. SPECIAL OCCUPANCIES

AUDITORIUM:	None.
CAFETERIA:	1920 sq. ft. serves as Cafeteria & performance platform adjacent to Gymnasium. Exiting is adequate.
GYMNASIUM:	3,800 sq. ft., Class B assembly; no fixed or telescoping seating; occupancy load 634 (253 by NFPA 101) by area, 800 by exit capacity. Doors not rated.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Wall separations, doors to corridor are 2-hour protected.

V. UTILITIES

HEATING:	Boiler – Kewanee, 1750 MBH, hot water, natural gas with new Gordan Pratt burner, 730 MBH min. fire rating. Blower motor – 1-ph, 1-hp. Controls: electronic, Alpha digital system with proprietary programing.
HEAT DISTRIBUTION:	Hot & chilled water to three (3) fan units in upper mezzanine for Classroom Wing.

	Gymnasium & Kitchen service by separate unit. All four (4) units are 480V, 3-ph. Units are interlocked to fire alarm system for emergency shut-down. Temporary classrooms have electric heat and DX cooling.
VENTILATION:	Ducted supply & return for Classrooms; complies with current ASHRAE standards. Fans over 2000 cfm have smoke shut-down tied to fire alarm. Temporary units have fresh air intake and exhaust.
AIR CONDITIONING:	Full air conditioning, central DX units, ground-mounted in fenced areas, free cooling cycles available. BOHN screw compressor 480V, 53.9 LRA.
WATER HEATER:	#1: A.O. Smith, natural gas, 240,000 Btu output. Separate 400 gal. storage tank with low pressure / high pressure gas shut-off. #2: State natural gas, 33,500 Btu input integral, 30-gal. storage tan; continuous circulation.
INCINERATOR:	Not applicable.
GAS SERVICE:	NICOR Gas, 3” low pressure enters at Boiler Room.
ELECTRICAL SYSTEM:	480V, 3-phase with 400-amp main breaker.
PLUMBING:	Adequate plumbing fixtures, some in classroom rest rooms at lower grades. Plumbing fixtures comply with State of Illinois Accessibility Standards. 4” service off 8” main to street. City sanitary sewer provided; storm detention basin on site.

VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM:	Addressable fire alarm, supervised. Does not have voice notification, The original control panel replaced in 2010. The original alarm system has been maintained and is certified annually, but has not been fully ADA updated to provide strobes in all locations or message annunciation. Strobes have been added in limited locations. Messaging such as storm warnings and security concerns are available to all normally

		occupied spaces on the phone over IT system.
	AUTOMATIC SPRINKLERS:	Not provided.
	AUTOMATIC HEAT DETECTION:	Detectors located in required space, see also recommendations for missing locations.
	STANDPIPE HOSE LINES:	None.
	FIRE HYDRANTS:	One (1) fire hydrant on 8" loop on east side of service drive. Additional fire hydrants on College Ave.
	HAND FIRE EXTINGUISHERS:	Adequate number & location to meet requirement. Fire extinguishers located on Plan, current inspection certification.
VII.	SECURITY SYSTEM	All perimeter doors are kept locked from outside entrance. The School District is planning to provide main entrance electric access equipment & electronic monitoring & intrusion detection systems.
VIII.	ENERGY CONSERVATION	Roof R-25 or better, walls R-10 or better, free cooling cycle on air conditioning, proprietary control programing to monitor peak loading and lower operating costs.
IX.	ASBESTOS ABATEMENT	No ACM known to exist in building.
X.	LEAD-BASED PAINT	No lead-based paints known to exist in this facility
XI.	PAVING	Minimal limited repairs completed current summer and in 2009. Drives and parking in adequate to poor condition. Seventy-two (72) total parking spaces, five (5) handicap spaces. Separate bus lane and service drive, fair condition. 10,300 sq. ft. play area paved, fair condition.

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**PARKSIDE ELEMENTARY SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	IMC room27	b.	IFC 1007.3	Did not see posted Occupant load sign	Post ocupant load sign
2	Media Room 27 to Room 27.2	a.	175.285,175.210	Door binds along head	Adjust or shave top of door
3	Girls RR 19.1	a.	175.210, 175.285	Door binds at top couple inches of strike jamb	shave door jamb
4	Room 35A	b.	175.692	No fire detector	Add fire detector
5	Room 39B	b.	175.692	No required fire detector	Add fire detector
6	room 19A	b.	175.692	No fire detector in the room	Add fire detector
7	Room 19B	b.	175.692	No fire detector in room	Add fire detector
8	Room23	a.	175.410 Exits	Roller strike loose	adjust and tighten
9	Gym Room 12 to custodial	a.	175.210	Door binds at top of strike jamb	Adjust or tighten hinges.
10	Mechanical Penthouse 201	b.	175.547	Outside Air duct, insulation falling off, causing condensation leaks in winter.	Repair/re-secure duct insulation
11	Mechanical Penthouse 202	b.	175.547	Outside Air duct	Insulation falling off, causing condensation leaks in winter. c b. Repair/re-secure duct insulation
12	Mechanical Penthouse 203	b.	175.547	Outside Air duct, insulation falling off, causing condensation leaks in winter. Repair/re-secure duct insulation c b. Repair/re-secure duct insulation	Repair/re-secure duct insulation

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**PARKSIDE ELEMENTARY SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Post occupant load sign not to exceed 68	each	1	1	$0.00			6/30/2025	O
2	c	a.	Adjust or shave top of door	each	1	2	$200.00			8/30/2026	F
3	c	a.	shave door jamb	each	1	2	$200.00			8/30/2026	F
4	f	b.	Add Smoke detector	each	1	2	$900.00			8/30/2029	F
5	f	b.	Add Smoke detector	each	1	2	$900.00			8/30/2029	F
6	f	b.	Add Smoke detector	each	1	2	$900.00			8/30/2029	F
7	f	b.	Add smoke detector	each	1	2	$900.00			8/30/2029	F
8	f	a.	Adjust and tighten	each	1	1	$0.00			8/30/2025	O
9	c	a.	Adjust or tighten hinges.	each	2	2	$300.00			8/30/2025	F
10	c	b.	Repair/re-secure duct insulation	sq ft	100	2	$2,000.00			8/30/2029	F
11	f	b.	Repair/re-secure duct insulation	sq ft	100	2	$2,000.00			8/30/2029	F
12	f	b.	Repair/re-secure duct insulation	sq ft	100	2	$2,000.00			8/30/2029	F

Original Subtotal	$10,300.00	Adjusted Subtotal	$10,300.00		
Original 10.00% Contingency	$1,030.00	Adjusted 10.00% Contingency	$1,030.00		
Original 10.00% A/E Fees	$1,030.00	Adjusted 10.00% A/E Fees	$1,030.00		
Original Grand Total	$12,360.00	Adjusted Grand Total	$12,360.00		

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

Parkside Elementary Fiscal 2025 10 year HLS survey

Photo Gallery



Penthouse 203 OA duct insulation failure



Penthouse 202 OA duct insulation failure



Penthouse 201 OA duct insulation failure

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING TOWANDA ELEM SCHOOL	*SURVEY YEAR* 2025
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Russell W middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

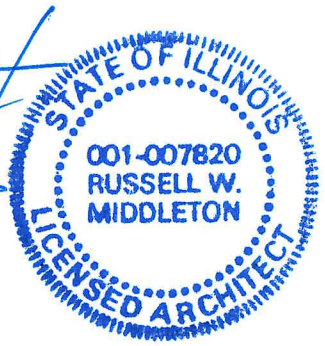
☒ Building Not in Compliance

8/5/2024 — Russell W middleton — *Date* / *Printed Name Architect/Engineer*

Date — *President of Board of Education*

Date — *Secretary of Board of Education*

11/30/2024 — 001-007820 — *Expiration Date* / *License Number*



[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The TOWANDA ELEM SCHOOL school, located at 304 S East St Towanda, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 8/5/2024.

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 0.00.

Name of Architect/Engineer	*Name of Firm*
Russell W middleton	MIDDLETON ASSOCIATES INC.
Phone Number	*Fax Number*
(309) 452-1271	(309) 454-8049.
License Number	*Expiration Date*
001-007820	11/30/2024
Email Address	[Seal and Signature]
russ@middletonassociates.net	

STATE OF ILLINOIS
001-007820
RUSSELL W.
MIDDLETON
LICENSED ARCHITECT

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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**TOWANDA ELEM SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Room 103 IMC	b.	IFC 1004.3	Occupancy sign not posted	Post Occupancy sign
2	room 116, custodial	a.	185.380 c) 10) D)	Lockset on door taped open to circumvent storage room lock function	Remove tape
3	Storage 102C	b.	NEC 110.16 clearance	Electric panel and MDP have materials stored in front completely blocking acccess	Remove stored materials and provide minimum 36" clear space.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**TOWANDA ELEM SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Post Occupancy sign not to exceed 50	each	1	1	$0.00			8/30/2029	O
2	b	a.	Remove tape	each	1	1	$0.00			8/30/2025	O
3	b	b.	Remove stored materials and provide minimum 36" clear space.	each	1	1	$0.00			8/30/2029	O

Original Subtotal	$0.00	Adjusted Subtotal	$0.00		
Original 10.00% Contingency	$0.00	Adjusted 10.00% Contingency	$0.00		
Original 10.00% A/E Fees	$0.00	Adjusted 10.00% A/E Fees	$0.00		
Original Grand Total	$0.00	Adjusted Grand Total	$0.00		

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

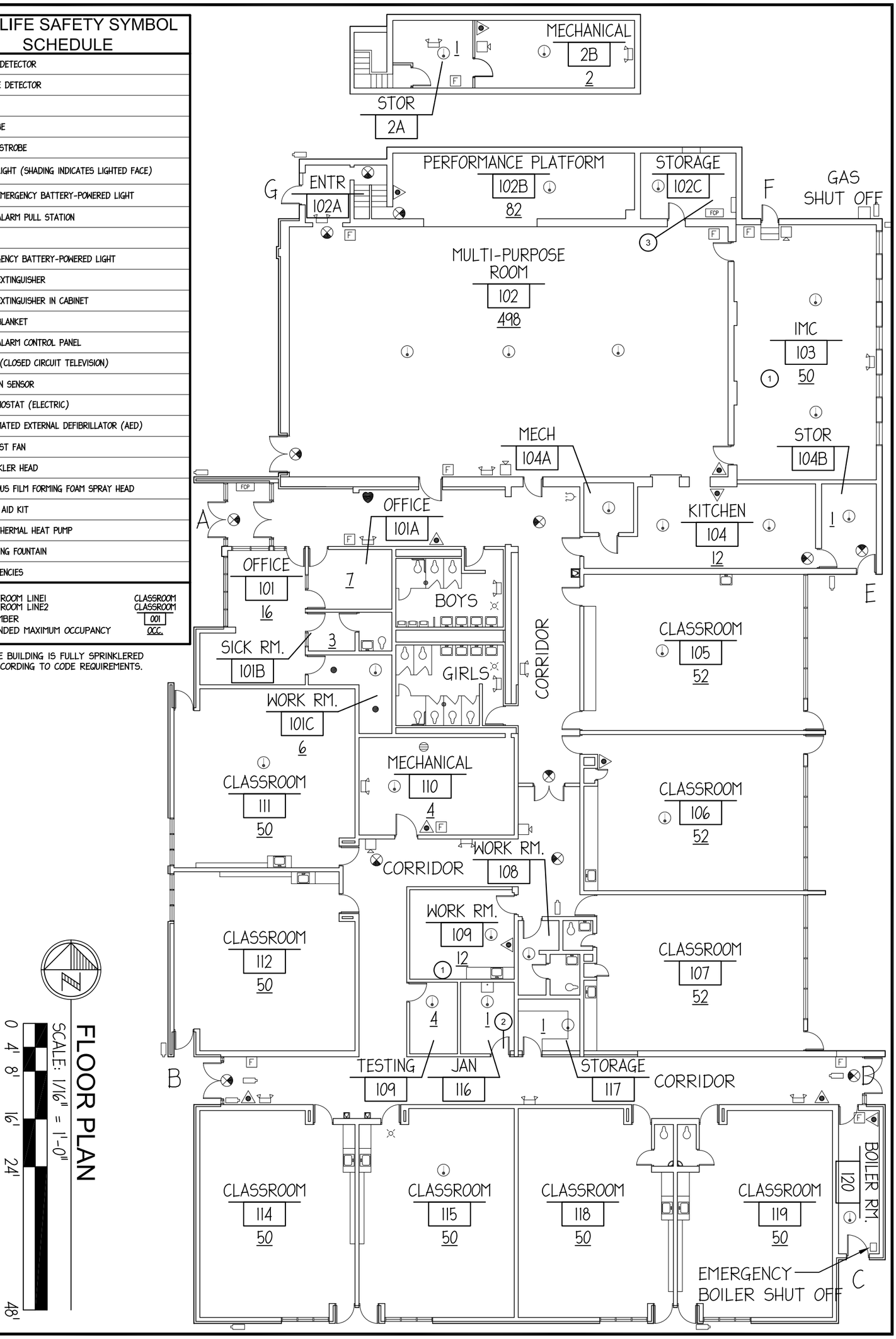
FIRE/LIFE SAFETY SYMBOL SCHEDULE

	HEAT DETECTOR
	SMOKE DETECTOR
	HORN
	STROBE
	HORN/STROBE
	EXIT LIGHT (SHADING INDICATES LIGHTED FACE)
	EXIT/EMERGENCY BATTERY-POWERED LIGHT
F	FIRE ALARM PULL STATION
	BELL
	EMERGENCY BATTERY-POWERED LIGHT
	FIRE EXTINGUISHER
	FIRE EXTINGUISHER IN CABINET
	FIRE BLANKET
FCP	FIRE ALARM CONTROL PANEL
	CCTV (CLOSED CIRCUIT TELEVISION)
	MOTION SENSOR
T	THERMOSTAT (ELECTRIC)
	AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
	EXHAUST FAN
	SPRINKLER HEAD
	AQUEOUS FILM FORMING FOAM SPRAY HEAD
	FIRST AID KIT
	GEO-THERMAL HEAT PUMP
	DRINKING FOUNTAIN
1	DEFICIENCIES

NAME OF ROOM LINE1 CLASSROOM
NAME OF ROOM LINE2 CLASSROOM
ROOM NUMBER 001
RECOMMENDED MAXIMUM OCCUPANCY OCC.

NOTE: THE BUILDING IS FULLY SPRINKLERED ACCORDING TO CODE REQUIREMENTS.

367



FLOOR PLAN
SCALE: 1/16" = 1'-0"
0 4' 8' 16' 24' 48'

REVISIONS		
NO.	DATE	REMARKS

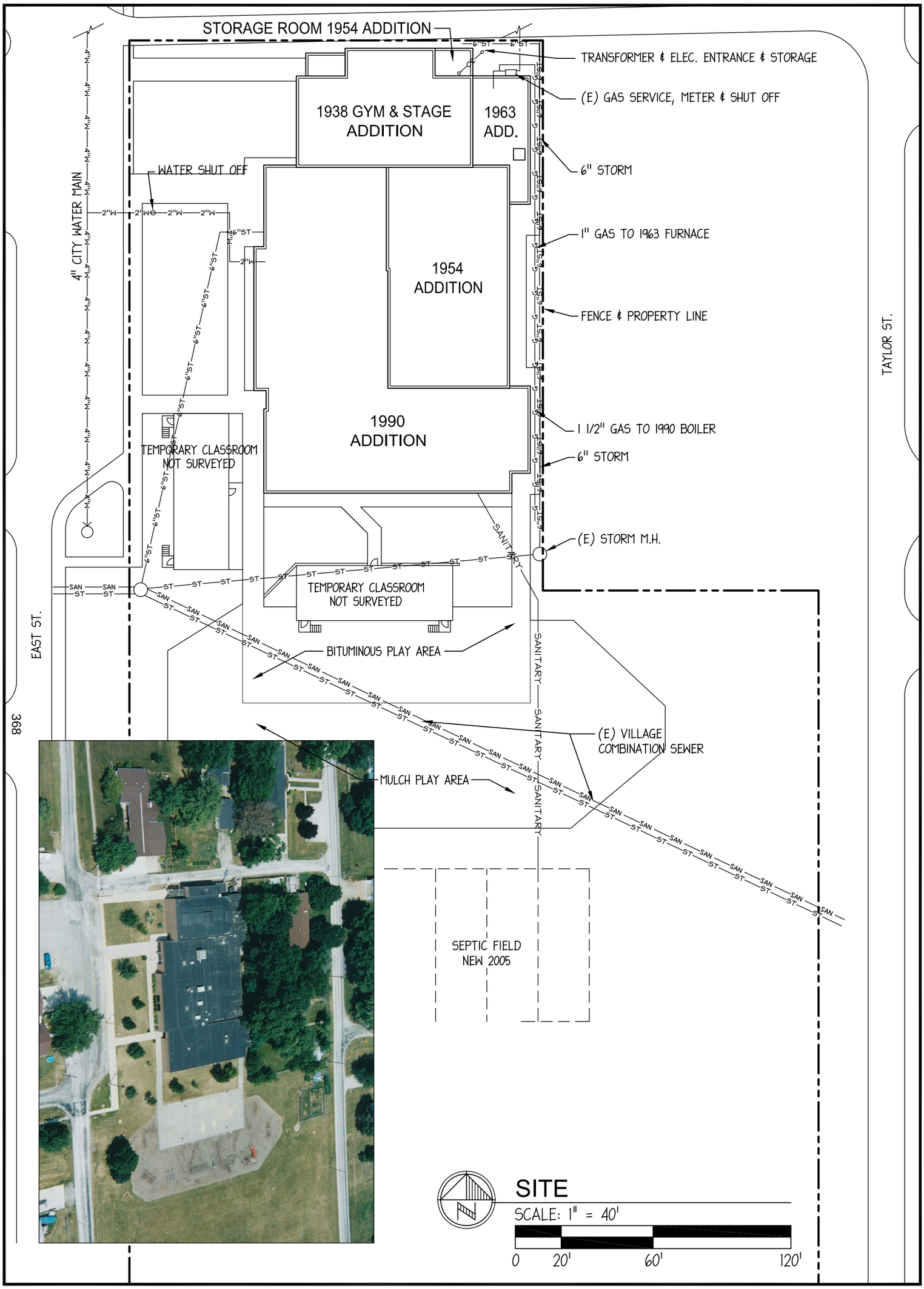
TOWANDA ELEMENTARY

MCUD 5 FISCAL YEAR 2025 10 YEAR H.L.S. SURVEY

MIDDLETON ASSOCIATES · INC ARCHITECTS
1702 W. College Ave.
Suite E
Normal, IL 61761-2793
p: 309.452.1271
f: 309.454.8049
middletonassociates.net

THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THE JOB. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE

PROJECT NO. 27140024
ISSUE DATE AUGUST 2024
SHEET A1.0
OF 2 SHEETS



REVISIONS		
NO.	DATE	REMARKS

TOWANDA ELEMENTARY

MCUD 5 FISCAL YEAR 2025 10 YEAR H.L.S. SURVEY

MIDDLETON ASSOCIATES · INC ARCHITECTS

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Suite E
Normal, IL 61761-2793
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THE CONTRACTOR SHALL VERIFY CONDITIONS & DIMENSIONS ON THE JOB. INFORMATION SHOWN ON ANY PART OF THE DRAWINGS SHALL APPLY TO SIMILAR CONDITIONS AT OTHER LOCATIONS IN THE WORK UNLESS SET FORTH OTHERWISE

PROJECT NO.
27140024

ISSUE DATE
AUGUST 2024

SHEET C1.0

OF 2 SHEETS

APPLICATION FOR APPROVAL OF TEN-YEAR SAFETY SURVEY REPORT

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

NAME OF SCHOOL BUILDING NORTHPOINT ELEMENTARY SCHOOL	*SURVEY YEAR* 2025
NAME AND NUMBER OF SCHOOL DISTRICT McLean County USD 5, 0050	*COUNTY* McLean
ARCHITECT NAME Randall Middleton	*FIRM* MIDDLETON ASSOCIATES INC.
FIRM ADDRESS 1702 W. COLLEGE AVE, NORMAL, IL 61761-3028	*TELEPHONE NUMBER* (309) 452-1271

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

☐ Building in Full Compliance.

☒ Building Not in Compliance

7/16/2024 — Randall Middleton
Date — *Printed Name Architect/Engineer*

Date — *President of Board of Education*

Date — *Secretary of Board of Education*

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



[Seal and Signature]

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

Form 35-86 (7/07) (Prescribed by ISBE for local board use) 180.300 a

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The NORTHPOINT ELEMENTARY SCHOOL school, located at 2602 E College Ave Bloomington, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/16/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 9,660.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2024
Email Address rand@middletonassociates.net	[Seal and Signature]

STATE OF ILLINOIS
001-007938
RANDALL E.
MIDDLETON
LICENSED ARCHITECT

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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORTHPOINT ELEMENTARY SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Gym Rm 81 Exit B	b.	175.60	Door does not latch without human effort. School security could be compromised.	Adjust or replace closer, hardware, or door so that door latches completely.
2	Class Room 57	b.	175.60	Door is difficult to open.	Fix or replace
3	Class Room 55 entrance door	b.	175.60	Emergency exit door to outside latch sticks, and out side pull handle is loose and held in place with one screw.	Fix door hardware.
4	Class room 30 exterior emergency exit door.	b.	175.60	Exterior emergency door is difficult to open. Door sticks at strike jamb. There is rust on the on the lower area of the hinge jamb.	Repair or replace to fix door.
5	Gym Rm 81 Southeast exit to Gym Rm 91	b.	175.50 & NFPA 101 paragraph 5-2.1.4	NFPA Code 101 para. 5-2.1.4 indicates that doors in an exit path swing in the direction of exit flow. The double doors in the SE corner of Gym 81 and the NE corner of Gym 91 do not meet this requirement as presently arranged. The EXIT sign is on the wrong side of the wall seperating the two rooms.	Move the EXIT sign to the Gym room 91 wall so the presnt double doors swing in the direction of exit, or turn the double doors around so the the direction of exiting will be north as the doors now swing.
6	Exterior double doors at exit J	b.	175.60	The double doors are separted by a removeable mullion. The doors are difficult to open and require help to shut. The doors stick on the mullion.	Adjust both doors, hardware, and/or closers
7	Class Room 17 to Commns Room 21	b.	175.60	The door to entry room 17 will not shut. The transom above the door will not allow the door to close.	Alter the transom to allow operation of the door.
8	Main Corridor near estivbule 1	b.	175.60	This is a double door set. The South door will not shut. It is apparently slightly to big for the opening.	Remove the door and mill off about 1/8" to 3/16" off the hinge jamb. Reinstall the hinges and rehang the door.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORTHPOINT ELEMENTARY SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	b.	Check and repair or replace problem material	unit	1	2	$150.00			8/15/2025	F
2	c	b.	Adjust door so that it will open and shut properly.	unit	1	1	$0.00			8/15/2025	O
3	f	b.	Repair or replace latch and outside pull.	unit	1	2	$200.00			8/15/2025	F
4	c	b.	Repair or replace the hardware and/or door as needed to improve operation.	unit	1	2	$1,500.00			8/15/2025	F
5	f	b.	Move the EXIT sign or flip the double doors 180 degrees aeround.	system	1	2	$2,000.00			8/15/2025	F
6	f	b.	Adjust or replace elements of this perimeter door set to improve operation and secure the perimeter of the building.	system	1	2	$600.00			6/11/2025	F
7	c	b.	Remove the transom and cut it to provide closure of the door. If the transom is warped provide a new plwood piece about 38" X 20" and finish to match existing.	in	1	2	$800.00			8/11/2025	F
8	e	b.	If the door cannot be modified as described above, a new door will be required. In such a case one new door will be 1.75" X 3' wide X 7' high. Finish to match existing doors	in	1	2	$2,800.00			8/11/2025	F

	Original Subtotal	$8,050.00	Adjusted Subtotal	$8,050.00	
	Original 10.00% Contingency	$805.00	Adjusted 10.00% Contingency	$805.00	
	Original 10.00% A/E Fees	$805.00	Adjusted 10.00% A/E Fees	$805.00	
	Original Grand Total	$9,660.00	Adjusted Grand Total	$9,660.00	

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

2023 TEN-YEAR SURVEY

McLean County Unit District No. 5
Northpoint Elementary School
2602 E. College Ave., Bloomington, IL 61704
A/E Project No. 24602319

Northpoint Elementary School

DESCRIPTION OF EXISTING CONDITIONS

1. GENERAL

CODE:	Original building survey based on 23 IL Adm. Code 175; 1999 Addition based on Code 180.
ENROLLMENT:	Kindergarten & Elementary Grades 1 – 5, enrollment 500 pupils as of May 2023. Enrollment increasing, Staff assigned full or part-time is 80 persons.
CONSTRUCTION:	Original 1988 Building: Type 2C, Non-combustible, protected, masonry & steel. 1999 Addition: Type 2C, non-combustible, protected masonry & steel.
MEANS OF EGRESS:	Adequate in compliance for arrangement, capacity & location. Building does not have direct exterior exiting from Classrooms. Gym & Cafeteria have direct exiting for two-thirds of occupancy – 175.240.
LOCAL FIRE ALARM SYSTEM:	Supervised, ADA compliant, meets current standards, strobes throughout.
NEAREST FIRE STATION:	Manned station, 1.5 miles.
CITY WATER:	Service from 6” loop off city main, one (1) fire hydrant. 4” service into building.

II. CONSTRUCTION DETAILS

YEAR BUILT:	1988 original building – evaluate to IL School Code Part 175. 1999 Addition – evaluate to IL School Code Part 180.
HEIGHT:	One (1) story with five (5) mechanical mezzanines.
GROUND FLOOR AREA:	39,625 sq. ft. - original Building – ground floor 2,250 sq. ft. – Mezzanine mechanical space

29,485 sq. ft. – 1999 Addition –ground floor
1,500 sq. ft – Mezzanine mechanical space
72,860 sq. ft. – building total

EXTERIOR WALL CONSTRUCTION: 8" block, 2" insulation, ¾" air space, 4" jumbo Norman face brick.

FLOOR CONSTRUCTION: Concrete slab on grade. Second floor mezzanine – concrete on metal deck supported by steel joists.

ROOF CONSTRUCTION: 90 mil EPDM single ply roof with 30-year warranty; 3" isocyanurate insulation, sloped metal deck and steel bar joists. Roofs replaced in 2016.

INTERIOR WALL CONSTRUCTION: Masonry walls of varying thicknesses.

INTERIOR FINISH: Interior walls: painted CMU; Floors: terrazzo corridors, terrazzo Restrooms; VCT & limited carpet throughout rooms; Gymnasium VCT.

Finishes comply with flame spread and smoke developed standards.

CEILINGS: Lay-in tile ceilings throughout except Gymnasium, Mechanical & Utility Areas exposed structure.

TRANSOMS AND CEILING LEVEL GLASS: Original Building: There is a ceiling level glass at each classroom entry door. The Media Center Room 12 and the two (2) Commons Rooms. All glazing is wireglass.
1999 Addition: No ceiling level glass.

III. EGRESS FACILITIES

GRADE EXITS: Adequate & well arranged, direct exiting for perimeter Classrooms only; interior Classrooms & Media Room 12 do not have direct exiting. Exit hardware at required locations.

CORRIDORS: Adequate width, length & exit access. This building needs to be divided into three (3) fire areas to comply with 175.250. This requirement is met by three (3) existing fire doors in Corridors.

STAIRWAYS: One stairway in student occupied area – code compliant.

RAMP:	Three (3) ramps to Gymnasiums; complies with ADA.
WINDOWS:	Thermal insulated fixed steel frame; not required for exiting.
FIRE ESCAPE:	None, none required.
EXIT SIGNS:	Adequate, properly located, battery back-up.
EMERGENCY LIGHTING:	Adequate in number and location.

IV. SPECIAL OCCUPANCIES

AUDITORIUM:	None.
KITCHEN:	Wall separation, doors and coiling doors are fire-rated. Room has fire detectors and fire extinguishers. Cooking exhaust hood is a Captive Aire Model 5124R with fire suppression. Walk-in cooler and a walk-in freezer are in kitchen.
CAFETERIA:	1920 sq. ft. serves as Cafeteria & performance platform adjacent to Gymnasium. Exiting is adequate.
GYMNASIUM:	Two (2) Gymnasiums of 3,800 sq. ft. each, Class B assembly; no fixed or telescoping seating; occupancy load 672 (253 by NFPA 101) in each Gym by area. Exit width required by Code for each Gym is 135” – provided exit width = 198”.
MECHANICAL EQUIPMENT & STORAGE ROOMS:	Wall separations, doors to corridor are 2-hour protected.

V. UTILITIES

HEATING:	Original Building: Boiler – Kewanee, 1750 MBH, hot water, natural gas with new Kewanee 52.3 hp burner, 730 MBH min. fire rating 2166 MBH max. firing. Blower motor – 1-ph, 1-hp. 1999 Addition: Boiler – Kewanee, 1063 MBH 31.7 hp, hot water, natural gas. Burner – 730 MBH/2166 MBH. Controls: Original Building: Pneumatic Barber Coleman 1999 Addition: Johnson Electronic

HEAT DISTRIBUTION:	Original Building: Hot & chilled water to three (3) fan units in upper mezzanine for Classroom Wing. Gymnasium & Kitchen service by separate unit. All four (4) units are 480V, 3-ph. Units are interlocked to fire alarm system for emergency shut-down. 1999 Addition: Hot & chilled water to two (2) fan units in Mezzanine Rooms 204 & 205. Each fan room unit has two (2) gas booster furnaces on supply duct.
VENTILATION:	Ducted supply & return for Classrooms; complies with current ASHRAE standards. Fans over 2000 cfm have smoke shut-down tied to fire alarm. Fan units for original building are Trane 3310 cfm. Fan units for 1999 Addition are Addison.
AIR CONDITIONING:	Full air conditioning, Daikin central DX units, ground-mounted in fenced areas, free cooling cycles available. BOHN screw compressor 480V, 53.9 LRA in original building. 1999 Addition – three (3) roof-mounted compressors. #1 compressor Carrier, 2-twin cylinder, 48V, 65.4 RLA. #2 compressor Addison, 48V, 43 RLA. #3 compressor (Server Rm 50) Guardian, 208-230V, 21.8 RLA.
WATER HEATER:	#1: A.O. Smith, natural gas, 240,000 Btu output. Separate 400 gal. storage tank with low pressure / high pressure gas shut-off. #2: State natural gas, 33,500 Btu input integral, 30-gal. storage tank; continuous circulation. #3: PVI Maxim water heater; 125-gal storage tank; 540,000 Btu input
INCINERATOR:	Not applicable.
GAS SERVICE:	NICOR Gas, 3” low pressure enters at Boiler Room.
ELECTRICAL SYSTEM:	480V, 3-phase with 400-amp main breaker.
PLUMBING:	Adequate plumbing fixtures (limited by lavatories), for up to 1300, plus 8 Classroom Restrooms, that have not been added to capacity count. Drinking fountains adequate for up to 825 persons. Plumbing fixtures comply with State of Illinois Accessibility

Standards. 4” service off 8” main from street; 6” loop to two (2) fire hydrants. City sanitary sewer provided; storm detention basin on site.

VI. PRIVATE PROTECTION

FIRE ALARM SYSTEM:	Zoned fire alarm, meets current standards, ADA compliant, supervised, automatic call to Fire Dept. Battery back-up. The main panel is Simplex 4010ES.
AUTOMATIC SPRINKLERS:	The original building and the 1999 Addition are fully sprinklered.
AUTOMATIC HEAT DETECTION:	Detectors located in required space.
STANDPIPE HOSE LINES:	None.
FIRE HYDRANTS:	One (1) fire hydrant on 6” loop on east side of service drive and one (1) fire hydrant on 6” loop on south side – 1999 Addition.
HAND FIRE EXTINGUISHERS:	Adequate number & location to meet requirement. Fire extinguishers located on Plan, outdated inspection certification of 2020. School will have fire extinguishers re-certified.

VII. SECURITY SYSTEM — All perimeter doors are kept locked from outside entrance. A CCTV system is in place with cameras at the interior and exterior of the building in public areas.

VIII. ENERGY CONSERVATION — Roof R-19, walls R-10 or better, free cooling cycle on air conditioning.

IX. ASBESTOS ABATEMENT — No ACM known to exist in building.

X. LEAD-BASED PAINT — No lead-based paints known to exist in student occupied areas.

XI. PAVING — Drives and parking in fair condition. Ninety-nine (99) total parking spaces, seven (7) handicap spaces. Separate bus lane and service drive, condition – fair. 130,040 sq. ft. play area unpaved; 3150 sq. ft. play area paved.

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

(Section 17-2.11 of the School Code)

NORMAL COMMUNITY HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 38	

Total Previously Approved	
Approved to raise with this Amendment	$119,820.00
Total Approved to Date	$119,820.00
Existing District Funds Approved	$0.00

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

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

I Further certify that the estimate of total approval to date, in the amount of $119,820.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

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

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON

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

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The NORMAL COMMUNITY HIGH SCHOOL school, located at 3900 E Raab Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/16/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 119,820.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2024
Email Address rand@middletonassociates.net	*[Seal and Signature]*



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY HIGH SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	On NCHS property	c.	105 ILCS 5/17-2.11(a)(2)	Approximately 700' of surface cracks currently exist in the six Tennis courts on the School Property.	Repair and resurface the six Tennis Courts.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY HIGH SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	c.	Router and fill 700' of cracks, Install 250' of crack repair fabric. Install 950' of crack sealanrt. Apply two coats of flexible acrylic resurfacer. Apply two coats of acrylic finish. Stripe six tennis courts.	sq. ft.	38880	2	$99,850.00			8/15/2025	F

	Original Subtotal	$99,850.00	Adjusted Subtotal	$99,850.00
	Original 10.00% Contingency	$9,985.00	Adjusted 10.00% Contingency	$9,985.00
	Original 10.00% A/E Fees	$9,985.00	Adjusted 10.00% A/E Fees	$9,985.00
	Original Grand Total	$119,820.00	Adjusted Grand Total	$119,820.00

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

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

(Section 17-2.11 of the School Code)

NORMAL COMMUNITY WEST HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 59	

Total Previously Approved	
Approved to raise with this Amendment	$54,970.00
Total Approved to Date	$54,970.00
Existing District Funds Approved	$0.00

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

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

I Further certify that the estimate of total approval to date, in the amount of $54,970.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

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

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON

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

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The NORMAL COMMUNITY WEST HIGH SCHOOL school, located at 501 N Parkside Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/19/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 54,970.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2024
Email Address rand@middletonassociates.net	[Seal and Signature]



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY WEST HIGH SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	Main Office	b.	BOCA 3401.2	Roof surface is 60 mil EPDM 33 yeaers old. The surface has numerous small holes allowing water to penetrate into the building interior.	Replace the roofing surface matrial and the top layer of insulation.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY WEST HIGH SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	b.	Install 1" of new insulation and coer with 60 mil EPDM. Provide 20 year warranty. Reuse existing edge metal termination.	sq. ft.	2280	2	$47,800.00			9/30/2024	F

Original Subtotal	$47,800.00	Adjusted Subtotal	$47,800.00		
Original 10.00% Contingency	$4,780.00	Adjusted 10.00% Contingency	$4,780.00		
Original 5.00% A/E Fees	$2,390.00	Adjusted 5.00% A/E Fees	$2,390.00		
Original Grand Total	$54,970.00	Adjusted Grand Total	$54,970.00		

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

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

(Section 17-2.11 of the School Code)

NORMAL COMMUNITY WEST HIGH SCHOOL	McLean
School Building	County
McLean County USD 5, 0050	
District Name and Number	
Amendment Number 60	

Total Previously Approved	
Approved to raise with this Amendment	$100,728.00
Total Approved to Date	$100,728.00
Existing District Funds Approved	$0.00

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

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

I Further certify that the estimate of total approval to date, in the amount of $100,728.00 has been examined and determined to be reasonable and is hereby approved.

Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

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

COMMENTS:

ADJUSTED ITEMS:

ITEM ID	DESCRIPTION	ESTIMATED AMOUNT	ADJUSTED AMOUNT	DIFFERENCE	REASON

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

REQUEST FOR AUTHORIZATION
To use Fire Prevention and Safety Funds

Amendment Number

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

The NORMAL COMMUNITY WEST HIGH SCHOOL school, located at 501 N Parkside Rd Normal, Illinois, and under the management and control of the Board of Education of School District # 0050, McLean County, was surveyed by me on 7/16/2024.

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

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

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is $ 100,728.00.

Name of Architect/Engineer Randall Middleton	*Name of Firm* MIDDLETON ASSOCIATES INC.
Phone Number (309) 452-1271	*Fax Number* (309) 454-8049.
License Number 001-007938	*Expiration Date* 11/30/2024
Email Address rand@middletonassociates.net	
	[Seal and Signature]



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

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

a. Based upon the report of the architect referred to above, the district faces total estimated costs of $ to finance the work involved.

b. The district has $ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.

c. If Fire Prevention and Safety funds are to be used, the district certifies that it has levied the maximum authorized rate for its operations and maintenance fund for the most recent year for which tax rates are available.

d. The district needs to raise $ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.

e. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.

f. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).

g. All work authorized by the District will be executed in conformity with all applicable codes.

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

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY WEST HIGH SCHOOL**

4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation
1	ON NCWHS Pr0perty	c.	105 ILCS 5/17-2.11(a) (2)	Approximtately 175' of surface cracks and 216' of open control joints currently exist in the six tennis courts on this property. These flaws can effect the movement of the ball during use of the courts.	Repair and resurface the six tennis courts on this property.

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

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE	2. DISTRICT CODE/NAME	3. FACILITY CODE/NAME
064, McLean	**0050, McLean County USD 5**	**NORMAL COMMUNITY WEST HIGH SCHOOL**

4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	f	c.	Router and fill 75' of cracks. Install 500' of crack repair fabric. Fill 216' of open control joints and install 216' of repair fabric. Apply two coats of flexible acrylic resurfacer over six courts. Apply two coars of acrylic finish coats. Stripe six tennis courts.	sq. ft.	38880	2	$83,940.00			8/15/2025	F

Original Subtotal	$83,940.00	Adjusted Subtotal	$83,940.00	
Original 10.00% Contingency	$8,394.00	Adjusted 10.00% Contingency	$8,394.00	
Original 10.00% A/E Fees	$8,394.00	Adjusted 10.00% A/E Fees	$8,394.00	
Original Grand Total	$100,728.00	Adjusted Grand Total	$100,728.00	

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

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for McLean County Unit District No. 5
District Name and Number

in McLean County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

Cedar Ridge Elementary located at 2808 Breezewood Blvd., Bloomington, IL 61704
Name of School Building *Address of School Building*

until June 30, 2031 .

This temporary facility will be used for:

- [X] Classrooms
- [ ] Storage
- [ ] Library
- [ ] Gymnasium
- [ ] Auditorium
- [ ] Other .

This temporary facility will be:

- [X] Relocatables
- [ ] Temporary rooms in: .
  Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: Two Units/Four Rooms .

Number of pupils to be housed in temporary housing: 20 in each classroom .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:
Evaluating the need for temporary classrooms annually. A decision to replace the temporary units will be made between 2027-2031.

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?
There are no code violations noted by the District Life Safety Architect. If deficiencies arise, they will be addressed.

This plan will be accomplished by 6/1/2031.
Date

Date	*Signature of Board President*	*Date*	*Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

Date	*Signature of Regional Superintendent*

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for McLean County Unit District No. 5
District Name and Number

in McLean County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

Parkside Elementary located at 1900 W. College Ave., Normal, IL 61761
Name of School Building *Address of School Building*

until June 30, 2031 .

This temporary facility will be used for:

- [X] Classrooms
- [ ] Storage
- [ ] Library
- [ ] Gymnasium
- [ ] Auditorium
- [ ] Other .

This temporary facility will be:

- [X] Relocatables
- [ ] Temporary rooms in: .
  Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: Two Units/Four Rooms .

Number of pupils to be housed in temporary housing: 20 in each classroom .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:
Evaluating the need for temporary classrooms annually. A decision to replace the temporary units will be made between 2027-2031.

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?
There are no code violations noted by the District Life Safety Architect. If deficiencies arise, they will be addressed.

This plan will be accomplished by 6/1/2031.
Date

Date	*Signature of Board President*	*Date*	*Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

Date	*Signature of Regional Superintendent*

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for McLean County Unit District No. 5
District Name and Number

in McLean County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

Towanda Elementary located at 504 S. East St., Towanda, IL 61776
Name of School Building *Address of School Building*

until June 30, 2031 .

This temporary facility will be used for:

- [X] Classrooms
- [ ] Storage
- [ ] Library
- [ ] Gymnasium
- [ ] Auditorium
- [ ] Other .

This temporary facility will be:

- [X] Relocatables
- [ ] Temporary rooms in: .
  Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: Two Units/Four Rooms .

Number of pupils to be housed in temporary housing: 20 in each classroom .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:
Evaluating the need for temporary classrooms annually. A decision to replace the temporary units will be made between 2027-2031.

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?
There are no code violations noted by the District Life Safety Architect. If deficiencies arise, they will be addressed.

This plan will be accomplished by 6/1/2031.
Date

Date	*Signature of Board President*	*Date*	*Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

Date	*Signature of Regional Superintendent*

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

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; Joe Adelman, Executive Director of Operations
DATE:	August 21, 2024
RE:	Recommendation of Award: 2024 NCWHS Football Field Sound System RFP

On Tuesday August 12, 2024 at 10:00 AM proposals were received at the District Office at 1809 Hovey Ave for a complete rebuild of the Normal Community West High School football stadium sound system that is used for public address and music.

Two sealed proposals were received, publicly opened and read.

Administration recommends the Board of Education award the contract to the lowest bidder, Mesa Electronics Inc., for their proposal totaling $64,046.20.

McLean County Unit District No. 5

REQUEST FOR DONATION APPROVAL

Name of Donation/ Organization: Grove PTO

Address of Donor/ Organization: Grove Elementary

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

The PTO is donating money to pay LKM Landscaping to landscape the bump out area in front of the School. We are making a memorial Reading Garden in honor of Amy Moore.

Total Value: $4000

Current/Future Costs To the School District: 0

/ We have a plan w/ PTO to weed and care for the area.

Approval Signatures: *(As Applicable)*

Building Principal: Sarah Edwards

Athletic Director: _____

Supervisor of Maintenance: _____

City Official: _____

Superintendent: _____

Date: _____

Thank you for your donation!

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

Your support of Unit 5 Schools is greatly appreciated.