

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
November 24, 2020  
7:00 PM

REGULAR MEETING           CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS GEORGE WASHINGTON MIDDLE SCHOOL, ROOM 130, 8101 OGDEN AVE., LYONS, ILLINOIS 60534, AT 7:00 PM.

**DISASTER PROCLAMATION**

A Gubernatorial Disaster Declaration has been issued declaring the State of Illinois and all Counties in Illinois a disaster area due to the COVID-19 pandemic. Given the current COVID-19 pandemic situation and IDPH/ISBE safety guidance, Board President Torres and Superintendent Rivera have determined that in person public attendance at the Board meeting is not practical or prudent and that in person attendance is limited to ten persons.

**MEETING CALL IN INFORMATION**

Public access to the meeting will be by remote access. The public may access the meeting remotely via: 1) telephone by dialing (617) 675-4444; PIN: 778 449 638 1830#, or 2) Google Meets by logging into <https://meet.google.com/dua-cepd-mhm>. Please contact Char Latronica at (708) 783-4109 with questions about remote access. For public comment participation, see the Public Comment section of the agenda below.

**A G E N D A**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. Reading of Communications**

A. FOIA Report

3

**V. Superintendent's Report**

**VI. Public Comment**

Due to the public access to meeting being remote, public comment shall be by email and written correspondence or Google Meets. Persons interested in making written public comment must email their public comment to [latronicac@lyons103.org](mailto:latronicac@lyons103.org) or deliver written public comment to the District Office by November 24, 2020 at 3:00 p.m. Emailed and written public comments are limited to 200 words and will be read aloud during the Public Comment portion of the meeting.

**VII. Year-to-Date Financials**

5

**VIII. Consent Agenda**

A. Approval of Minutes

1. Regular Minutes of October 27, 2020

18

B. Authorize Payment of Monthly Bills for November, 2020	
1. Board Bills November, 2020	27
2. Activity Funds November, 2020	55
C. Approval of Employment	
1. Support Personnel	
a. Monica Salinas, Lincoln, Parent Liaison, \$15.00/hr, 11/30/2020	
b. Michelle Valle, Lincoln, Building Secretary, \$11.81/hr, 11/30/2020	
2. Leave of Personnel	
a. Danielle Berger, Life Skills Teacher, GWMS, 8/24/20-1/4/21 (previously approved for (first day of) FY2020-2021-11/16/20)	
b. Cheryl Anderson, GWMS, Speech Pathologist, 10/26/2020-TDB (intermittent)	
c. Maggie Matchinis, Lincoln, 12/18/20-4/5/21	
D. Skyward Confidentiality and Non-Disclosure Agreement	61
E. Intergovernmental Agreement (West 40 and Lyons School District 103) 2020-2021	63
<b>IX. <u>Board Reports</u></b>	
A. First Reading of Policies - Press Plus	
1. Policy 5:10 - Equal Employment Opportunity and Minority Recruitment	67
2. Policy 5:20 - Workplace Harassment Prohibited	70
3. Policy 2:260 - Uniform Grievance Procedure	74
4. Policy 2:265 - Title IX Sexual Harassment Grievance Procedure	78
5. Policy 5:100 - Staff Development Program	84
6. Policy 5:220 - Substitute Teachers	87
7. Policy 5:330 - Sick Days, Vacation, Holidays, and Leaves	88
8. Policy 7:10 - Equal Educational Opportunities	91
9. Policy 7:20 - Harassment of Students Prohibited	93
10. Policy 7:180 - Prevention of and Response to Bullying, Intimidation and Harassment	97
11. Policy 7:185 - Teen Dating Violence Prohibited	101
12. Policy 8:30 - Visitors to and Conduct on School Property	103
13. Policy 8:110 - Public Suggestions and Concerns	106
<b>X. <u>Action Items</u></b>	
A. Approval of Truth-In-Taxation Hearing on the 2020 Tax Levy	
B. Approval of Performance Goals for Superintendent's Employment Agreement	107
C. Approval of Director of Early Childhood Education, Beatriz Lappay, \$95,000 (to be prorated) for FY2020-2021	
<b>XI. <u>Adjournment</u></b>	

FOIA Report  
November – 2020

**October 29, 2020** – Bob Skolnik, Landmark Newspaper – A request for copies under the Illinois Freedom of Information Act for the below:

“a copy of the contract between Lyons School District 103 and SEIU Local 73 that covers custodians in Lyons School District 103 that was approved by the District 103 Board of Education at October 27, 2020 meeting of the Board of Education.

I also request that I be provided with any resume submitted to Lyons School District 103 by Stephanie Koenig.”

**October 18, 2020** – Joanne Schaeffer, Resident – A request for copies under the Illinois Freedom of Information Act for the below:

- “1. Total student enrollment as of 10-01-2020
2. List, by school, of each class, in each school, number of students in each classroom enrolled in e-learning classes
3. Percentages of student daily attendance for e-learning
4. Number, no names, of staff teaching on-line from home by school.”

**October 6, 2020** – Brian Schwartz, Attorney – A request for copies under the Illinois Freedom of Information Act for the below:

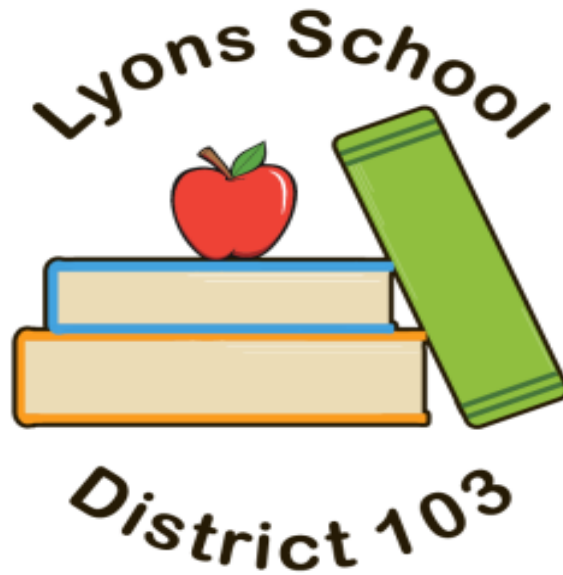
- “1. The verbatim text or transcript of all messages sent through the District's Skyward School Management System between the dates of Monday, June 29, 2020 and Friday, July 3, 2020.
2. The exact name(s) of the person(s) who sent the messages described in the above paragraph.”

**October 1, 2020** – Samantha Kluempers – Taxpayer, A request for copies under the Illinois Freedom of Information Act for the below:

“any document(s) containing or pertaining to the development, creation, status, policies, procedures, staffing, protocols, memos, notes, admittance procedure of the 'learning hub' or 'the hub', in any form of media to include print and digital such as emails between Kristopher Rivera, Carol Baker, Darek Naglak, Charline Latronica and Kim West between the dates of June 1st, 2020 and October 1st, 2020.”

**October 1, 2020** – Samantha Kluempers – Taxpayer, A request for copies under the Illinois Freedom of Information Act for the below:

“any document(s) containing or pertaining to the safety policies and procedures of the "learning hub" or "the hub" including COVID-19 student expectations & procedures, COVID-19 student & staff symptom screening, student meal preparation, sanitization & maintenance plans, emergency action plans with local fire & police departments in any form of media to include print and digital such as emails between Kristopher Rivera, Darek Naglak, Carol Baker, Charline Latronica, Dawn Lewis, Lori Neil, Robert Koc, School District 103 Board of Education, Lyons Police Department and Lyons Fire Department between the dates of June 1st, 2020 and October 1st, 2020.”



*Working Together to Expand Student Opportunities*

Serving the communities of Brookfield, Forest View, Lyons,  
McCook and Stickney.

## **October YTD Financials**

### **Fiscal Year 2021**

**Presented to BOE**

11/24/2020

**Lyons School District 103**  
**EDUCATION FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>October</b>	<b>as of</b>	<b>of Budget</b>
		<b>Revenue</b>		<b>10/31/2020</b>	<b>Realized</b>
Property Taxes	\$ 15,701,034	50.7%	\$ 666,552	\$ 7,445,476	47.4%
Corporate Per. Prop. Replacement Taxes	\$ 1,970,401	6.4%	\$ 317,109	\$ 725,755	36.8%
State Evidence Based Funding (EBF)	\$ 8,367,060	27.0%	\$ 851,550	\$ 2,554,650	30.5%
Categorical State Aid	\$ 833,737	2.7%	\$ 402,727	\$ 502,584	60.3%
State Early Childhood Block Grant	\$ 704,343	2.3%	\$ 36,141	\$ 258,737	36.7%
Federal Nutrition Program	\$ 871,807	2.8%	\$ 31,683	\$ 393,284	45.1%
Federal Title 1	\$ 834,679	2.7%	\$ 12,111	\$ 164,209	19.7%
Other Federal	\$ 1,355,944	4.4%	\$ 701,556	\$ 837,058	61.7%
Earnings on Investments	\$ 83,030	0.3%	\$ 27,613	\$ 27,755	33.4%
Food Service	\$ 67,546	0.2%	\$ -	\$ 2,109	3.1%
Fees	\$ 31,902	0.1%	\$ 54	\$ 14,564	45.7%
Before School Care & Camps	\$ 123,108	0.4%		\$ -	0.0%
Other Revenue	\$ 3,500	0.0%	\$ -	\$ 6,949	198.5%
<b>Total Revenue</b>	<b>\$ 30,948,091</b>	<b>100.0%</b>	<b>\$ 3,047,096</b>	<b>\$ 12,933,130</b>	<b>41.8%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2021</b>	<b>Of Total</b>	<b>October</b>	<b>as of</b>	<b>of Budget</b>
		<b>Expense</b>		<b>10/31/2020</b>	<b>Expended</b>
Salaries	\$ 18,033,536	58.8%	\$ 1,518,917	\$ 4,055,706	22.5%
Benefits	\$ 5,092,350	16.6%	\$ 321,757	\$ 1,009,266	19.8%
Purchased Services	\$ 3,716,447	12.1%	\$ 226,346	\$ 1,924,356	51.8%
Supplies	\$ 1,065,873	3.5%	\$ 41,182	\$ 418,160	39.2%
Capital Outlay	\$ 161,140	0.5%		\$ -	0.0%
Special Ed Tuition	\$ 2,532,048	8.3%	\$ 973,747	\$ 1,135,174	44.8%
Dues&Fees/Tuition/Contingency	\$ 82,840	0.3%	\$ -	\$ 64,213	77.5%
<b>Total Expenditures</b>	<b>30,684,234</b>	<b>100.0%</b>	<b>3,081,949</b>	<b>8,606,875</b>	<b>28.0%</b>

<b>Surplus/(Deficit)</b>	<b>263,857</b>		<b>(34,853)</b>	<b>4,326,255</b>
--------------------------	----------------	--	-----------------	------------------

**Lyons School District 103  
OPERATIONS AND MAINTENANCE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,995,385	66.0%	\$ 83,327	\$ 930,191	46.6%
General State Aid	\$ 1,000,000	33.1%		\$ -	0.0%
Federal Aid	\$ -	0.0%		\$ -	0.0%
Earnings on Investments	\$ 26,729	0.9%	\$ 6,047	\$ 6,047	22.6%
Rentals	\$ -	0.0%		\$ -	0.0%
Maintenance Grant	\$ -	0.0%		\$ -	0.0%
Other Revenue Sources	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 3,022,114</b>	<b>100.0%</b>	<b>\$ 89,374</b>	<b>\$ 936,238</b>	<b>31.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 1,009,035	29.7%	\$ 79,646	\$ 334,058	33.1%
Benefits	\$ 339,218	10.0%	\$ 22,409	\$ 89,561	26.4%
Purchased Services	\$ 1,190,202	35.0%	\$ 60,061	\$ 339,351	28.5%
Supplies	\$ 630,159	18.5%	\$ 39,439	\$ 227,792	36.1%
Capital Outlay	\$ 219,917	6.5%	\$ 78,332	\$ 78,332	35.6%
Dues&Fees/Contingency	\$ 9,836	0.3%	\$ -	\$ 24,796	252.1%
<b>Total Expenditures</b>	<b>\$ 3,398,367</b>	<b>100.0%</b>	<b>\$ 279,886</b>	<b>\$ 1,093,890</b>	<b>32.2%</b>

<b>Surplus/(Deficit)</b>	<b>(376,253)</b>		<b>\$ (190,512)</b>	<b>(157,652)</b>	
--------------------------	------------------	--	---------------------	------------------	--

**Lyons School District 103**  
**IMRF/SS/Medicare**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 803,704	80.0%	\$ 23,478	\$ 435,848	54.2%
Corp. Pers. Property Repl. Tax	\$ 180,000	17.9%		\$ -	0.0%
Earnings on Investments	\$ 21,285	2.1%	\$ 5,915	\$ 5,915	27.8%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,004,989</b>	<b>100.0%</b>	<b>\$ 29,394</b>	<b>\$ 441,763</b>	<b>44.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Benefits	\$ 999,297	100.0%	\$ 82,033	\$ 240,418	24.1%
Purchased Services	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 999,297</b>	<b>100.0%</b>	<b>\$ 82,033</b>	<b>\$ 240,418</b>	<b>24.1%</b>

<b>Surplus/(Deficit)</b>	<b>5,692</b>		<b>(52,639)</b>	<b>201,345</b>	
--------------------------	--------------	--	-----------------	----------------	--

**Lyons School District 103  
TORT  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 235,569	96.0%	\$ 9,691	\$ 107,944	45.8%
Earnings on Investments	\$ 9,920	4.0%	\$ 820	\$ 820	8.3%
Other Revenue	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 245,489</b>	<b>100.0%</b>	<b>\$ 10,511</b>	<b>\$ 108,764</b>	<b>44.3%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 70,000	0.0%		\$ -	0.0%
Purchase Services	\$ 245,312	100.0%	\$ 28,313	\$ 154,497	63.0%
<b>Total Expenditures</b>	<b>\$ 315,312</b>	<b>100.0%</b>	<b>\$ 28,313</b>	<b>\$ 154,497</b>	<b>49.0%</b>

<b>Surplus/(Deficit)</b>	<b>(69,823)</b>		<b>(17,802)</b>	<b>(45,733)</b>	
--------------------------	-----------------	--	-----------------	-----------------	--

**Lyons School District 103  
TRANSPORTATION FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 1,216,761	62.4%	\$ 49,688	\$ 551,036	45.3%
Categorical State Aid	\$ 701,984	36.0%	\$ 233,459	\$ 472,299	67.3%
Earnings on Investments	\$ 30,866	1.6%	\$ 8,336	\$ 8,336	27.0%
Other Revenue	\$ -	0.0%		\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 1,949,611</b>	<b>100.0%</b>	<b>\$ 291,484</b>	<b>\$ 1,031,671</b>	<b>52.9%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 31,322	1.6%	\$ 4,827	\$ 5,745	18.3%
Benefits	\$ 7,910	0.4%	\$ -	\$ -	0.0%
Purchased Services	\$ 1,896,290	98.0%	\$ 5,201	\$ 13,767	0.7%
Supplies	\$ -	0.0%		\$ -	0.0%
Capital Outlay	\$ -	0.0%		\$ -	0.0%
Dues&Fees/Contingency	\$ -	0.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,935,522</b>	<b>100.0%</b>	<b>\$ 10,028</b>	<b>\$ 19,512</b>	<b>1.0%</b>

<b>Surplus/(Deficit)</b>	<b>14,089</b>		<b>281,456</b>	<b>1,012,159</b>	
--------------------------	---------------	--	----------------	------------------	--

**Lyons School District 103  
WORKING CASH FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 114,850	86.9%	\$ 3,287	\$ 36,695	32.0%
Earnings on Investments	\$ 17,285	13.1%	\$ 4,809	\$ 4,809	27.8%
<b>Total Revenue</b>	<b>\$ 132,135</b>	<b>100.0%</b>	<b>\$ 8,096</b>	<b>\$ 41,504</b>	<b>31.4%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Interfund Transfer	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>132,135</b>		<b>8,096</b>	<b>41,504</b>	
--------------------------	----------------	--	--------------	---------------	--

**Lyons School District 103**  
**Total Operating Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 20,067,303	53.8%	\$ 836,022	\$ 9,507,190	47.4%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.8%	\$ 317,109	\$ 731,384	34.0%
General State Aid	9,367,060	25.1%	851,550	2,554,650	27.3%
Categorical State Aid	1,535,721	4.1%	636,186	974,883	63.5%
State Early Childhood Block Grant	704,343	1.9%	36,141	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	31,683	393,284	45.1%
Federal Title 1	834,679	2.2%	12,111.00	164,209	19.7%
Other Federal	1,355,944	3.6%	701,556	837,058	61.7%
Earnings on Investments	189,115	0.5%	53,541	53,683	28.4%
Food Service	67,546	0.2%	-	2,109	3.1%
Fees	31,902	0.1%	54	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	3,500	0.0%	-	6,949	198.5%
<b>Total Revenue</b>	<b>\$ 37,302,429</b>	<b>100.0%</b>	<b>\$ 3,475,953</b>	<b>\$ 15,498,700</b>	<b>41.5%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	51.3%	\$ 1,603,390	\$ 4,395,509	23.0%
Benefits	5,439,478	14.6%	344,166	1,098,827	20.2%
IMRF/FICA/SS/Medicare	999,297	2.7%	82,033	240,418	24.1%
Purchased Services	7,048,251	18.9%	319,921	2,431,971	34.5%
Supplies	1,696,032	4.5%	80,621	645,952	38.1%
Capital Outlay	381,057	1.0%	78,332	78,332	20.6%
Special Ed Tuition	2,532,048	6.8%	973,747	1,135,174	44.8%
Dues&Fees/Contingency	92,676	0.2%	-	89,009	96.0%
<b>Total Expenditures</b>	<b>\$ 37,332,732</b>	<b>100.0%</b>	<b>\$ 3,482,209</b>	<b>\$ 10,115,192</b>	<b>27.1%</b>

<b>Surplus/(Deficit)</b>	<b>\$ (30,303)</b>		<b>\$ (6,255)</b>	<b>\$ 5,383,508</b>	
--------------------------	--------------------	--	-------------------	---------------------	--

**Lyons School District 103  
DEBT SERVICE FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 981,699	99.1%	\$ 41,589	\$ 466,813	47.6%
Earnings on Investments	\$ 9,274	0.9%	\$ 3,702	\$ 3,702	39.9%
<b>Total Revenue</b>	<b>\$ 990,973</b>	<b>100.0%</b>	<b>\$ 45,292</b>	<b>\$ 470,515</b>	<b>47.5%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Debt Service	\$ 1,043,175	100.0%		\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 1,043,175</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>(52,202)</b>		<b>45,292</b>	<b>470,515</b>	
--------------------------	-----------------	--	---------------	----------------	--

**Lyons School District 103  
CAPITAL PROJECTS FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Earnings on Investments	\$ 5	100.0%	\$ 1	\$ 6	120.0%
<b>Total Revenue</b>	<b>\$ 5</b>	<b>100.0%</b>	<b>\$ 1</b>	<b>\$ 6</b>	<b>120.0%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Capital Outlay	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

<b>Surplus/(Deficit)</b>	<b>5</b>		<b>1</b>	<b>6</b>	
--------------------------	----------	--	----------	----------	--

**Lyons School District 103  
LIFE SAFETY FUND  
Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 206,051	76.9%	\$ 10,891	\$ 126,331	61.3%
Earnings on Investments	\$ 11,862	4.4%	\$ 3,765	\$ 3,765	31.7%
Other Revenue	\$ 50,000	18.7%	\$ -	\$ -	0.0%
<b>Total Revenue</b>	<b>\$ 267,913</b>	<b>81.3%</b>	<b>\$ 14,656</b>	<b>\$ 130,096</b>	<b>48.6%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Purchased Services	\$ 159,740	100.0%	\$ -	\$ 97,279	60.9%
<b>Total Expenditures</b>	<b>\$ 159,740</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 97,279</b>	<b>60.9%</b>

<b>Surplus/(Deficit)</b>	<b>108,173</b>		<b>14,656</b>	<b>32,817</b>	
--------------------------	----------------	--	---------------	---------------	--

**Lyons School District 103**  
**Total All Funds**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*31-Oct-20*

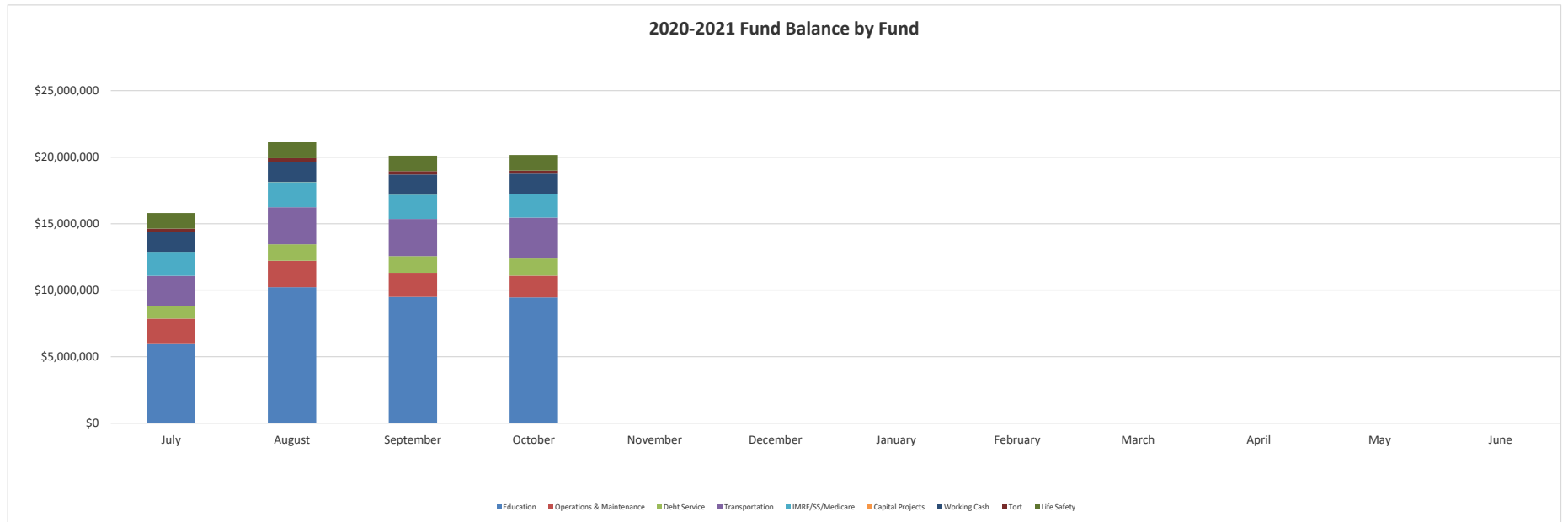
<b>REVENUES</b>	<b>Budget FY2021</b>	<b>% Of Total Revenue</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Realized</b>
Property Taxes	\$ 21,255,058	55.1%	\$ 888,503	\$ 10,100,334	47.5%
Corporate Pers. Prop. Replacement Taxes	2,150,401	5.6%	\$ 317,109	725,755	33.7%
General State Aid	9,367,060	24.3%	851,550	2,554,650	27.3%
Categorical State Aid	1,535,721	4.0%	636,186	974,883	63.5%
State Early Childhood Block Grant	704,343	1.8%	36,141	258,737	36.7%
Federal Nutrition Program	871,807	2.3%	31,683	393,284	45.1%
Federal Title 1	834,679	2.2%	12,111	164,209	19.7%
Other Federal	1,355,944	3.5%	701,556	837,058	61.7%
Earnings on Investments	210,251	0.5%	61,008	61,150	29.1%
Food Service	67,546	0.2%	-	2,109	3.1%
Fees	31,902	0.1%	54	14,564	45.7%
Before School Care, Camps	123,108	0.3%	-	-	0.0%
Rentals	-	0.0%	-	-	0.0%
Maintenance Grants	-	0.0%	-	-	0.0%
Other Revenue	53,500	0.1%	-	6,949	13.0%
<b>Total Revenue</b>	<b>\$ 38,561,320</b>	<b>100.0%</b>	<b>\$ 3,535,901</b>	<b>\$ 16,093,682</b>	<b>41.7%</b>

<b>EXPENDITURES</b>	<b>Budget FY2021</b>	<b>% Of Total Expense</b>	<b>Monthly October</b>	<b>Actual as of 10/31/2020</b>	<b>Percent of Budget Expended</b>
Salaries	\$ 19,143,893	49.7%	\$ 1,603,390	\$ 4,395,509	23.0%
Benefits	5,439,478	14.1%	344,166	1,098,827	20.2%
IMRF/FICA/SS/Medicare Fund	999,297	2.6%	82,033	240,418	24.1%
Debt Service Fund	1,043,175	2.7%	-	-	0.0%
Life Safety Fund	159,740	0.4%	-	97,279	60.9%
Purchased Services	7,048,251	18.3%	319,921	2,431,971	34.5%
Supplies	1,696,032	4.4%	80,621	645,952	38.1%
Capital Outlay	381,057	1.0%	78,332	78,332	20.6%
Special Ed Tuition	2,532,048	6.6%	973,747	1,135,174	44.8%
Dues&Fees/Contingency	92,676	0.2%	-	89,009	96.0%
<b>Total Expenditures</b>	<b>\$ 38,535,647</b>	<b>100.0%</b>	<b>\$ 3,482,209</b>	<b>\$ 10,212,471</b>	<b>26.5%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 25,673</b>		<b>\$ 53,692</b>	<b>\$ 5,881,211</b>	
--------------------------	------------------	--	------------------	---------------------	--

**Lyons Elementary School District 103**  
**Fiscal Year 2020-2021 Fund Balance**  
 Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2020-2021												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	\$ 6,015,153.39	\$ 10,228,559.96	\$ 9,496,466.19	\$ 9,461,611.39								
Operations & Maintenance	1,841,036.12	1,990,330.91	1,813,871.19	1,623,378.55								
Debt Service	982,057.69	1,237,599.00	1,249,929.62	1,295,221.42								
Transportation	2,240,054.53	2,779,066.21	2,792,445.15	3,073,900.75								
IMRF/SS/Medicare	1,809,065.98	1,902,493.62	1,834,310.02	1,781,670.81								
Capital Projects	447.00	447.00	447.00	448.41								
Working Cash	1,488,478.82	1,508,684.76	1,509,664.91	1,517,760.99								
Tort	243,833.69	275,028.65	249,570.75	231,768.34								
Life Safety	1,171,422.41	1,190,206.46	1,166,147.39	1,180,902.89								
<b>Total</b>	<b>\$ 15,791,549.63</b>	<b>\$ 21,112,416.57</b>	<b>\$ 20,112,852.22</b>	<b>\$ 20,166,663.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



MINUTES OF THE REGULAR HEARING  
OF THE BOARD OF EDUCATION  
LYONS ELEMENTARY SCHOOL DISTRICT 103  
George Washington Middle School, Room 130  
8101 Ogden Avenue, Lyons, Il 60534 at 7:00 P.M.  
Tuesday, October 27, 2020

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 7:01 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-----------------------------	--

Absent:	None
---------	------

**III. Reading of Communications**

FOIA Report

Board President Torres stated there are no communications other than the FOIA report which is included in the packet for the public to view.

**IV. Superintendent's Report**

Superintendent Rivera read a Proclamation by Governor Pritzker recognizing principals throughout the State of Illinois. Superintendent Rivera thanked the Principals for what they do for the students of our District.

**V. Public Comment**

Kathleen Graffam, League of Women Voters of the LaGrange Area and Cook County, commented that all school boards are dealing with issues regarding Covid. Ms. Graffam commented on the shrinking tax revenues and the Lyons Township School Treasurer's Office and the amount of tax dollars spent in legal fees for the lawsuit between the TTO and District 204. She commented that districts should be able to withdraw from the TTO as well as if monies were recovered from the Healy defraud and the lawsuit against 204. Ms. Graffam

commented on the trial decision of the lawsuit and asked to support legislation in the General Assembly to allow a school district to leave the TTO.

Brian Anderson, Board Member of LaGrange School District 102, commented that School District 102 is under the jurisdiction of the Lyons Township Treasurer's Office. He commented that School District 102 is not advocating for the abolishment of the Lyons TTO, only that each school district has the right as to whether it remains under the jurisdiction of the Lyons TTO and that School District 204 already has this right. Mr. Anderson commented that the current law does not enable school districts to hold TTOs accountable and that if school districts were able to voluntarily withdraw from the TTOs that would be an incentive for TTOs to be responsive and accountable to the school districts they service.

Joanne Schaeffer, Taxpayer, commented on the board goals being on the agenda and commented on each goal that is being approved. She commented on kids fitting into the goals. Ms. Schaeffer inquired as to where the link is for the previous meetings. Ms. Schaeffer commented that the Board rework the goals.

Toni Jackman, Teacher Union President and 7<sup>th</sup> Grade Science Teacher, commented there is nothing on the agenda regarding the COVID-19 pandemic. She commented on the numbers of COVID-19 cases that have been diagnosed in the school buildings since September 7<sup>th</sup>. Ms. Jackman commented that the buildings that were thought to be safe to return teachers to in August, have become an unsafe space. She commented on the statistics given to her by the IFT regarding percentages and the likelihood of infection. Ms. Jackman commented that we screen people but it is not really reliable. She commented on the airborne transmission of the virus and that working remotely is the only way to eliminate the hazard created by being in the school buildings. Ms. Jackman stated she hopes it doesn't take a death of a staff member to open up eyes to the danger by not allowing teachers to work remotely.

Molly Woo, 6<sup>th</sup> Grade Social Studies Teacher, commented on the rise of numbers in COVID-19 over the last week/weekend. She commented that it is foolish to the point of recklessness to have to teach in the classroom and that it is an unnecessary risk to require teachers to work in the buildings five days a week. She commented on valuing their lives.

Joanne Schaeffer, Taxpayer, commented on not being able to understand and hear the meeting clearly.

*(Board Member Hubacek commented on the Superintendent addressing the concerns of the teachers. Superintendent Rivera stated that after Public Comment he will share information.)*

Gloria Medina, Parent, commented it is difficult to hear the board members speak. She stated she wants the teachers to know how much parents appreciate the hardworking teachers. She stated nobody returns her phone calls and inquired as to why the attorney is at every meeting. She stated remote is safer for kids and that we need to think long term and to please keep the people out who don't need to be in the buildings except for the principals and/or secretary.

*(Superintendent Rivera thanked Ms. Brandt for her concern and availability in handling the issues. He informed the Board there was 4 positive cases in the past week.*

*Superintendent Rivera recognized the administrative staff for all of their hard work and accessibility. He stated he worked closely and constantly with two building principals, the Director of Student Services, the Director of Maintenance, the District Nurse, the two school nurses, the Assistant Superintendent, and other administrators from Friday night to Sunday evening. Superintendent Rivera stated we have a dedicated team who is growing together through these tough times and wants to publicly tell them that he appreciates their work ethic and professional demeanor in handling these issues on a moment's notice and without warning.*

*Superintendent Rivera informed the Board of the recent COVID-19 cases. He stated the true definition of a close contact is within 6 feet of another person for more than 15 minutes and those minutes can be cumulative throughout the day. He informed the Board that most of the individuals that we had self-quarantine do not fit that description, but that we are being overly cautious so as to not spread the virus among our staff.*

*Superintendent Rivera went through all of the steps that occur when a Covid19 case is identified. He stated that the District Nurse does contact and surface tracing and keeps a record of all individuals that are identified and each area of the building or buildings that could potentially be exposed to Covid-19; close contacts are then put on quarantine for 14 days, and those with symptoms must quarantine for at least 10 days, but they cannot return until they are symptom free for two days without medicine to treat symptoms; after the process of contact and surface tracing is done, a notification letter is shared with the local health department; the Director of Maintenance is notified so that we have a plan for cleaning the building or buildings.*

*Superintendent Rivera stated we are working very hard to keep a safe environment. He then recognized the custodial staff for their work in helping to maintain a safe work environment. He stated that many of our custodial staff are certified to do the appropriate cleaning required to effectively clean an area infected by Covid-19. He stated we also use a service provider to help with the mass amount of work that is needed to clean an entire building.*

*Superintendent Rivera stated that he addressed the principals and staff today regarding eating together and that individuals that have eaten in the same room are quarantined because they have to take off their masks while eating. He informed the Board that he also sent an email to administrators regarding not to conduct in-person meetings.*

*Superintendent Rivera stated that every staff person self-certifies daily whether they have any Covid-19 symptoms and that if somebody answers yes to a question the nurse reaches out to them with guidance. He stated that anyone who shows symptoms has to remain home for 10 days from the point of symptoms, which include fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. He stated our self-certification process asks if the employee was a close contact to a suspected or positive case of Covid and if so they would have to quarantine for 14 days.*

*Superintendent Rivera stated we have protective equipment available for staff, including hand sanitizer, sanitizing wipes, face shields, and other resources. He stated the custodial staff cleans, sanitizes, and disinfects touch points daily. Superintendent Rivera stated the amount of traffic in the buildings is minimal and we have continued to encourage as much electronic or remote communication as possible.*

*Superintendent Rivera stated that although Covid-19 numbers are rising, the efforts of every Lyons SD 103 staff member help to keep this a safe place to work.*

*There was a brief discussion regarding the PPE equipment, the process for working remotely, staff travelling out of town, and custodians. Board Member Quintero thanked Superintendent Rivera for doing a great job.)*

## **VI. Year-to-Date Financials**

The financials are attached to the agenda for the public to view.

## **VII. Consent Agenda**

Olivia Quintero moved seconded by Vito Campanile to approve the Consent Agenda.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	None

Motion carried

- A. Approval of Minutes
  - 1. Special Minutes of September 22, 2020
  - 2. Confidential Minutes of September 22, 2020
  - 3. Public Hearing Minutes of September 22, 2020
  - 4. Regular Minutes of September 22, 2020
  - 5. Special Minutes of September 26, 2020
- B. Authorize Payment of Monthly Bills for October, 2020
  - 1. Board Bills October, 2020
  - 2. Activity Funds October, 2020
- C. Approval of Employment
  - 1. Support Personnel
    - a. Kathy Voss, Bookkeeper, Home, \$10/hr, 10/28/20
  - 2. Leave of Personnel
    - a. Alison Balmer, Instructional Coach, Costello, 10/23/20 - 11/9/20
    - b. Margaret Cardona, Kindergarten Teacher, Lincoln, 12/14/20-3/1/20
    - c. Samantha Caputo, Resource Teacher, Lincoln, 1/22/21-4/26/21
    - d. Meggie Lund, ESL Teacher, GWMS, 8/13/20-1/7/21 (extension from 10/8/20- 1/7/21)
    - e. LeAnn Laudonckas, P.E. Aide, Costello, 8/27/20-11/9/20
    - f. Maribel Nevarez-Pineda, ECE Aide, Costello, 8/28/20 - 11/02/20
    - g. Idaly Perez-Morales, Teacher Aide, Robinson, 10/6/20-10/16/20
    - h. Jodi Jeras, Teacher Aide, Edison, 10/5/20 - TBD
    - i. Nancy Albavera, Special Education Aide, Lincoln, 10/6/20-1/4/21
    - j. Barbara Evans Witt, Teacher Aide, Costello, 12/7/20-1/18/21
    - k. Pamela Stano, Resource Aide, GWMS, 10/5/20-1/4/21
    - l. Lisa Kesman, Building Secretary, Home, 10/19/20-11/4/20
    - m. Shannon Blazina, Building Secretary, Costello, 10/16/20-11/2/20

**VIII. Action Items**

**Approval of Human Resources Director, \$72,000.00, FY2020-21**

Olivia Quintero moved seconded by Vito Campanile to approve the employment contract for Stephanie Koenig, Human Resources Director, in the amount of \$72,000 (which will be prorated) for FY2020-21.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

**Approval of Board Goals for SY2020-21**

Vito Campanile moved seconded by Winifred Rodriguez to approve the Board Goals for SY2020-21.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

### **Approval of Bid for Cleaning and Disinfecting Services**

Vito Campanile moved seconded by Winifred Rodriguez to approve the bid from Alpha Building Maintenance Services, Inc. for Cleaning and Disinfecting Services in the amount of \$6,600, per visit, district-wide, or if by school, as follows:

Costello	\$ 891.00 per service
Lincoln	\$ 1,320.00 per service
Home	\$ 726.00 per services
GW	\$ 1,914.00 per service
Edison	\$ 890.00 per service
Robinson	\$ 726.00 per service
Admin.	\$ 133.00 per service

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	None

Motion carried

### **Approval of Stipend for Kim West**

Winifred Rodriguez moved seconded by Olivia Quintero to approve the stipend for Kim West at a daily rate of \$56.00. beginning September 1<sup>st</sup> for carrying out additional responsibilities related to the transitioning of a new Director of Student Services and for additional responsibilities related to the Early Childhood Director role until such time as the position is filled.

Upon Roll Call:

Ayes: Sharon Anderson  
Vito Campanile  
Marge Hubacek  
Shannon Johnson  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: None

Motion carried

**Amendment to Minutes of July 28, 2020 to Include the Statements of Board Members Hubacek and Johnson**

Olivia Quintero moved seconded by Sharon Anderson to approve the amendment to the Minutes of July 28, 2020 to Include the Statements of Board Members Hubacek and Johnson.

Upon Roll Call:

Ayes: Sharon Anderson  
Marge Hubacek  
Shannon Johnson

Nays: Vito Campanile  
Olivia Quintero  
Winifred Rodriguez  
Jorge Torres

Absent: None

Motion not carried

**Approval of Custodial Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 (1/2/20-6/30/21)**

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Custodial Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 from July 1, 2020 thru June 30, 2021

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

**IX. Adjournment**

Olivia Quintero moved seconded by Vito Campanile to adjourn at 8:15 p.m.

Upon Roll Call:

Ayes:	Sharon Anderson Vito Campanile Marge Hubacek Shannon Johnson Olivia Quintero Winifred Rodriguez Jorge Torres
-------	--

Nays:	None
-------	------

Absent:	None
---------	------

Motion carried

---

Vito Campanile, Secretary

---

Jorge Torres, President

To Ken Getty, Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on November 24, 2020  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	10/01/20-10/15/20	\$ 568,302.27
Bank One	Soc. Sec. & Medicare Employees' Portion 10/01/20-10/15/20	\$ 24,014.67
Bank One	Soc. Sec. & Medicare Employer's Portion 10/01/20-10/15/20	\$ 24,014.67
Bank One	Federal Withholding Employees' Portion 10/01/20-10/15/20	\$ 69,986.90
NuMark Credit Union	Credit Union Deductions 10/01/20-10/15/20	\$ 7,695.76
Illinois Department of Revenue	State Withholding 10/01/20-10/15/20	\$ 34,615.15
Illinois Municipal Retirement Fund	Employees' Portion 10/01/20-10/15/20	\$ 9,647.83
Illinois Municipal Retirement Fund	Employer's Portion 10/01/20-10/15/20	\$ 20,733.11
Teachers' Retirement System State of Illinois	TRS EMPLOYEE PAID 10/01/20-10/15/20 Employee 9%	\$ 55,964.92
Teachers' Retirement System State of Illinois	THIS Board Paid 0.92% "THIS" 10/01/20-10/15/20	\$ 6,493.39
Teachers' Retirement System State of Illinois	THIS Employee Paid 1.24% Health "THIS" 10/01/20-10/15/20	\$ 6,876.55
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On & 10/01/20-10/15/20	\$ 3,854.00
West Suburban Teachers' Unions #571	Teacher Union Dues 10/01/20-10/15/20	\$ 10,934.63
AXA VALIC	Tax Shelter Annuity 10/01/20-10/15/20	\$ 375.00

AXA Equitable Life	Tax Shelter Annuity 10/01/20-10/15/20	\$	10,999.32
AXA Equitable Life 457(b)	Tax Shelter Annuity 10/01/20-10/15/20	\$	1,091.67
First Investors Group	Tax Shelter Annuity 10/01/20-10/15/20	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 10/01/20-10/15/20	\$	880.00
Lincoln Investment Planning	Tax Shelter Annuity 10/01/20-10/15/20	\$	1,206.25
Waddell & Reed, Inc.	Tax Shelter Annuity 10/01/20-10/15/20	\$	75.00
AXA Equitable Life - Roth	10/01/20-10/15/20	\$	2,263.00
SEIU Local 73 COPE	10/01/20-10/15/20	\$	38.00
Service Employees International Union Local 73	Aides Union Dues 10/01/20-10/15/20	\$	981.26
Teachers' Health Insurance Security State of Illinois	Retiree Insurance August, 2020	\$	2,103.75
First American Bank H S A	Employee Deduction Board Contribution	\$ \$	2,498.34 -
State Disbursement Unit	10/01/20-10/15/20 Child Support	\$	372.50
CoreSource - Flex Unreimbursed	10/01/20-10/15/20	\$	442.50
Net Salaries	10/16/20-10/30/20	\$	533,602.09
Bank One	Soc. Sec. & Medicare Employees' Portion 10/16/20-10/30/20	\$	20,433.29
Bank One	Soc. Sec. & Medicare Employer's Portion 10/16/20-10/30/20	\$	20,433.29
Bank One	Federal Withholding Employees' Portion 10/16/20-10/30/20	\$	67,730.96
NuMark Credit Union	Credit Union Deductions 10/16/20-10/30/20	\$	7,695.76
Illinois Department of Revenue	State Withholding	\$	32,707.68

	10/16/20-10/30/20		
Illinois Municipal Retirement Fund	Employees' Portion 10/16/20-10/30/20	\$	8,139.70
Illinois Municipal Retirement Fund	Employer's Portion 10/16/20-10/30/20	\$	16,851.73
Teachers' Retirement System State of Illinois	TRS Employees' Paid 10/16/20-10/30/20 9.00%	\$	56,248.85
Teachers' Retirement System State of Illinois	THIS Board Paid Health "THIS" 10/16/20-10/30/20	\$	6,551.94
Teachers' Retirement System State of Illinois	TRS Employee Paid 1/2 of 1% Health "THIS" 10/16/20-10/30/20	\$	6,883.69
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 %  10/16/20-10/30/20	\$	3,887.44
West Suburban Teachers' Union #571	Teacher Union Dues 10/16/20-10/30/20	\$	11,287.36
AXA VALIC	Tax Shelter Annuity 10/16/20-10/30/20	\$	375.00
AXA Equitable Life	Tax Shelter Annuity 10/16/20-10/30/20	\$	10,999.32
AXA Equitable Life (457(b))	Tax Shelter Annuity 10/16/20-10/30/20	\$	1,091.67
First Investors Corp.	Tax Shelter Annuity 10/16/20-10/30/20	\$	100.00
Great American Financial Resources	Tax Shelter Annuity 10/16/20-10/30/20	\$	880.00
Lincoln Investment Planning	Tax Shelter Annuity 10/16/20-10/30/20	\$	1,366.25
Waddell & Reed, Inc.	Tax Shelter Annuity 10/16/20-10/30/20	\$	75.00
AXA Equitable Life - Roth	Tax Shelter Annuity 10/16/20-10/30/20	\$	3,294.00
SEIU Local 73 COPE	10/16/20-10/30/20	\$	38.00
Service Employees International	Union Dues Aides	\$	1,008.26

Union Local 73	10/16/20-10/30/20		
First American Bank H S A	Employee Deduction	\$	1,959.16
	Board Contribution	\$	-
State Disbursement Unit	10/16/20-10/30/20	\$	805.00
CoreSource - Flex Unreimbursed	10/16/20-10/30/20	\$	-
Marge Hubacek	Medicare Supplement October, 2020	\$	165.00
Dennis Krubl	Medicare Supplement October, 2020	\$	180.00

PAYEE	DATE PAID	AMOUNT
-------	-----------	--------

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

*Frank de Souza - 11-19-20*  
Prepared by

*Johnson 11-20-20*  
Business Manager

\_\_\_\_\_  
Superintendent

Salaries/Benefits	\$	1,681,550.88
Special voucher requests	\$	-

Pages 1 - 12	\$ 1,005,164.13	
Total Bill List Paid in Month		\$ 2,686,715.01

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90952	ABLE PRINTING SERVICE	11/19/2020	45760	FOR ALL SCHOOLS	7002100035	2,972.27	2,972.27
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		187.93	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		293.81	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		433.78	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		964.05	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		480.89	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		611.81	
90953	ACCONTEMPS	11/19/2020	56551062	W/E - 10/23/20	0	2,207.63	8,212.38
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,207.63	
			56588264	W/E - 10/30/20	0	2,148.76	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,148.76	
			56628472	W/E - 11/6/20	0	1,707.23	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,707.23	
			56665099	W/E - 11/13/20	0	2,148.76	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,148.76	
90954	ALPHA BUILDING MAINTENANCE SER	11/19/2020	20341 LESD	SANITIZING SRVC - 10/23,10/26 & 11/02 LINCOLN/ROBINSON/C OSTELLO/EDISON	0	4,718.00	4,718.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		890.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,320.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		726.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,782.00	
90955	AMAZON CAPITAL SERVICES	11/19/2020	1NY1-PHVH-GJRR	OFFICE SUPPLIES - FINANCE	7002100048	42.52	42.52
10E000	2520 4100 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES		42.52	
90956	AMPLIFIED IT, LLC	11/19/2020	25888	G SUITE - GOOGLE DOMAIN LICENSING	7032100023	7,200.00	7,200.00
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		7,200.00	
90957	AT&T GLOBAL SERVICES	11/19/2020	SB193538	EB16162563 - 11/6/20 - 12/5/20	0	156.55	1,132.60
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		156.55	
			SB193539	EB16162566 - 11/6/20 - 12/5/20	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB193540	EB16162568 - 11/6/20 - 12/5/20	0	378.09	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		378.09	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			SB193541	EB16162575 - 11/6/20 - 12/5/20	0	156.55	
20E400	2540 3440 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			156.55	
			SB193542	EB16163292 - 11/6/20 - 12/5/20	0	156.55	
20E300	2540 3440 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			156.55	
			SB193543	EB16163295 - 11/6/20 - 12/5/20	0	167.51	
20E100	2540 3440 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			167.51	
90958	BAKER-TILLY,VIRCHOW,KRAUSE & C	11/19/2020	BR1670491	FY2020 ESSA SITE BASED EXPENDITURES CALCULATION	0	5,000.00	35,000.00
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			5,000.00	
			BT1644990	FY 2020 FINANCIAL STMT - FS - PROGRESS BILLING	0	3,000.00	
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			3,000.00	
			BT1670483	FY2020 FS AND SINGLE AUDIT - PROGRESS BILLING	0	17,000.00	
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			17,000.00	
			BT1683108	PROGRESS BILL - 2020 FS AND SINGLE AUDIT- PROGRESS BILLING	0	5,000.00	
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			5,000.00	
			BT1703127	FY 2020 FS AND SINGLE AUDIT - PROGRESS BILL	0	5,000.00	
10E000	2310 3170 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A			5,000.00	
90959	BERNARD, JANICE	11/19/2020	101520-HEGGERTY	DAILY LESSON VIDEOS - KINDERGARTEN - HEGGERTY - REIMB	0	131.97	131.97
10E100	1110 4100 00 000000		EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES			131.97	
90960	BLUE CROSS BLUE SHIELD OF IL	11/19/2020	01062010002-103020	STMT PD: 10/1/20 - 10/31/20	0	409,455.28	409,455.28
10L000	4867 0000 00 000000		EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.			409,455.28	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90961	BMO HARRIS COMMERCIAL CARD	11/19/2020	1792-1793-110520	PD COVERED: 10/6/20 - 11/5/20	0	1,544.13	1,544.13
10E000	1205 3140 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		399.00	
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		350.00	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		205.87	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		496.31	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		92.95	
90962	BOB & JOHN'S MOBIL	11/19/2020	110620	TRANS # 1022326/1024592/10 26661	0	177.01	383.42
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		177.01	
			111120	ticket#1022326/102 4592/1026661/10282 95	0	206.41	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		206.41	
90963	BRAINPOP	11/19/2020	US212415	BrainPop subscription renewal 20-21	7042100001	11,687.62	11,687.62
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		11,687.62	
90964	BUCKEYE CLEANING CENTERS	11/19/2020	90268237FRT	FREIGHT CHARGE	0	19.00	19.00
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		19.00	
90965	CALL ONE	11/19/2020	338790	SRVC PD: 11/15/20 - 12/14/20	0	4,218.60	4,218.60
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		596.60	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		480.67	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		360.87	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		483.89	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		287.49	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		418.36	
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,590.72	
90966	CARRERA, VASTI	11/19/2020	TUITION REIMB-SUMMER	TUITION REIMB - TESL410 - 3 CR HRS	0	525.00	525.00
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		525.00	
90967	CASE LOTS INC	11/19/2020	989	SPRITZ SPRAY/FACE MASK	7012100030	756.60	756.60
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		126.10	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		126.10	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		126.10	
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		126.10	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		126.10	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		126.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90968	CENTER FOR THE COLLABORATIVE C	11/19/2020	INV223858	Textbooks/Caring School Comm. Pkg.	1002100011	216.00	216.00
10E100	1110 4100 00 000000		EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES			216.00	
90969	CHICAGO OFFICE TECHNOLOGY GROU	11/19/2020	IN2526793	BILLING PD: 10/21/20 - 11/20/20	0	417.31	417.31
10E000	2663 3240 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP			417.31	
90970	CLARITY ENROLLMENT SOLUTIONS	11/19/2020	279	BENEFITS ADMIN & ENROLLMENT TECH	0	333.00	333.00
10E000	2520 3900 00 000000		EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS			333.00	
90971	COMCAST CABLE	11/19/2020	0006742-102220	SRVC DATE: 11/1/20 - 11/30/20	0	253.11	253.11
20E000	2540 3440 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			253.11	
90972	CORRECT MONITORING SERVICES	11/19/2020	M12165-20-4	FIRE ALARM MONITORING - 10/1/20 - 12/31/20	0	675.00	1,350.00
20E400	2546 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/SECURITY SERVICES/REP			135.00	
20E500	2546 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/SECURITY SERVICE			270.00	
20E600	2546 3230 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/SECURITY SERVICES/REP			135.00	
20E000	2546 3230 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR			135.00	
			M12165-21-1	FIRE ALARM MONITORING - 1/1/21 - 3/31/21 ADMIN/GWMS/COSTELL O/ROBISON/GWMS ANNEX	0	675.00	
20E400	2546 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/SECURITY SERVICES/REP			135.00	
20E500	2546 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/SECURITY SERVICE			270.00	
20E600	2546 3230 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/SECURITY SERVICES/REP			135.00	
20E000	2546 3230 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/SECURITY SERVICES/REPAIR			135.00	
90973	DURACO SPECIALTY TAPES LLC	11/19/2020	68018909	Teachers Tape	5002100007	73.87	73.87
10E500	1110 4100 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			73.87	
90974	DZIK, JUSTIN J	11/19/2020	TUITION REIM-092020	TUITION REIMB -3 CR HRS- COURSE #698 - ACTION RESEARCH - FY20-22	0	525.00	525.00
10E400	1110 2300 00 000000		EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU			525.00	
90975	FIRST STUDENT HODGKINS	11/19/2020	11698346	DATE OF SRVC - 10/1/20 -	0	3,347.17	3,347.17

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10/31/20			
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		3,347.17	
90976	FLEXIBLE BENEFITS SERVICE CORP	11/19/2020	980179624221	INV PD: 10/1/20 - 10/31/20 - FSA FEE	0	50.00	50.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
90977	FORECAST5 ANALYTICS, INC.	11/19/2020	INV13543	5Lab - LICENSE AGREEMENT AND IMPLEMENTATION FEE 10/30/2020 - 6/30/2021	0	10,990.00	10,990.00
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		10,990.00	
90978	FOX VALLEY FIRE & SAFETY COMPA	11/19/2020	IN00395326	FIRE EXTINGUISHER SRVC - GWMS	0	995.20	2,585.35
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		995.20	
			IN00395327	FIRE EXTINGUISHER SRVC - LINCOLN SCHOOL	0	77.50	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		77.50	
			IN00395328	FIRE EXTINGUISHER SRVC - HOME SCHOOL	0	173.65	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		173.65	
			IN00395329	FIRE EXTINGUISHER SRVC - COSTELLO SCHOOL	0	131.20	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		131.20	
			IN00395330	FIRE EXTINGUISHER SRVC - ROBINSON SCHOOL	0	329.50	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		329.50	
			IN00395331	FIRE EXTINGUISHER SRVC - EDISON	0	703.30	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		703.30	
			IN00395332	FIRE EXTINGUISHER SRVC - ADMIN BLDG	0	75.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		75.00	
			IN00395333	FIRE EXTINGUISHER SRVC - LEGION BLDG	0	50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		50.00	
			IN00395334	FIRE EXTINGUISHER SRVC-DISTRICT PARKING GARAGE	0	50.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		50.00	
90979	FULLMER LOCKSMITH SERVICE, INC	11/19/2020	N26122	KEYS & STAMPED TFI	0	45.90	45.90
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		45.90	
90980	G & O THERMAL SUPPLY COMPANY	11/19/2020	1118704-00	COSTELLO BOOSTER PUMP	0	766.50	3,089.26
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		766.50	
			5101294-00	ROBINSON	0	164.28	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		164.28	
			5102096-00	COSTELLO - BEARING ASSEMBLY	0	1,260.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,260.00	
			5102155-00	GWMS	0	261.59	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		261.59	
			5102192-00	GWMS	0	20.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		20.00	
			5102199-00	GWMS	0	419.57	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		419.57	
			5102242-00	GWMS	0	36.32	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		36.32	
			5102282-00	GWMS	0	161.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		161.00	
90981	GARVEY'S OFFICE PRODUCTS	11/19/2020	PINV1991811	Misc teacher/office supplies	5002100006	586.38	1,138.05
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		586.38	
			PINV1992592	CARDSTOCK & ENVELOPE MOISTENER	3002100013	133.68	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		133.68	
			pinv2004551	Garvey's paper shredder order	6002100013	417.99	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		417.99	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
90982	GRAND PRAIRIE TRANSIT	11/19/2020	RTINV1005307	SEPT'20 - ROUTE/PARA/CLEANIN G FEE	0	22,236.94	57,815.99
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		22,236.94	
			RTINV1005307CM	CLEANING FEE CREDIT	0	-619.49	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		-619.49	
			RTINV1005330	ROUTE/AIDE/COVID CLEANING-OCT'20	0	36,198.54	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		36,198.54	
90983	GROOT, INC. A WASTE CONNECTION	11/19/2020	6262028	3098-359556- BILLING PD - OCT'20	0	347.29	3,989.58
20E000	2540 3210 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		347.29	
			6264769	a/c#3098-354412-bi lling pd: 11/1/20-11/30/20	0	474.72	
20E200	2540 3210 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		474.72	
			6264770	3098-232472- BILLING PD - NOV'20	0	723.42	
20E100	2540 3210 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		723.42	
			6264771	a/c#3098-371263-bi lling pd: 11/1/20-11/30/20	0	498.44	
20E400	2540 3210 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		498.44	
			6264772	a/c#3098-287893-bi lling pd: 11/1/20-11/30/20	0	610.87	
20E300	2540 3210 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		610.87	
			6264773	a/c#3098-364545-bi lling pd: 11/1/20-11/30/20	0	591.84	
20E600	2540 3210 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		591.84	
			6264774	a/c#3098-406023-bi lling pd: 11/1/20-11/30/20	0	743.00	
20E500	2540 3210 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		743.00	
90984	GUARDIAN - ALTERNATE FUNDED	11/19/2020	00469383-110320	INV MONTH - OCT'20	0	16,703.34	16,703.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10L000 4865 0000 00 000000				EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		16,703.34	
90985 GUARDIAN -BILL ID 0001094522		11/19/2020	0001094522-102320	PERIOD: - OCT'20	0	14,376.66	14,376.66
10E000 1110 2210 00 000000				EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		9,033.56	
10L000 4865 0000 00 000000				EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,232.46	
20L000 4865 0000 00 000000				OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		896.44	
10L000 4990 0000 00 000000				EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		214.20	
90986 HARTGROVE HOSPITAL		11/19/2020	HGH202001005	TUITION REIMB-GWMS - A.V. - 9/3/20 - 10/9/20	0	750.00	750.00
10E500 1912 6700 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		750.00	
90987 HAYES MECHANICAL		11/19/2020	468127	ROBINSON	0	591.00	6,644.46
20E400 2540 3230 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		591.00	
			468729	COSTELLO	0	859.00	
20E600 2540 3230 00 000000				OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		859.00	
			468755	GWMS	0	1,127.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,127.00	
			468763	GWMS	0	323.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		323.00	
			470151	GWMS - REMOVED COVERS & INSPECTED EQPT - OBTAIN VOLTAGE READINGS	0	1,971.46	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,971.46	
			470163	GWMS	0	859.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		859.00	
			470168	GWMS - INSPECTED PUMP	0	323.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		323.00	
			470172	GWMS - ISOLATED BROILER AND DRAINED	0	591.00	
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		591.00	
90988 HELPING HAND CENTER		11/19/2020	12540	SCHOOL TUITION - OCT'20 - I.V.	0	7,358.82	7,358.82
10E500 1912 6700 00 000000				EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,358.82	
90989 HOME DEPOT PRO		11/19/2020	576900542	32W FL UBEN -	7012100035	112.43	1,436.76

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ADMIN - ORDER #32810299			
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		112.43	
			577921182	PPE - product was returned	7012100003	4,666.00	
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		4,666.00	
			578444788	PPE - product was returned	7012100003	-4,666.00	
20E000	2540 4100 00 499800			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		-4,666.00	
			578999500	LINCOLN - ORDER#33285197	7012100036	865.61	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		865.61	
			580887081	LINCOLN - ORDER#33285197	7012100037	458.72	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		458.72	
90990	IAASE	11/19/2020	102320-IAASE FY2021	IAASE Membership - fy2021	7022100021	180.00	180.00
10E000	2330 3140 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		180.00	
90991	IASA WEST COOK DIVISION	11/19/2020	FY2020-2021 MEMBER	FY2020-2021 MEMBER DUES - KRISTOPHER RIVERA	0	25.00	25.00
10E000	2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D		25.00	
90992	IL COUNTIES RISK MGMT TRUST	11/19/2020	001000533-110120	PROP & LIAB & WORKER'S COMP	0	28,313.01	28,313.01
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		13,438.13	
80E000	2371 3800 00 000000			TORT FUND/DISTRICT OFFICE/PROP & LIAB INS/INSURANCE		14,874.88	
90993	ILLINOIS ASSOC OF SCHOOL BOARD	11/19/2020	324220	PRESS PLUS ISSUE RESPONSE LATE FEE	0	50.00	50.00
10E000	2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D		50.00	
90994	ILLINOIS DEPT OF EMPLOYMENT SE	11/19/2020	0805396-110620	UNEMPLOYMENT - STMD PD: 7/1/20 - 9/30/20 LETTER ID#CNXXXX59XX572XX 7 ID# 13414479442	0	96,066.50	96,066.50
80E000	2363 3800 00 000000			TORT FUND/DISTRICT OFFICE/UNEMPLOYMNT INS/INSURANCE		96,066.50	
90995	ILLINOIS PRINCIPAL ASSOCIATION	11/19/2020	319976	COSTELLO - IPA DUES	7002100044	399.00	798.00
10E000	2642 6400 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/DUES & FEES		89.00	
10E600	2400 6400 00 000000			EDUCATION/COSTELLO ELEMENTARY/SUPPORT SERVICES - SCHOOL		310.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			319977	HOME - IPA DUES	7002100042	399.00	
10E200	2400 6400 00 000000			EDUCATION/HOME ELEMENTARY/SUPPORT SERVICES - SCHOOL ADM		399.00	
90996	ILLINOIS STATE POLICE/BUREAU O	11/19/2020	IL016103S-073120	SERVICE PD: 7/15/20 - 7/29/20	0	211.00	211.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		211.00	
90997	INTERSTATE ELECTRONICS COMPANY	11/19/2020	80326	GWMS	0	302.00	302.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		302.00	
90998	ISCORP	11/19/2020	0707936	Student Data Base Subscription Fee - Jul'20	0	660.00	4,800.00
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
			0707979	Finance Data Base Subscription Fee - Jul'20	0	300.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	
			0708540	Student Data Base Subscription Fee - Aug'20	0	660.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
			0708583	Finance Data Base Subscription Fee - Aug'20	0	300.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	
			0709160	Student Data Base Subscription Fee - Sep'20	0	660.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
			0709203	Finance Data Base Subscription Fee - Sep'20	0	300.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	
			0710100	Student Data Base Subscription Fee - Oct'20	0	660.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
			0710143	Finance Data Base Subscription Fee for Oct'20	0	300.00	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			0710780	Student Data Base Subscription Fee - Nov'20	0	660.00	
10E000 2663 4700 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		660.00	
			0710823	Finance Data Base Subscription Fee - Nov'20	0	300.00	
10E000 2663 4700 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		300.00	
90999 IXL LEARNING		11/19/2020	S391813	1 year IXL Classroom License (1 instructor and 25 students)	7022100017	299.00	299.00
10E000 1205 3140 00 462000				EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		299.00	
91000 JOHNSON CONTROLS FIRE PROTECTI		11/19/2020	87221186	NAC2 REPAIR-BATTERY REPLACEMENT	0	793.62	793.62
20E500 2540 3230 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		793.62	
91001 KELLY SERVICES, INC.		11/19/2020	349456	PD COVERED: 10/13/20 - 10/23/20	0	11,733.04	28,667.29
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		11,733.04	
			352528	PD COVERED: 10/26/20 - 10/30/20	0	10,687.17	
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		10,687.17	
			356185	W/E - 11/8/20	0	6,247.08	
10E000 2642 3900 00 000000				EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		6,247.08	
91002 KLOG		11/19/2020	20-304586-1	Items for teachers room	4002100009	460.75	2,458.54
10E400 1110 4100 00 000000				EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		460.75	
			20-304586-1A	ROBINSON - QUOTE #Q20-199371	7012100024	1,965.74	
20E200 2540 4100 00 000000				OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,310.49	
20E400 2540 4100 00 000000				OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		655.25	
			20-304870-1	GWSM	7012100026	32.05	
20E500 2540 4100 00 000000				OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		32.05	
91003 KONICA MINOLTA PREMIER FINANCE		11/19/2020	428065379	SRVC PD: 10/29/20 - 11/29/20	0	8,725.00	8,725.00
10E000 2663 3240 00 000000				EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
91004	LADSE-LAGRANGE AREA DEPT OF SP	11/19/2020	FY21-100-103AIDEA	COOPERATIVE ASSESSMENT - BALANCE PYMT (\$164,009.67-TOTAL )	0	93,508.64	93,508.64
10E000	4120 6050 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		93,508.64	
91005	LAUTERBACH & AMEN, LLP	11/19/2020	49779	FY2019-2020 - GASB 74/75 - ACTUARIAL REPORT	0	5,250.00	5,250.00
10E000	2310 3170 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		5,250.00	
91006	LEARNING A-Z	11/19/2020	2867638	READING A TO Z FOR ASHLEY SINGER AND SARA MCKINNEY	3002100010	230.90	230.90
10E300	1110 4200 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/TEXTBOOKS		230.90	
91007	LOZADA, CHRISTINA	11/19/2020	092720-360TRAINING	REIMB - 360TRAINING	0	89.10	89.10
10E200	2560 3260 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/LICENSE RENEWAL		89.10	
91008	MARKLUND	11/19/2020	13426-110120	TUITION REIMB - J.T. - OCT'20-GWMS	0	8,675.94	8,675.94
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,675.94	
91009	MAXIM STAFFING SOLUTIONS	11/19/2020	187300366	PD END: 8/15/20 - ROBINSON - A.RUGGIO	0	770.00	18,865.00
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		770.00	
			2054990366	PD END: 10/31/20 - RUGGIO, ARTH	0	1,925.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			2082880366	PD END: 11/7/20 - A.RUGGIO - ROBINSON	0	1,155.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,155.00	
			211780366	PD END: 8/29/20 - ROBINSON - A.RUGGIO	0	1,925.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			227770366	PD END: 9/05/20 - ROBINSON - A.RUGGIO	0	1,925.00	
10E300	2130 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			250010366	PD END: 09/12/20 - ROBINSON - A.RUGGIO	0	1,553.75	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,553.75	
			275770366	PD END: 9/19/20 - ROBINSON - A.RUGGIO	0	371.25	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		371.25	
			303220366	PD END: 9/26/20 - ROBINSON - A.RUGGIO	0	1,925.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			328410366	PERIOD END: 10/3/20 - A. RUGGIO	0	1,925.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			364210366	PD END: 10/10/20 - ROBINSON - A.RUGGIO	0	1,925.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
			380850366	PD END: 10/17/20 - ROBINSON - A.RUGGIO	0	1,540.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,540.00	
			429540366	PERIOD END: 10/24/20 - A.RUGGIO	0	1,925.00	
10E300 2130 3900 00 000000				EDUCATION/LINCOLN ELEMENTARY/HEALTH SERVICES/OTHER PURC		1,925.00	
91010 MINUTEMAN PRESS OF LYONS		11/19/2020	40839	NAME PLATES	0	104.50	123.00
10E000 2310 3600 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		104.50	
			40895	NAME PLATE - VIVUAN CHODOR	0	18.50	
10E000 2310 3600 00 000000				EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		18.50	
91011 PARKLAND PREPARATORY ACADEMY S		11/19/2020	2063	ROBINSON-TUITION-O CT'20 - HS	0	4,226.80	4,226.80
10E400 1912 6700 00 000000				EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		4,226.80	
91012 PEAR DECK INC.		11/19/2020	INV-7509	Premium Access for all staff & Classroom at George Washington	7032100007	2,350.00	2,350.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1250 4110 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		2,350.00	
91013	PREFERRED MEAL SYSTEMS, INC.	11/19/2020	CDCN/0032127	JUNE AND JULY MILK PYMNT CREDIT	0	-7,699.00	7,221.14
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		-1,283.16	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		-1,283.16	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		-1,283.16	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		-1,283.16	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		-1,283.20	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		-1,283.16	
			CDCN/0032210	CREDIT - CLOVERLEAF MILK PYMT - OCT'20	0	-4,698.69	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		-783.11	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		-783.11	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		-783.11	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		-783.11	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		-783.14	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		-783.11	
			CDIM/1120944	DELIVERY DATES: 10/1/20 - 10/1/20	0	1,595.79	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		187.74	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		469.35	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		375.48	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		281.61	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		281.61	
			CDIM/1122938	DELIVERY DATES: 10/06/20 - 10/08/20	0	5,350.59	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		1,126.44	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		1,126.44	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,314.18	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		469.35	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		563.22	
			CDIM/1126003	DELIVERY DATES: 10/13/20 - 10/15/20	0	4,036.41	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		375.48	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		938.70	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,126.44	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		375.48	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		657.09	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		563.22	
			CDIM/1126806	DELIVERY DATES:	0	4,036.41	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				10/20/20 - 10/22/20			
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		938.70	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,501.92	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		750.96	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		281.61	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		563.22	
			CDIM/1129129	DELIVERY DATES: 10/27/20 - 10/29/20	0	4,599.63	
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		563.22	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		938.70	
10E300	2560 3150 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/FOOD - CONTR		1,220.31	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		938.70	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		375.48	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		563.22	
91014	QUALITY NETWORK SOLUTIONS, INC	11/19/2020	50647	MONTHLY CONTRACT SRVCS - NOV'20	0	24,700.00	27,954.76
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		24,700.00	
			52614	IT - Miscellaneous Cost	7002100010	2,237.50	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		2,237.50	
			53502	IPEVO 4k Document Camera (Unit Office) - Quote #26010	7042100005	927.76	
10E000	2663 4110 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		927.76	
			53509	HDMI to VGA Adapter (Unit Office) - Quote #26025	7042100006	89.50	
10E000	2663 4110 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		89.50	
91015	QUINLAN & FABISH MUSIC CO	11/19/2020	12300208	Rosin, Reeds, Cork Grease	5002100008	237.77	881.37
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		237.77	
			12301669	Flute & Alto Sax Repair	5002100010	153.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		153.00	
			12302104	Flute & Alto Sax Repair	5002100010	154.00	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		154.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			12332724	Strings for Cello-Viola-Violin	3002100015	287.45	
10E300 1590 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/MUSIC INSTRUMENTAL/SUPPLIE			287.45	
			12332732	Strings for Cello-Viola-Violin	3002100015	49.15	
10E300 1590 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/MUSIC INSTRUMENTAL/SUPPLIE			49.15	
91016 RAUCH, ERIC C		11/19/2020	TUITION REIMB-102220	TUITION REIMB - COURSE#717 - 3 CREDIT HOURS - FY2020-2021	0	375.00	375.00
10E500 1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R			375.00	
91017 REALLY GOOD STUFF, LLC		11/19/2020	7448656	Mail Center	1002100010	79.99	79.99
10E100 1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES			79.99	
91018 RENAISSANCE LEARNING		11/19/2020	INV5189636-177026	VIRTUAL LEARNING SESSION 90 MINS	0	600.00	600.00
10E000 1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH			600.00	
91019 SAM'S CLUB DIRECT		11/19/2020	437979636-102020	ADMIN/SPED	0	327.82	327.82
10E000 1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE			270.64	
10E000 2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S			17.18	
10E000 2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D			40.00	
91020 SCHINDLER ELEVATOR CORPORATION		11/19/2020	7153213970	COSTELLO - WITNESS FEE - HYDRAULIC PRESSURE TEST	0	500.00	1,760.23
20E600 2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			500.00	
			7153213972	GWMS - WITNESS FEE - HYDRAULIC PRESSURE TEST	0	500.00	
20E500 2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			500.00	
			8105470432	COSTELLO - QTRLY BILLING: 11/1/20 - 1/31/20	0	760.23	
20E600 2540 3200 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			760.23	
91021 SCHLUTT, KRISTINE M		11/19/2020	TUITION REIMB-102420	TUITION REIMB-COURSE#50900 -3 CREDIT HOURS-FY2020-2021	0	525.00	525.00
10E600 1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU			525.00	
91022 SCHOOL SPECIALTY		11/19/2020	208126448251	Bookshelves	2002100007	1,385.82	1,516.42
10E200 1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES			1,385.82	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			208126523677	School Specialty order for file folders	6002100011	130.60	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		130.60	
91023	SCOUT ELECTRIC SUPPLY CO.	11/19/2020	168748	ADMIN BLDG - S5862	0	147.00	147.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		147.00	
91024	SHERWIN WILLIAMS #3451	11/19/2020	5281-4	Paint and supplies	4002100011	566.00	566.00
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		566.00	
91025	SKYWARD	11/19/2020	0000207657	Student Management Suite setup/training	7032100020	530.00	530.00
10E000	1250 3900 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/OTHER PURCHASED SERVI		530.00	
91026	SMITH, KRISTEN	11/19/2020	110715-CHILD BOOK	REIMB-CHILDREN'S BOOKS FOR READING PROGRAM	0	170.25	170.25
10E200	1110 4110 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		170.25	
91027	SOARING EAGLE ACADEMY	11/19/2020	20594	ROBINSON-TUITION-N OV'20-PJ	0	7,655.67	7,655.67
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		7,655.67	
91028	SYMMETRY ENERGY SOLUTIONS LLC	11/19/2020	8882694	BILLING PD - OCT'20	0	4,905.57	4,905.57
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		711.71	
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		470.51	
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		863.46	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		529.16	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,354.11	
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		455.38	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		521.24	
91029	SYNCHRONY / AMAZON - 103	11/19/2020	563888589699	Stand Up Desk Converter	5002100009	99.99	298.59
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		99.99	
			573835466674	Laminator Cart	2002100009	115.34	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		115.34	
			875597837959	brown bag	7022100023	43.28	
10E000	1205 4110 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		43.28	
			884684795363	CALCULATOR TAPE - FINANCE	7002100046	39.98	
10E000	2520 4100 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/SUPPLIES		39.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
91030	TEACHER DIRECT	11/19/2020	inv/2020/28726/14	CONSTRUCTION PAPER	3002100012	140.04	140.04
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		140.04	
91031	THOMSON REUTERS - WEST	11/19/2020	843304113	RESIDENCY INVESTIGATIVE	0	550.40	550.40
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		550.40	
91032	TOBII DYNAVOX LLC	11/19/2020	INV00229922	Renewal of Boardmaker for PreK, Speech, CrossCat at Lincoln, Costello, Robinson, Home and Edison Start Date - 11/13/20 Terms: - 12 months	7022100003	2,686.50	2,686.50
10E300	1225 3900 00 000000			EDUCATION/LINCOLN ELEMENTARY/EARLY CHILDHOOD - ECE - SP		86.50	
10E000	1225 3900 00 000000			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD - ECE - SPED/		2,600.00	
91033	TRANE	11/19/2020	9069740	GWMS	7012100039	486.80	486.80
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		486.80	
91034	TREE TOWNS IMAGING & COLOR GRA	11/19/2020	0000289216	LAM 3 MIL GLOSS 38"/50" MACHIN WORK ORDER # - 0000266502	7012100032	49.40	49.40
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		49.40	
91035	UNIFIRST CORPORATION	11/19/2020	1299407CM	EDISON	0	-124.57	6,299.51
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		-124.57	
			1301014CM	LINCOLN	0	-90.22	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		-90.22	
			130103CM	HOME	0	-140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		-140.96	
			1302538CM	GWSM	0	-295.05	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		-295.05	
			1302539CM	EDISON	0	-124.57	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		-124.57	
			1311725	GWMS	0	838.35	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		838.35	
			1311726	EDISON	0	124.57	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		124.57	
			1313270	HOME	0	140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.96	
			1313271	LINCOLN	0	240.01	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		240.01	
			1314791	GWMS	0	838.35	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		838.35	
			1314792	EDISON	0	124.57	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		124.57	
			1316308	HOME	0	140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.96	
			1316309	LINCOLN	0	402.59	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		402.59	
			1317814	GWMS	0	530.79	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		530.79	
			1317815	EDISON	0	124.57	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		124.57	
			1319365	HOME	0	140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.96	
			1319366	HOME	0	282.57	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		282.57	
			1320891	GWMS	0	295.05	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		295.05	
			1320892	EDISON	0	150.52	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		150.52	
			1321455	HOME	0	198.78	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		198.78	
			1322427	HOME	0	140.96	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		140.96	
			1322428	LINCOLN	0	309.36	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		309.36	
			1323968	GWMS	0	295.05	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		295.05	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E100	2540 4100 00 000000		1323969	EDISON	0	138.97	
			OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		138.97	
20E100	2540 4100 00 000000		1325529	EDISON	0	140.96	
			OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		140.96	
20E300	2540 4100 00 000000		1325530	LINCOLN	0	118.74	
			OP, BLDG,MAIN/LINCOLN	ELEMENTARY/OPERATION AND MAINTENA		118.74	
20E500	2540 4100 00 000000		1327138	GWMS	0	920.08	
			OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		920.08	
20E100	2540 4100 00 000000		1327139	EDISON	0	152.49	
			OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		152.49	
20E200	2540 4100 00 000000		1328674	HOME	0	154.70	
			OP, BLDG,MAIN/HOME	ELEMENTARY/OPERATION AND MAINTENANCE		154.70	
20E300	2540 4100 00 000000		1328675	LINCOLN	0	129.97	
			OP, BLDG,MAIN/LINCOLN	ELEMENTARY/OPERATION AND MAINTENA		129.97	
91036	USI EDUCATION & GOVERNMENT SAL	11/19/2020	0392219201010	LAMINATING FILM	3002100014	248.97	248.97
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		248.97	
91037	VERIZON WIRELESS	11/19/2020	9865572340	BILLING PD:	0	1,406.84	1,406.84
				10/24/20 -			
				11/23/20			
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,406.84	
91038	VILLAGE OF LYONS WATER DEPARTM	11/19/2020	010999-10/31/20	ROBINSON - SRVC	0	375.60	1,530.20
				PD:			
				8/16/20-10/15/20			
20E400	2540 3700 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		375.60	
20E500	2540 3700 00 000000		011801-103120	GWMS ANNEX - SRVC	0	244.20	
				PD:			
				8/16/20-10/15/20			
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		244.20	
20E000	2540 3700 00 000000		011802-103120	ADMIN - SRVC PD:	0	42.40	
				8/16/20-10/15/20			
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		42.40	
20E500	2540 3700 00 000000		011803-103120	GWMS - SRVC PD:	0	594.60	
				8/16/20-10/15/20			
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		594.60	
			018804-103120	ADMIN SHOP - SRVC	0	273.40	
				PD:			
				8/16/20-10/15/20			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		273.40	
91039	VILLAGE OF BROOKFIELD	11/19/2020	400067-001-110520	ROBINSON - WATER - READING DATE: 9/30/20 - 10/31/20	0	135.59	135.59
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		135.59	
91040	WILSON LANGUAGE	11/19/2020	1827519	SPED Reading Intervention - ROBINSON	7022100006	507.82	5,905.66
10E000	1205 3140 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		507.82	
			1827520	SPED READING INTERVENTION - EDISON	7022100008	471.31	
10E000	1205 3140 00 462000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		471.31	
			1827521	SPED READING INTERVENTION - GWMS	7022100010	817.56	
10E000	1205 3140 00 462000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		817.56	
			1827522	SPED READING INTERVENTION - LINCOLN	7022100011	640.12	
10E000	1205 3140 00 462000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		640.12	
			1827523	SPED READING INTERVENTION - LINCOLN	7022100009	520.78	
10E000	1205 3140 00 462000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		520.78	
			1827524	SPED READING INTERVENTION - COSTELLO	7022100012	2,754.97	
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		2,754.97	
			1827659	SPED READING INTERVENTION-HOME	7022100007	193.10	
10E000	1205 3140 00 462000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/PROFESSIONA		193.10	
91041	WORLD BOOK SCHOOL & LIBRARY	11/19/2020	0001616440	Subscription renewal Online advanced differentiated pkg District	7032100025	2,962.05	2,962.05
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		2,962.05	
91042	ZELLER AND ASSOCIATES, LLC	11/19/2020	2020161	E-RATE CONSULTING	0	750.00	750.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				- 7/1/21 TO 6/30/22			
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		750.00	
				91 Computer	Check(s) For a Total of		1,005,164.13

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	91	Computer	Checks For a Total of	1,005,164.13
Total For	91	Manual, Wire Tran, ACH & Computer	Checks	1,005,164.13
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,005,164.13

**GENERAL FUND** Totals for All Accounts  
 Costello Elementary School  
 Account #

<b>Date</b>	<b>Check#</b>	<b>Description</b>	<b>Receipts</b>	<b>Disburse</b>	<b>Balance</b>
					\$13,764.66
9/1/2020	1088	Migala(reim-dry erase boards)		55	\$13,709.66
9/1/2020	1089	Balmer(reim-dry erase boards)		50	\$13,659.66
9/1/2020	1090	Zalewski(reim-dry erase boards)		30	\$13,629.66
9/1/2020	1091	Flores(reim-dry erase boards)		35	\$13,594.66
9/1/2020	1092	Antkiewicz(reim-dry erase boards)		110	\$13,484.66
10/2/2020	1093	Bahena(reim ck#1065 never cashed)		102.08	\$13,382.58
11/5/2020		Deposit (postage 50%)	450		\$13,832.58

## EDISON ACTIVITY ACCOUNT - 2020-2021

OCTOBER 2020					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$30,463.41
10/7/20	1201	Deborah Klein (Teachers' Fund)	105.45		\$30,357.96
10/7/20	1202	NAEIR (Teachers' Fund)	416.44		\$29,941.52
10/13/20	1203	Harcourt Industries (Supplies/Postage)	86.40		\$29,855.12
10/16/20	1204	Sam's Club (Supplies/Postage)	100.00		\$29,755.12
10/22/20	1205	Sam's Club (PF/Spirit)	118.64		\$29,636.48
10/29/20	1206	Plex Capital LLC (Supplies/Postage)	295.00		\$29,341.48
10/30/20		DEPOSIT (Social Comm.)		80.00	\$29,421.48
10/30/20		DEPOSIT (Teachers' Fund)		2,095.08	\$31,516.56
10/30/20		DEPOSIT (Yearbook)		225.00	\$31,741.56

## EDISON ACTIVITY ACCOUNT - 2020-2021

NOVEMBER 2020					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$31,741.56
11/11/20	1207	US Postmaster-Lyons (Postage/Supl.)	120.80		\$31,620.76

## HOME SCHOOL GENERAL LEDGER November 2020

Date	Ck.#	Description	Disbursements	Receipts	Balance
<b>7/1/2020</b>		<b>STARTING BALANCE</b>			<b>\$4,315.12</b>
9/22/2020	1084	Abby Spankroy - Classroom supply reimbursement	\$31.00		\$4,284.12
9/22/2020	1085	Lisa Kesman - Postage reimbursement for Student Record Mailings	\$113.65		\$4,170.47
9/22/2020		Deposit- Van Gogh - Picture commission		\$101.67	\$4,272.14
10/5/2020	1086	Kristen Smith - Tremendous Titan Awards	\$160.00		\$4,112.14
11/5/2020	1087	Kristen Smith - Boo Thru Candy	\$153.18		\$3,958.96
11/5/2020	1088	Kristen Smith - Read A Palooza	\$90.92		\$3,868.04
11/16/2020		Deposit - Postage		\$450.00	\$4,318.04



2020-2021

ROBINSON SCHOOL

Oct

				\$4,344.17
10/1/2020	1136	Lyons PO (GSP) cum folders/st	175.45	\$4,168.72
10/2/2020	1137	Lyons PO (GSP) cum folders	8.25	\$4,160.47
10/15/2020	1138	Lyons PO (GSP) cum folders	10.45	\$4,150.02

Nov

				\$4,150.02
10/28/2020	1139	Lyons PO (GSP) cum folders	8.25	\$4,141.77

<b>GENERAL FUND FOR BOARD</b>					
		George Washington Middle School			
		Account # 8760054107			
<b>Date</b>	<b>Check #</b>	<b>Description</b>	<b>Disbursemen</b>	<b>Receipts</b>	<b>Balance</b>
21-Oct	1496	Ralph Lowern - Pop Maching repair	\$250.00		\$10,317.54
22-Oct	1497	Daina Welsh - Guitar Center Uke's and Picks	\$297.94		\$10,019.60
22-Oct	1498	Gary Wheaton - A Sound Education - Uke's	\$120.00		\$9,899.60
20-Oct	1499	Nancy Thomas - Taffy Appple sale SC	\$310.10		\$9,589.50
30-Oct	Deposit	Uke 280/taffy apple 560/ B/O books 9		\$855.00	\$10,444.50
6-Nov	Deposit	Dist 1204.19/taffy apples 5/uke32/pop mach 22		\$1,263.19	\$11,707.69
9-Nov	1500	Daina Welsh - Guitar Center Uke's and Picks	\$304.00		\$11,403.69
11-Nov	1501	Gary Wheaton - A Sound Education - Uke's	\$180.00		\$11,223.69

## CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

This Confidentiality and Nondisclosure Agreement (“Agreement”) is made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Effective Date”), by and between **Skyward, Inc.**, a Wisconsin corporation (“Skyward”) and \_\_\_\_\_ (the “School District”).

Skyward and the School District are engaged in or considering a business relationship, the scope and nature of which may be expanded in the future (the “Business Relationship”). In connection with the Business Relationship, Skyward has agreed to allow the School District to film or record one or both of the following: (i) a sales demonstration or presentation given by Skyward personnel; and/or (ii) a training or support session performed by Skyward personnel (the “Skyward Presentations”). As a condition precedent to Skyward granting the School District permission to film or record one or more Skyward Presentations, the School District hereby agrees that the School District, its members, officers, and employees will comply with the provisions hereof:

The Skyward Presentations will be used solely and exclusively by the School District and its employees in connection with the Business Relationship as understood and contemplated by Skyward, and not in any way directly or indirectly detrimental to Skyward. THE SCHOOL DISTRICT SHALL NOT: (i) COPY, IN WHOLE OR IN PART; (ii) SELL, RENT, LEASE, DISTRIBUTE, MAKE AVAILABLE ON THE SCHOOL DISTRICT’S WEBSITE OR THE INTERNET; OR (iii) CREATE DERIVATIVE WORKS OF, THE SKYWARD PRESENTATIONS. Provided however, the School District shall have the right to replay the Skyward Presentations on the School District’s internal intranet or video systems for authorized employees and personnel of the School District in connection with the Business Relationship as understood and contemplated by Skyward, provided that the School District includes in such replays all Skyward notices of ownership and proprietary rights thereto.

The School District acknowledges and agrees that the Skyward Presentations will contain certain information related to Skyward’s business, operations, processes, methods, programs, systems, designs, techniques, equipment, products, sales, marketing and financial data, and other information that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use and that is the subject of efforts that are reasonable under the circumstances to maintain its secrecy, or is otherwise protected as a trade secret under applicable state or federal law (the “Trade Secrets”). The School District further acknowledges and agrees that the disclosure or unauthorized use of the Trade Secrets and Confidential Information (as defined herein) will injure Skyward. Except as explicitly provided herein or agreed to in writing by Skyward, the School District agrees that it will not, at any time, use, reveal, or divulge any Trade Secrets or Confidential Information. The term “Confidential Information” shall mean all information in the Skyward Presentation which does not constitute a Trade Secret. Provided however, Confidential Information does not include information or material that the School District can document or otherwise show: (i) was in the public domain prior to the date of this Agreement or that subsequently comes into the public domain through no fault of the School District; or (ii) was lawfully received by the School District from a third party free of any obligation of confidentiality.

The School District will immediately destroy or return to Skyward, all copies of the Skyward Presentations upon the earliest of the following to occur: (i) upon written or verbal request of Skyward; or (ii) in the case of a sales demonstration or presentation, 90 days from the date of filming or recording, and in the case of a training or support session, 365 days from the date of filming or recording. In the event the School District becomes legally compelled to disclose any Skyward Presentations, the School District shall first provide Skyward with adequate prior written notice of such compelled disclosure and the School District agrees to cooperate with Skyward if it seeks to obtain a protective order concerning such Skyward Presentations.

The School District acknowledges and agrees that Skyward has no obligation to allow the School District or anyone else to record or film any Skyward Presentations and that Skyward will have sole and absolute discretion in deciding whether to grant permission to film or record any Skyward Presentations. The School District acknowledges and agrees that Skyward is not making, nor will Skyward make at the time of the Skyward Presentations, any representation or warranty, express or implied, as to the accuracy or completeness of the Skyward Presentations, and neither Skyward nor any of its officers, directors, employees, shareholders, affiliates, or agents will have any liability to the School District or any other person resulting from the Skyward Presentations. The School District further agrees to indemnify and hold Skyward, and its shareholders, directors, officers, employees, affiliates, and agents, harmless from and against any and all loss, damage, cost or expense, including attorneys' fees, resulting from or arising out of the School District's use of the Skyward Presentations.

The School District agrees that remedies at law for any actual or threatened breach by it of the covenants contained in this Agreement would be inadequate and that Skyward shall be entitled to equitable relief, including injunction and specific performance in the event of any breach by the School District of the provisions of this Agreement, in addition to all other remedies available to Skyward at law or in equity. It is the intention of the parties hereto that the provisions of this Agreement will be governed by and construed in accordance with the laws of the State of Wisconsin. The unenforceability of any provision hereof shall not render unenforceable or impair the remainder of this Agreement, which shall be deemed amended to delete or modify, as necessary, the invalid or unenforceable provisions. The parties further agree to alter the balance of this Agreement in order to render the same valid and enforceable. The restrictions expressed in this Agreement are in no way to supersede or eliminate any rights which the parties have pursuant to any applicable law pertaining to the Trade Secrets.

It is further understood and agreed that no failure or delay by either party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise thereof preclude any other or further exercise thereof to the exercise of any right, power or privilege hereunder. This Agreement may be signed in one or more counterparts which, taken together, shall constitute one and the same instrument. Any signature to this Agreement transmitted by facsimile or in a PDF format by email shall be considered, for all purposes, as valid as an original signature.

The undersigned have agreed to the terms and conditions contained herein as of the Effective Date.

SCHOOL DISTRICT:

SKYWARD, INC.:

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Printed Title

## INTERGOVERNMENTAL AGREEMENT 2020-2021

This Agreement is dated this first day of September, 2020, by and between the West40 Intermediate Service Center (“West40”) and Board of Education, Lyons School District #103, Cook County, Illinois.

### RECITALS

A. The Illinois School Code at 105 ILCS 5/13B et seq. (Alternative Learning Opportunities Law) provides for the operation of alternative learning opportunities programs (ALOP), which are intended to provide youth, who are at risk of academic failure, with the education and support services needed to meet Illinois Learning Standards to complete their education in a safe and secure learning environment.

B. Pursuant to Section 13B-20.10, West40 may, in conjunction with a school district(s), establish a continuum of ALOP services within the Intermediate Service Center #2 Region.

C. West40 has submitted an ALOP proposal for West40 Intermediate Service Center #2 and Lyons School District #103, as part of a consortium of school districts. A description of the program West40 High-Needs Alternative Learning Program (HNA) is set forth herein.

D. Lyons School District #103, and West40 are authorized to enter into this Agreement pursuant to Article VII, Section 10(a) of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), and does so pursuant to 105 ILCS 5/13B-35.5 and 23 Ill. Admin. Code 240.10.

NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN West40 AND School District #103, AS FOLLOWS:

**Section 1** Incorporation of Recitals. The Recitals set forth herein above are incorporated herein.

### **Section 2** Scope of Services Provided.

West40 provides enrolled School District #103 students an alternative learning opportunities program designed to provide support services through a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered yet technologically-driven curriculum, supplemental social, health and support services and social programs to improve the educational achievement of students who are at risk of academic failure. The West40 HNA is designed to serve students in grades 6-12+ with challenges to learning which include but are not limited to: poor attendance, behavioral referrals, credit deficiencies, and/or poor academic performance. Academic and social emotional support services for students and families shall be provided at the West40 Regional Safe Schools

building located at 605 North Hillside Ave., Hillside, IL 60162. Members of the programs include teachers, restorative interventionists, social workers and administrators. West40 Staff along with students, parents/guardians and home schools staff design the student success plans. The success plan's goals are based on assessments of students' educational and social needs. Students receive daily feedback and reflection on these established goals.

**Section 3 Placement of Students.**

Working with West40, School District #103, will identify students that may be eligible for and would benefit from placement at West40 HNA pursuant to state legal requirements. After School District #103, receives parental consent to share student information with West40 about a potential placement and if there are current openings for the student in the program, a referral form will be completed and submitted to West40. West40 staff will then convene a student intake meeting, at which time HNA placement will be discussed with the student, family and sending district. If all parties are in agreement that HNA referral placement is appropriate, then a Student Success plan will be created collaboratively using the student, parent and sending district input. Administrative transfer papers will be signed by parent, student and sending district prior to admission into the West40 HNA.

**Section 4 Student Success Plan.** A Student Success Plan shall be developed for each student based on an assessment of the student's educational and social needs.

The initial meeting and intake will establish:

- 1) the reason the school district referred the student to the program, which shall be consistent with the district's admission criteria developed pursuant to 23 III. Admin. Code 242.20(d);
- 2) a determination of the needs and strengths exhibited by the student;
- 3) the expected academic, social and behavioral outcomes to be achieved as a result of the student's participating in the program;
- 4) the assessment procedures to be used to determine the degree to which the student has achieved his or her goals;
- 5) an estimate of the length of time the student is expected to be enrolled in the program;
- 6) a description of the commitments that the student's parent or guardian will make to support the student in successfully completing the program;
- 7) a description of the commitments that the home school will make to support the student in successfully completing the program;

- 8) a description of the commitments that West40 will make to support the student in successfully completing the program

The Student Success Plan shall include the following:

- 1) specify the curriculum and instructional methods to be used in improving the student's educational performance;
- 2) outline the support services needed to remove barriers to learning;
- 3) specify, when appropriate, the career development experiences the student will receive to enhance his or her career awareness,
- 4) set goals to ensure a successful transition back to the regular school program or to post-secondary educational options,
- 5) outline the student's responsibilities under the Plan;

**Section 5 Student Progress Reporting.** Each student's progress is evaluated daily using a variety of qualitative and quantitative measures that will be reflected on goal reports. Instructional strategies, resources, and academic and social skill intervention will be adjusted as needed to ensure each student meets all requirements of enrollment. West40 will provide the sending school with goal/grade/attendance reports, on the following timelines:

(1) High School goal/academic/attendance reports will be sent every four weeks in the form of progress reports for quarters 1 and 3, and goal/grade/attendance reports for semesters 1 and 2;

(2) Middle School goal/academic/attendance reports will be sent every six weeks in the form of progress reports and goal/grade/attendance reports at the end of each trimester.

**Section 6 Student Discipline.** Students enrolled in the West40 HNA program shall be subject to all West40 HNA and home-school behavioral expectations. Consequences for engaging in misconduct will be enforced as per the policies of West40 HNA and home school while participating in the West40 HNA.

**Section 7 Evaluation.** West40 HNA and home school shall participate fully in the data collection necessary for measuring the effectiveness of the Program. Data so collected and developed shall be forwarded to West40. West40 will meet with and assist home school representatives in this data collection and share the analysis and evaluation.

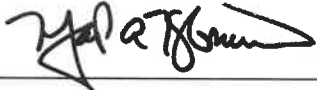
**Section 8 Student Record Confidentiality.** School District #103 agrees to provide students information for participants enrolled in the West40 HNA related to the development of Student Success Plans and the implementation of those plans with said students and their parents. West40 agrees at all times to comply with applicable federal and state privacy and records laws, including but not limited to: 1. The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 2. The Illinois School Student Records Act, 105 ILCS 10/1 et seq.; and 3. The Illinois Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq.

**Section 9 Cooperation regarding Evidence-Based Funding.** School District #103 agrees to cooperate with West40 in making its claim for evidence-based so that funds will be properly appropriated to West40 for services provided in this Agreement.

**Section 10 Funding.** Tuition will be paid by School District #103 based on a rate of \$115.00 per day after initial enrollment, not to exceed 180 days. Tuition will be calculated based on student enrollment dates, and invoices will be sent to School District #103 on a monthly basis.

**Section 11 Term.** This Agreement shall run for the school term as determined by West40 calendar.

West40 Intermediate Service Center #2

By:   
Executive Director

10/30/2020  
Date

Board of Education of School District #103

By: \_\_\_\_\_  
Superintendent/Board Designee

\_\_\_\_\_  
Date

# Document Status: Draft Update

## General Personnel

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus1](#)

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

#### **Nondiscrimination Coordinator:**

Brian Towne  
4100 Joliet Ave., Lyons, IL 60534  
[towneb@sd103.com](mailto:towneb@sd103.com)  
708-783-4100

#### **Complaint Managers:**

Brian Towne	Colleen Bergren
4100 Joliet Ave., Lyons, IL 60534	4100 Joliet Ave., Lyons, IL 60534
<a href="mailto:towneb@sd103.com">towneb@sd103.com</a>	<a href="mailto:bergrenc@sd103.com">bergrenc@sd103.com</a>
708-783-4100	708-783-4100

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

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising

openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; implemented by [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. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; implemented by [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[Ill. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/20.7a](#), [5/21.1](#), [5/22.4](#), [5/23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-102](#), [103](#), and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response To Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: January 28, 2020

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; and 7:185, Teen Dating Violence Prohibited.

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

#### Sexual Harassment Prohibited [PRESSPlus1](#)

The ~~School~~ District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law. [PRESSPlus2](#)

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

#### Making a Report or Complaint

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

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

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint claim according to that policy, in addition to any response required by this policy.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus3](#)

and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

#### **Nondiscrimination Coordinator:**

Mr. Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

### Complaint Managers:

Mr. Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

Ms. Colleen Bergren

4100 Joliet Ave., Lyons, IL 60534

[bergrenc@sd103.com](mailto:bergrenc@sd103.com)

708-783-4100

### Investigation Process

~~Supervisors, Building Principals, or administrators~~ 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 forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. ~~The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee <sup>PRESSPlus4</sup> shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, <sup>PRESSPlus5</sup> 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 <sup>PRESSPlus6</sup>

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

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

### Enforcement

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

### Retaliation Prohibited

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

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

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

### Recourse to State and Federal Fair Employment Practice Agencies

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

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

#### LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#); implemented by [29 C.F.R. §1604.11](#).

Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#); implemented by [34 C.F.R. Part 106](#).

State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#).

Ill. Human Rights Act, [775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#).  
[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

[Franklin v. Gwinnett Co. Public Schools](#), 503 U.S. 60 (1992).

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986).

[Oncale v. Sundowner Offshore Services](#), 523 U.S. 75 (1998).

[Porter v. Erie Foods International, Inc.](#), 576 F.3d 629 (7th Cir. 2009).

[Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n](#), 233 Ill.2d 125 (Ill. 2009).

[Vance v. Ball State University](#), 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal ECROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), [4:60 \(Purchases and Contracts\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics: Conduct; and Conflict of Interest\)](#), 7:20 (Harassment of Students Prohibited), [8:30 \(Visitors to and Conduct on School Property\)](#)employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

Adopted: January 28, 2020

---

#### PRESSPlus Comments

PRESSPlus 1. See policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, (Draft Update - New) for the definition of Title IX sexual harassment (20 U.S.C. §1681 *et seq.*), and see the Draft's PRESS Plus Comment 4 for examples of employee sexual harassment that may violate Title IX. Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the district's educational program or activity. This includes applicants for employment, students, parents/guardians, any employee, and third parties. Districts are liable for Title IX sexual harassment when *any* district employee has *actual knowledge* of sexual harassment or allegations of sexual harassment against anyone in the district (except when the only employee with knowledge is the perpetrator of the alleged sexual harassment). 34 C.F.R. §106.30. **Issue 105, August 2020**

PRESSPlus 2. For IDHR's online model program, see its *Model Sexual Harassment Prevention Training Program* page at: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>. **Issue 105, August 2020**

PRESSPlus 3. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts  
5:20

to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 4. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 5. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the [State](#) or federal [Constitution](#), State or federal statute, or Board policy, or have a complaint regarding any one of the following: [PRESSPlus1](#)

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 policy 2:265, Title IX Sexual Harassment Grievance Procedure](#)
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment [prohibited by the](#) (State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e et seq.](#) [and Title IX of the Education Amendments of 1972](#)) [\(Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure\)](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information [prohibited by the](#) (Illinois Genetic Information Privacy Act ([GIPA](#)), [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act ([GINA](#)), [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

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

#### Right to Pursue Other Remedies Not Impaired

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

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she 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 avail him or herself of 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 a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~2:260, Uniform Grievance Procedure~~.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her 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 his or her parent(s)/guardian(s) 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 or this policy, (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 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 ~~of~~ after the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

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

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail 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, 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~~ after the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail 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 a 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. [Q1](#)

The Superintendent shall appoint at least one Complaint Manager to administer ~~the complaint process in~~ this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each 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 the Complaint Managers.

### **Nondiscrimination Coordinator:**

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

**Complaint Managers:**

Brian Towne

4100 Joliet Ave., Lyons, IL 60534

[towneb@sd103.com](mailto:towneb@sd103.com)

708-783-4100

Colleen Bergren

4100 Joliet Ave., Lyons, IL 60534

[bergrenc@sd103.com](mailto:bergrenc@sd103.com)

708-783-4100

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*

Equal Pay Act, [29 U.S.C. §206](#)(d).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

McKinney-Vento Homeless Assistance Act, [42 U.S.C. §11431](#) *et seq.*

Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*

Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*

Title IX of the Education Amendments, [20 U.S.C. §1681](#) *et seq.*; [34 C.F.R. Part 106](#)

State Officials and Employees Ethics Act, [5 ILCS 430/70-5](#)(a).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513](#)/.

Illinois Whistleblower Act, [740 ILCS 174](#)/.

Illinois Human Rights Act, [775 ILCS 5](#)/.

Victims' Economic Security and Safety Act, [820 ILCS 180](#)/, [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112](#)/.

Employee Credit Privacy Act, [820 ILCS 70](#)/.

[23 Ill.Admin.Code §§1.240](#) and [200.40](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 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), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: January 28, 2020

---

**Questions and Answers:**

76

\*\*\*Required Question 1. A district must prominently display its Title IX non-discrimination policies (this policy 2:260, *Uniform Grievance Procedure*, and policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com).

Title IX regulations require districts to designate and authorize at least one employee to coordinate efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. Does the District's Nondiscrimination Coordinator also serve as the Title IX Coordinator?

- The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. (default)
  - The Nondiscrimination Coordinator does not serve as the District's Title IX Coordinator. (IASB will list the District's Title IX Coordinator separately in policies 2:260, 5:10, 5:20, 7:20, and 7:180 and make any other necessary changes to these policies.) The District's Title IX Coordinator's name, office address, email address, and telephone number are:
- 

### **PRESSPlus Comments**

PRESSPlus 1. The items listed are updated for continuous improvement and to explicitly direct any sexual harassment complaints involving Title IX to **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. **Issue 105, August 2020**

# Document Status: Draft Update - New

## 2:265 Title IX Sexual Harassment Grievance Procedure

### *New/Unpublished Section*

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)<sup>PRESSPlus1</sup> concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.<sup>PRESSPlus2</sup>

### 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:<sup>PRESSPlus3</sup>

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;<sup>PRESSPlus4</sup> 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)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).<sup>PRESSPlus5</sup>

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.<sup>PRESSPlus6</sup>

### 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 pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal,<sup>Q1</sup> Dean of Students,<sup>Q2</sup> or a Complaint Manager.<sup>PRESSPlus7</sup>
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.<sup>PRESSPlus8</sup>

## 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, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. [PRESSPlus9](#) 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. [PRESSPlus10](#)

### **Title IX Coordinator:**

Name

Address

Email

Telephone

## 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*. [PRESSPlus11](#)

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. [PRESSPlus12](#) 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; Conduct; and Conflict of Interest*; [PRESSPlus13](#) 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. [PRESSPlus14](#)

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. [PRESSPlus15](#) 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 [Q3](#) 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. [Q4](#)
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. [PRESSPlus16](#)

### 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. [PRESSPlus17](#) 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. [PRESSPlus18](#)

### 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*. [PRESSPlus19](#)

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)

### **Questions and Answers:**

\*\*\*Required Question 1. Does the District employ Assistant Principals?

- Yes (default)
- No (IASB will remove Assistant Building Principal references from the policy)

\*\*\*Required Question 2. Does the District employ a Dean of Students?

- Yes (default)
- No (IASB will remove Dean of Students references from the policy)

\*\*\*Required Question 3. 34 C.F.R. §106.45(b)(1) lists the basic requirements for a grievance process. While live hearings are only required for postsecondary institutions, elementary and secondary schools may choose to offer them as part of their grievance process. **Consult the board attorney if the board wants the district to use a live hearing in its grievance process.**

Will the District use a live hearing during the grievance process?

- No (default)
- Yes (IASB will amend #5 by inserting the following after "receive training on": "any technology to be used at a live hearing and on")

\*\*\*Required Question 4. 34 C.F.R. §106.45(b)(1)(vii) requires the Title IX sexual harassment grievance process to state the standard of evidence it will use to determine responsibility of the respondent. The standard of evidence selected must be applied "consistently to formal complaints alleging Title IX sexual harassment regardless of whether the respondent is a student or an employee." 85 Fed. Reg. 30373. This policy uses the *preponderance of the evidence* standard, not the *clear and convincing evidence* standard. *Preponderance of evidence* is a standard used in civil cases. It means "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." See *Black's LawDictionary, 11th ed. 2019*. *Preponderance of the evidence* is the standard used in sample policy 2:260, *Uniform Grievance Procedure*. *Clear and convincing* is a higher standard, requiring more than *preponderance of the evidence* but less than proof beyond a reasonable doubt. It means "evidence indicating that the thing to be proved is highly probable or reasonably certain." See *Black's LawDictionary, 11th ed. 2019*. **Consult the board attorney regarding the appropriate standard for the district, as well as implications if a different standard is used in this policy than in 2:260, Uniform Grievance Procedure.** Ensure the same standard of evidence is used in the district's implemented administrative procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Which standard of proof has the Board adopted for policy 2:265?

- Preponderance of evidence (default)
- Clear and convincing evidence (IASB will replace "preponderance of" with "clear and convincing")

---

## PRESSPlus Comments

PRESSPlus 1. The final Title IX regulations are eff. 8-14-20; however, their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX's intersection with local and State laws and regulations. See the **PRESS** Issue 105 Update Memo, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 105, August 2020**

PRESSPlus 2. Title IX of the Education Amendments of 1972 (Title IX)(20 U.S.C. §1681 *et seq.*) requires this subject matter be covered by policy and controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy and its companion policy 2:260, *Uniform Grievance Procedure*, are in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

For the sake of consistency and ease of administration, this policy addresses only Title IX sexual harassment grievances, except those contained in collective bargaining agreements. See the cross references for the policies referring to this Title IX sexual harassment grievance procedure policy.

A district must have at least one policy explicitly stating it does not discriminate on the basis of sex in its education programs or activities under Title IX and its implementation regulations (34 C.F.R. Part 106). 34 C.F.R. §106.8(b)(1). Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). Though all complaints of sexual harassment may not constitute sexual harassment under Title IX, Title IX's reach is broad because an alleged complainant or alleged respondent may be *anyone* in the District's educational program or activity in the United States – including applicants for employment, students, parents/guardians, any employee, and third parties. **Issue 105, August 2020**

PRESSPlus 3. 34 C.F.R. §106.30. The definition of *sexual harassment* in the policy and in Title IX includes *unwelcome* conduct. Id. However, case law does not always distinguish between *welcome* and *unwelcome* conduct. See Mary M. v. North Lawrence Community Sch. Corp., 131 F.3d 1220 (7th Cir. 1997) (8th grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment). **Issue 105, August 2020**

PRESSPlus 4. 34 C.F.R. §106.30. This behavior is commonly called *quid pro quo* sexual harassment. See 85 Fed. Reg. 30036, f/n 94. By using the term *individual*, Title IX regulations do not limit *quid pro quo* sexual harassment to situations where the provision of an aid, benefit or service by an employee is conditioned on a current *student's* participation in unwelcome sexual conduct. By way of example, *quid pro quo* Title IX sexual harassment involving an employee and an individual other than a current student may be implicated when: an employee tells a former student she can only get a letter of recommendation if she participates in unwelcome sexual conduct; an employee selects a volunteer for a coveted field trip chaperone position if he participates in unwelcome sexual conduct; or a supervisory employee subjects a subordinate employee to unwelcome sexual conduct in exchange for a promotion. **Issue 105, August 2020**

PRESSPlus 5. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for these definitions and other definitions of italicized terms in this policy. **Issue 105, August 2020**

PRESSPlus 6. See sample administrative procedure 2:265-AP1, *Title IX Sexual Harassment Response*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for further discussion of supportive measures. **Issue 105, August 2020**

PRESSPlus 7. If the Board's policy 5:100, *Staff Development Program*, does not include the paragraphs listing trainings (from footnote 4 of sample policy 5:100), IASB will remove the phrase ~~pursuant to policy 5:100, Staff Development Program~~, and. **Issue 105, August 2020**

PRESSPlus 8. A district must prominently display its Title IX non-discrimination policies (policy 2:260, *Uniform Grievance Procedure*, and this policy 2:265, *Title IX Sexual Harassment Grievance Procedure*) and contact information for its Title IX coordinator(s) on its website, if any, and in each handbook made available to students, applicants for employment, parents/guardians, employees, and collective bargaining units. 34 C.F.R. §106.8(a) and (b). Notifications must state that nondiscrimination extends to employment, and that inquiries about the application of Title IX and its regulations may be referred to the district's Title IX coordinator, to the U.S. Dept. of Education's Assistant Secretary of Education, or both. 34 C.F.R. §106.8(b). See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 9. Using "or any employee with whom the Complainant is comfortable speaking" ensures Title IX compliance because Title IX deems "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment to have *actual knowledge*. Therefore, a report to any employee triggers a district's duty to respond. 34 C.F.R. §106.30. This policy contains an item upon which collective bargaining may be required. Any policy that impacts wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 10. Title IX regulations require districts to designate and authorize at least one employee to coordinate its efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX coordinator by name, office address, email address, and telephone number. A district's nondiscrimination coordinator often also serves as its Title IX coordinator. See policy 2:260, *Uniform Grievance Procedure*.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. **Issue 105, August 2020**

PRESSPlus 11. Required by 34 C.F.R. §106.44(a) and (b) regardless of whether a formal Title IX sexual harassment complaint is filed. **Issue 105, August 2020**

PRESSPlus 12. See sample exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of Title IX sexual harassment and non-Title IX sexual harassment. Consult the board attorney for further guidance. **Issue 105, August 2020**

PRESSPlus 13. See also sample administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 14. This policy gives Title IX coordinators the flexibility to appoint another qualified individual to conduct an investigation. This may be appropriate when the neutrality or efficacy of the Title IX coordinator is an issue, and/or where the district wishes to have the expertise that an in-house or outside attorney may afford to an investigation. Alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals) and the board attorney. If a complaint involves the superintendent or other district-level administrator, alternative appointments are often made in consultation with the board and the board attorney. **Issue 105, August 2020**

PRESSPlus 15. See sample administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 105, August 2020**

PRESSPlus 16. Examples of legally-recognized privileges include attorney-client privilege, doctor-patient privilege, and spousal privilege. See 85 Fed. Reg. 30277. **Issue 105, August 2020**

PRESSPlus 17. See policies 7:190, *Student Behavior*, and 7:230, *Misconduct by Students with Disabilities*. See also policies 7:200, *Suspension Procedures*, and 7:210, *Expulsion Procedures*, for due process requirements when student suspension or expulsion is recommended following a determination of responsibility for Title IX sexual harassment. **Issue 105, August 2020**

PRESSPlus 18. Examples of rights the district or parties may exercise ancillary to this Title IX sexual harassment grievance procedure include, but are not limited to: disciplinary processes for suspensions and expulsions of students under 105 ILCS 5/10-22.6; tenured teacher dismissal proceedings under 105 ILCS 5/24-12; any other pre-termination process required by an applicable collective bargaining agreement, employment policy or procedure, or employment contract; and student appeal of a sex equity grievance decision under 23 Ill. Admin. Code §200.40 (see policy 7:10, *Equal Educational Opportunities*). **Issue 105, August 2020**

PRESSPlus 19. Retaliation complaints must be processed under policy 2:260, *Uniform Grievance Procedure*, because they are covered under the district's grievance procedure for resolving non-sexual harassment Title IX complaints. See 34 C.F.R. §106.8(c). Title IX sexual harassment regulations state that "[c]omplaints alleging retaliation may be filed according to the grievance procedures for sex discrimination required to be adopted under §106.8(c)." 34 C.F.R. §106.71. **Issue 105, August 2020**

## Document Status: Draft Update

### General Personnel

#### 5:100 Staff Development Program

Please refer to the following current agreement:

#### **Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO**

For employees not covered by this agreement:

The Superintendent or designee shall implement a staff development program. The goal of such 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.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of 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.

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.

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. 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 (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. 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 (see policy 5:90, *Abused and Neglected Child Reporting*).
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. 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.
8. 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.

9. 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.
10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
13. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
14. For all District staff, annual sexual harassment prevention training.
15. Title IX requirements for training as follows (see policy 2:265, Title IX Sexual Harassment Grievance Procedure):[PRESSPlus1](#)
  - a. For all District staff, 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.
  - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, 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.
  - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
  - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

#### LEGAL REF.:

[20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.](#)

[Healthy, Hunger-Free Kids Act of 2010](#), 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](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization 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](#), 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 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; 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 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: January 28, 2020

---

### **PRESSPlus Comments**

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### Professional Personnel

#### 5:220 Substitute Teachers

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, [PRESSPlus1](#) a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

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

#### Short-Term Substitute Teachers

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

#### Emergency Situations

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

#### LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus2](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License). CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: July 10, 2019

---

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 40 ILCS 5/16-118, amended by P.A. 101-645, extending until June 30, 2021, the limit of 120 paid days or 600 paid hours that a TRS annuitant can work as substitute teacher in a school year. **Issue 105, August 2020**

PRESSPlus 2. The Legal References have been updated. **Issue 102, October 2019**

# Document Status: Draft Update

## Educational Support Personnel

### 5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Number of Days</u>
<u>From:</u>	<u>To:</u>	
Start date	6 Months	None
6 <sup>th</sup> Month	End of 1 <sup>st</sup> Year	5 Days
Beginning of 2 <sup>nd</sup> Year	End of 5 <sup>th</sup> Year	10 Days
Beginning of 6 <sup>th</sup> Year		One additional day per year (as of July 1 <sup>st</sup> ); 25 day maximum

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

#### Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	<u>2020 Election Day</u> <a href="#">PRESSPlus1</a>
	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

#### Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

#### Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

#### Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

#### LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

*School Dist. 151 v. ISBE*, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: January 28, 2020

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to *2020 Election Day* designated by 10 ILCS 5/2B-10, added by P.A. 101-642 and 105 ILCS 5/24-2 (e), amended by P.A. 101-642 now making 11-3-2020 as a legal school holiday for purposes of 105 ILCS 5/24. **Issue 105, August 2020**

# Document Status: Draft Update

## STUDENTS

### 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, Q1 status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

#### Sex Equity

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. PRESSPlus1 The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures. PRESSPlus2

#### LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; implemented by 34 C.F.R. Part 106.

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

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

[Ill. Constitution, Art. I](#), §18.

[105 ILCS 5/3.25b](#), [5/3.25d\(b\)](#), [5/10-20.12](#), [5/10-20.60](#) (P.A.s 100-29 and 100-163, final citations pending), [5/10-22.5](#), and [5/27-1](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: February 26, 2018

\*\*\*Required Question 1. Executive Order (EO) 2019-11, titled “Strengthening Our Commitment to Affirming and Inclusive Schools” established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents). The Ill. State Board of Education (ISBE) hosts these documents on its website.

Does the Board want to incorporate ISBE’s *Sample District Policy and Administrative Procedures* policy recommendation into this policy?

- No (default)
  - Yes (IASB will replace "gender identity" with "gender, gender identity (whether or not traditionally associated with the student’s sex assigned at birth), gender expression," add "or gender expression" to the first sentence under the Sex Equity subhead, and add the following sentence to that subhead: "Students shall be supported in a manner consistent with their gender identity. This will include, but not be limited to, use of restrooms, locker rooms, and other facilities that correspond with the student’s gender identity." In addition, the list of protected classifications in policy 7:20 will be amended to replace "gender identity" with "gender; gender identity (whether or not traditionally associated with the student’s sex assigned at birth);")
- 

### **PRESSPlus Comments**

PRESSPlus 1. The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook). **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:20 Harassment of Students Prohibited

##### Bullying, Intimidation, and Harassment Prohibited

No person, including a School 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; PRESSPlus1 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; 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 the 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 Sexual harassment of students is prohibited. PRESSPlus2 See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

##### Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member employee with whom the student is comfortable speaking. PRESSPlus3 A student may choose to report to an employee person of the student's same sex/gender.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ~~At least one of these individuals will be female, and at least one will be male.~~ The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. [PRESSPlus4](#)

#### **Nondiscrimination Coordinator:**

Brian Towne  
4100 Joliet Ave., Lyons, IL 60534  
[towneb@sd103.com](mailto:towneb@sd103.com)  
708-783-4100

#### **Complaint Managers:**

Mr. Brian Towne	Ms. Colleen Bergren
4100 Joliet Ave., Lyons, IL 60534	4100 Joliet Ave., Lyons, IL 60534
<a href="mailto:towneb@sd103.com">towneb@sd103.com</a>	<a href="mailto:bergrenc@sd103.com">bergrenc@sd103.com</a>
708-783-4100	708-783-4100

The Superintendent 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

~~Supervisors, Building Principals, or administrators~~ 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.

~~The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.~~

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee [PRESSPlus5](#) shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under 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 [PRESSPlus6](#)

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

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

#### Enforcement

Any District employee who is determined, after an investigation, <sup>94</sup> have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have

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

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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](#).

[105 ILCS 5/10-20.12](#), [10-22.5](#), [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 Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 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 Extracurricular Activities)

Adopted: January 28, 2020

---

### **PRESSPlus Comments**

PRESSPlus 1. Executive Order (EO) 2019-11, titled "Strengthening Our Commitment to Affirming and Inclusive Schools" established the Affirming and Inclusive Schools Task Force (Task Force) to identify strategies and best practices for ensuring welcoming, safe, supportive, and inclusive school environments for transgender, nonbinary, and gender nonconforming students. The Task Force delivered a report that served as the basis for two non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures* at [www.isbe.net/supportallstudents](http://www.isbe.net/supportallstudents). The Ill. State Board of Education (ISBE) hosts these documents on its website.

If the Board would like to incorporate ISBE's *Sample District Policy and Administrative Procedures* policy recommendation into this policy, see the **PRESS Plus** Question 1 for policy 7:10, *Equal Educational Opportunities*. **Issue 105, August 2020**

PRESSPlus 2. Two laws apply to sexual harassment of students in Illinois. Title IX of the Education Amendments of 1972 (Title IX) and the IHRA prohibit discrimination on the basis of sex and sexual harassment in any educational program or activity receiving federal financial assistance. 20 U.S.C. §1681. Title IX defines sexual harassment as conduct on the basis of sex that meets 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; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in federal law. 34 C.F.R. §106.30. Consult the board attorney to ensure the nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of Title IX sexual harassment.

*Glossary of Terms, and sample procedures 2:265-AP1, Title IX Sexual Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process, available at PRESS Online by logging in at www.iasb.com.*

The IHRA prohibits any district employee or agent from sexually harassing a student, and defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made to a student, or any conduct of a sexual nature toward a student, when: (1) such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or (2) the district employee or agent either explicitly or implicitly makes the student's submission to or rejection of such conduct as a basis for making various enumerated education-related determinations. 775 ILCS 5/5A-201(E).

The Ill. Dept. of Human Rights investigates charges of sexual harassment in violation of the IHRA, and it is a civil rights violation when a district fails to take remedial or disciplinary action against an employee the district knows engaged in sexual harassment. 775 ILCS 5/5A-102. **Issue 105, August 2020**

PRESSPlus 3. Using "or any employee with whom the student is comfortable speaking" ensures compliance with Title IX regulations providing that "any employee" of an elementary or secondary school who has notice of sexual harassment or allegations of sexual harassment is deemed to have *actual knowledge* which triggers a district's duty to respond. 34 C.F.R. §106.30. By including "any employee" in this list, this policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 105, August 2020**

PRESSPlus 4. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a), amended at 85 Fed. Reg. 30573. Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 5. "Nondiscrimination Coordinator or designee" is used where Title IX is potentially implicated. In contrast, if Title IX is likely not implicated then "Nondiscrimination Coordinator or a Complaint Manager or designee" is used. **Issue 105, August 2020**

PRESSPlus 6. Required for districts located within a county served by an accredited Children's Advocacy Center (CAC). 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531 (governing the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC). For further discussion see f/n 14 in sample policy 5:90, *Abused and Neglected Child Reporting*, available at **PRESS** Online by logging in at www.iasb.com.

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the 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, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

#### Definitions from 105 ILCS 5/27-23.7

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

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

#### Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

**Nondiscrimination Coordinator:** [PRESSPlus1](#)

Mr. Brian Towne  
4100 Joliet Ave.,  
Lyons, IL 60534  
[towneb@sd103.com](mailto:towneb@sd103.com)  
708-783-4100

**Complaint Managers:**

Mr. Brian Towne  
4100 Joliet Ave.,  
Lyons, IL 60534  
[towneb@sd103.com](mailto:towneb@sd103.com)  
708-783-4100

Ms. Colleen Bergren  
4100 Joliet Ave.,  
Lyons, IL 60534  
[bergrenc@sd103.com](mailto:bergrenc@sd103.com)  
708-783-4100

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes

that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972. [PRESSPlus2](#)
  - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - i. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[405 ILCS 49/](#), Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), [5/24-24](#), and [5/27-23.7](#).

[23 Ill.Admin.Code §§1.240](#) and [§1.280](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

---

## **PRESSPlus Comments**

PRESSPlus 1. Title IX regulations require districts to designate and authorize at least one employee to coordinate their efforts to comply with Title IX and to refer to that employee as the *Title IX Coordinator*. 34 C.F.R. §106.8(a). Districts must identify the Title IX Coordinator by name, office address, email address, and telephone number.

The Nondiscrimination and Title IX Coordinator(s) need not be the same person. If the district uses a separate Title IX Coordinator who does not also serve as the Nondiscrimination Coordinator, see the **PRESS Plus** Question 1 in policy 2:260. **Issue 105, August 2020**

PRESSPlus 2. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### STUDENTS

#### 7:185 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 from engaging in sexual 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. [PRESSPlus1](#)
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person 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, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in 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 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated

by Reference: 7:180-AP1, (Prevention, Identification, Investigation, 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 Sexual Harassment 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), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: July 10, 2019

PRESSPlus 1. Added in response to Title IX regulations at 34 C.F.R. Part 106. **Issue 105, August 2020**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Board of Education meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

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

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must have valid identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:<sup>103</sup>

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

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

Exclusive Bargaining Representative Agent

Please refer to the applicable collective bargaining agreement(s) following current agreements:

Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018

Contract Between the Board of Education Elementary School District 103 and Full-time Aides of the District 103 Unit of Local 73, Service Employees International Union AFL-CIO

Contract Between the Board of Education Elementary School District No. 103 and The Custodial/Maintenance Personnel of the District #103 Unit of Local 73, Service Employees International Union AFL-CIO

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees. [PRESSplus1](#)

Enforcement

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

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

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

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

LEGAL REF.:

*Nuding v. Cerro Gordo Community Unit School Dist.*, 313 Ill. App.3d 344 (4th Dist. 2000).

[20 U.S.C. §7181](#) et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, ~~5/24-24~~, 5/24-25, and 5/27-23.7(a).

[115 ILCS 5/3\(c\)](#), Ill. Educational Labor Relations Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[410 ILCS 705/](#), Cannabis Tax and Regulation Act.

[720 ILCS 5/11-9.3.](#)

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: January 28, 2020

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. **Issue 103, March 2020**

## Document Status: Draft Update

### COMMUNITY RELATIONS

#### 8:110 Public Suggestions and Concerns

Please refer to the following current agreement:

**Agreement Between the Board of Education School District no. 103 and the Lyons Council Local 571 AFT 2014-2018**

For employees not covered by this agreement:

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, Access to Electronic Networks, and should, to the extent possible, limit their communications to relevant individuals. PRESSPlus1 All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

#### LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: September 22, 2016

---

#### **PRESSPlus Comments**

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at [www.iasb.com](http://www.iasb.com), for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

**ADOPTION OF PERFORMANCE GOALS WITH SUPERINTENDENT'S  
EMPLOYMENT CONTRACT**

**WHEREAS**, Kristopher Rivera (“Superintendent”) is currently employed as Superintendent by the Board of Education of Lyons Elementary School District No. 103, Cook County, Illinois (“Board”)(collectively, the “Parties”) under the Superintendent’s Employment Contract (“Contract”); and

**WHEREAS**, Paragraph D of the Contract establishes that the Contract is a performance-based agreement.

**NOW, THEREFORE**, the Parties agree to re-approve the Contract with the performance goals and indicators attached as Exhibit A.

**IN WITNESS WHEREOF**, the parties have executed this agreement this \_\_\_\_ day of November 2020.

**KRISTOPHER RIVERA**

**BOARD OF EDUCATION OF LYONS  
ELEMENTARY SCHOOL DISTRICT NO.  
103, COOK COUNTY, ILLINOIS**

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

**By:** \_\_\_\_\_  
          **President**

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

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

**ATTEST:**

\_\_\_\_\_

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

## EXHIBIT A

The Superintendent shall strive to meet the following goals during the 2020-2021 school year. In accordance with the *Illinois School Code*, 105 ILCS 5/10-23.8, the Board and Superintendent agree that the following goals and indicators are linked to student performance and academic improvement of the schools within the District. The Board and Superintendent will periodically review these goals and, by mutual agreement, may modify, revise and augment these goals. By no later than June 1, 2021, the Board and Superintendent may mutually agree to adjust the goals for the 2021-2022 school year as needed.

### Performance Goals

The Superintendent, with the assistance of his administrative team shall:

1. Complete a district improvement plan to guide the school district in its purpose of developing college and career ready students.
2. Develop an instructional support system that supports teachers in their quest to enhance student achievement.
3. Develop a handbook for a Multi-tiered Systems of Support process to be used district-wide.
4. Work toward enhancing communications by use of social media, the district website, and other technological resources.
5. Work toward enhancing the technological infrastructure to allow for enhanced functioning of software and hardware.
6. Work toward providing students with continued educational opportunities while navigating myriad challenges presented by COVID-19.

The Superintendent shall prepare a report for the Board of Education indicating his achievement of the aforementioned goals. The presentation of the report shall constitute the achievement of the goals and indicators of student performance and academic improvement as required by the *Illinois School Code*, 105 ILCS 5/10-23.8.