

SCHOOL DISTRICT NO. 103
BOARD OF EDUCATION MEETING
December 13, 2022
6:00 PM

PUBLIC HEARING AND 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 CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

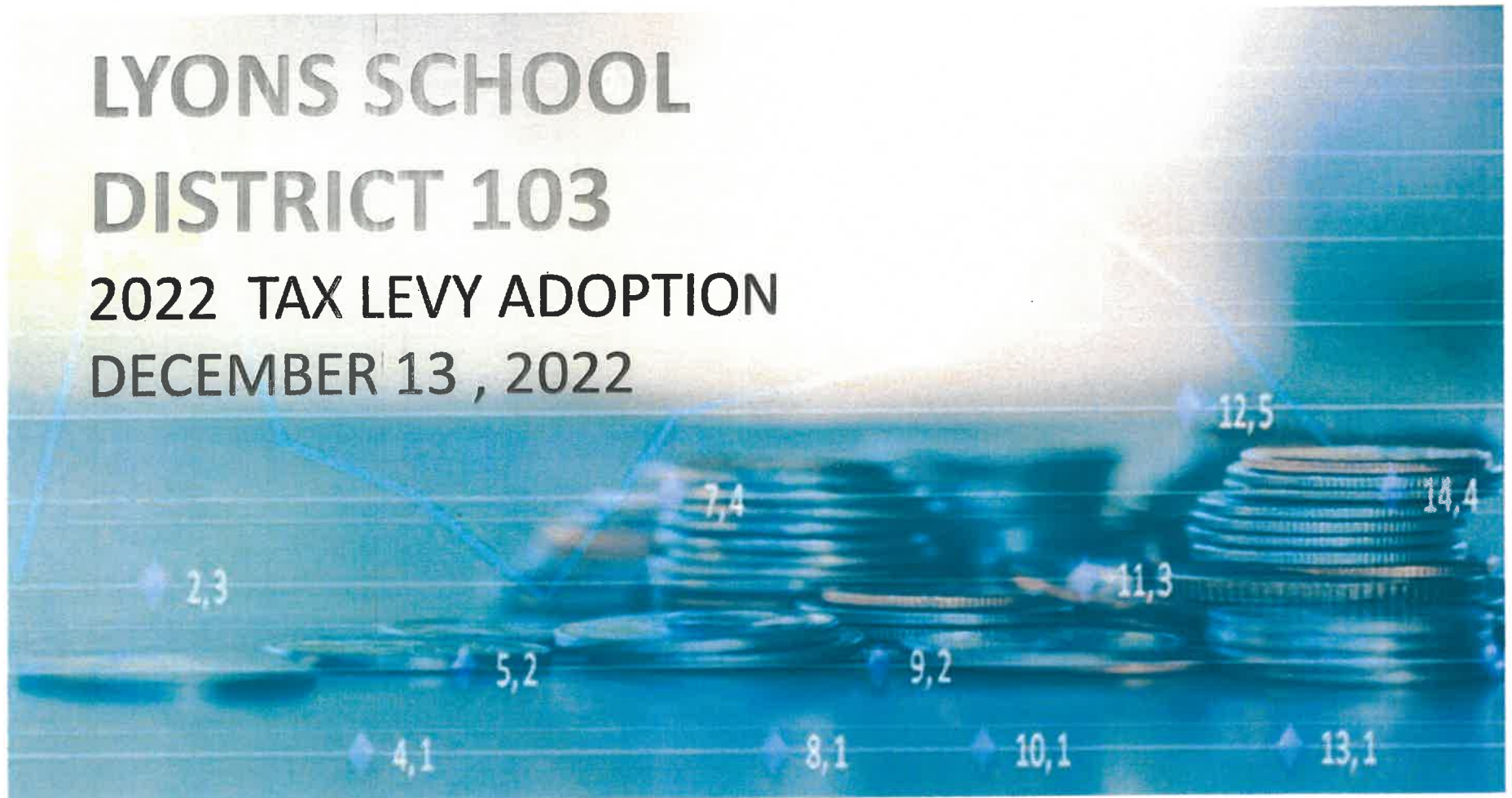
AGENDA

<u>I. Call to Order</u>	
<u>II. Pledge of Allegiance</u>	
<u>III. Roll Call</u>	
<u>IV. Public Hearing on Proposed 2022 Tax Levy</u>	
A. Convene Public Hearing	
B. Presentation of Proposed Tax Levy	3
C. Public Comment	
D. Adjourn Public Hearing	
<u>V. Reading of Communications</u>	
<u>VI. Year-to-Date Financials</u>	<u>12</u>
<u>VII. Public Comment</u>	
<u>VIII. Consent Agenda</u>	
A. Authorize Payment of Monthly Bills for December 2022	
1. Board Bills December 2022	25
2. Activity Funds December 2022	57
B. Approval of Minutes	
1. Special Minutes of November 15, 2022	62
2. Regular Minutes of November 22, 2022	64
3. Closed Session Minutes of November 22, 2022	
C. Approval of Personnel Hires/Resignations/Leaves List #12.13.22	69
<u>IX. Board Report</u>	
A. Press Plus Policies - Status Draft Updates	
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2. Policy 2:105 Ethics and Gift Ban	71
3. Policy 2:210 - Organizational Board of Education Meeting	76
4. Policy 2:265 - Title IX Sexual Harassment Grievance Procedure	77
5. Policy 4:10 - Fiscal and Business Management	82
6. Policy 4:140 - Waiver of Student Fees	85

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21. Policy 7:50 - School Admissions and Student Transfers To and From Non-District Schools	121
22. Policy 7:70 - Attendance and Truancy	124
23. Policy 7:100 - Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	127
24. Policy 7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment	130
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26. Policy 7:285 - Anaphylaxis Prevention, Response, and Management Program	138
27. Policy 7:290 - Suicide and Depression Awareness and Prevention	140
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B. Status Draft Update - Rewritten	
1. Policy 5:120 - Employee Ethics; Code of Professional Conduct; and Conflict of Interest	146
X. <u>Action Item</u>	
XI. Approval of Resolution to Levy Property Taxes for 2022	152
XII. Approval of Resolution Instructing the Cook County Clerk Regarding Reduction of Extension to Meet PTELL Requirements for 2022 Levy	157
XIII. Lawfully Closed Executive Session Minutes	
XIV. <u>Adjournment</u>	

LYONS SCHOOL DISTRICT 103

2022 TAX LEVY ADOPTION
DECEMBER 13, 2022



Illinois Property Tax

- Property tax limitation extension law (PTEL)
 - Enacted in Cook County in 1994
 - Regulates how Illinois property taxes are collected
- School funding is still based primarily on local property values. The more local property value, the less state funding

Illinois Property Tax and Inflation

- Illinois Property Tax law allows for annual inflation increases in the levy.
 - Inflation increases cost over time
 - Each year a District can levy the same amount as last year plus increase the levy by whatever inflation was for the year. This year's inflation rate (CPI) was higher than 8% but the maximum allowable increase is 5%.
 - After the new tax rate is calculated for the year, any new property is then taxed for the first time, generating new revenue as well.

A School District's Levy will change each year based on 3 variables:

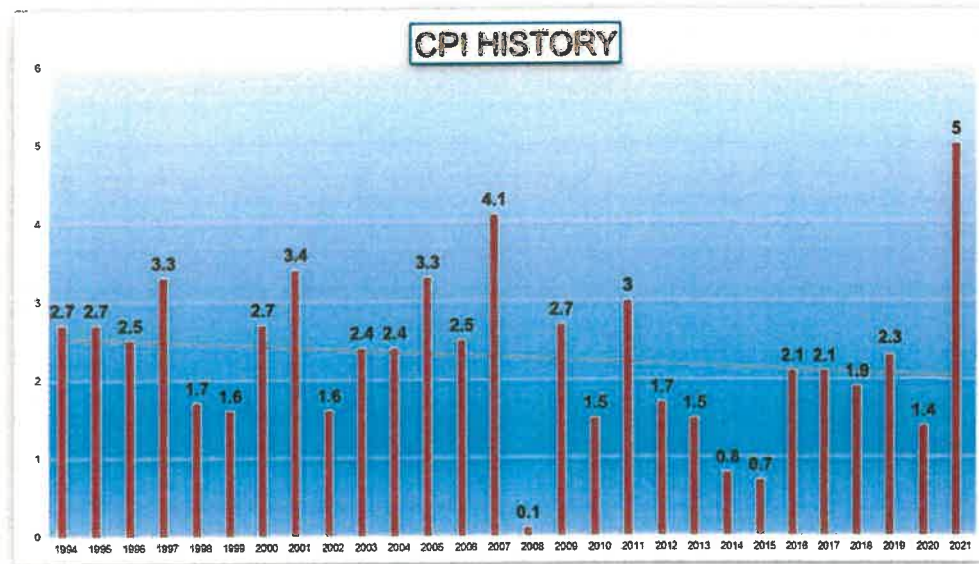
- 1) CPI: Increases to keep pace with inflation
- 2) New Property: Increase to fund education and offset reductions in State funding (due to higher EAV)
- 3) Any changes to the district's annual debt schedule

CURRENT CPI 5%

3YRS AVERAGE 2.9%

5 YRS AVERAGE 2.5%

10 YRS AVERAGE 2%



2022 LEVY REQUEST COMPARED TO 2021 LEVY

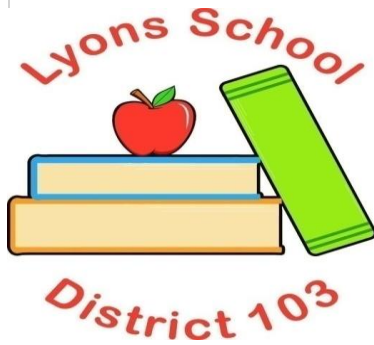
FUND	LEVY 2022	LEVY 2021	DIFFERENCE IN DOLLARS	DIFFERENCE AS PERCENTAGE
EDUCATION	\$17,189,000.00	\$16,653,809.00	\$535,191.00	3.21%
OPERATIONS & MAINTENANCE	\$2,367,000.00	\$2,317,060.00	\$49,940.00	2.16%
TRANSPORTATION	\$281,000.00	\$272,229.00	\$8,771.00	3.22%
LIFE SAFETY	\$308,000.00	\$299,012.00	\$8,988.00	3.01%
TORT	\$347,000.00	\$335,136.00	\$11,864.00	3.54%
SOCIAL SECURITY	\$332,000.00	\$322,354.00	\$9,646.00	2.99%
IMRF	\$332,000.00	\$322,354.00	\$9,646.00	2.99%
WORKING CASH	\$94,000.00	\$91,148.00	\$2,852.00	3.13%
SPECIAL EDUCATION	\$1,715,000.00	\$1,660,680.00	\$54,320.00	3.27%
DEBT SERVICE	\$993,500.00	\$1,043,175.00	-\$49,675.00	-4.76%
TOTAL LEVY	\$23,958,500.00	\$23,316,957.00	\$641,543.00	2.75%

FUND BALANCE - UNAUDITED

	AS OF JUNE 2022	AS OF NOVEMBER 2022
EDUCATION	\$ 13,581,163	\$ 8,906,077
OPERATION & MAINTENANCE	\$ 2,664,747	\$ 1,607,589
TRANSPORTATION	\$ 3,990,891	\$ 3,753,515
IMRF & SOCIAL SECURITY	\$ 1,383,009	\$ 1,388,212
WORKING CASH	\$ 1,685,737	\$ 1,685,737
TORT	\$ 230,304	\$ 6,513
LIFE SAFETY	\$ 1,566,734	\$ 1,566,734
TOTAL OPERATING FUNDS	\$ 25,102,585	\$ 18,914,377
CAPITAL PROJECTS	\$ 460	\$ 460
DEBT SERVICE	\$ 825,739	\$ (181,011)
TOTAL ALL FUNDS	\$ 25,928,784	\$ 18,733,826

- Levy Hearing notice to be published in the local newspaper on December 1 (no more than 14 days and no less than 7 days) before the Public Hearing.
- Levy Hearing before Levy Adoption at the December 13 Board meeting.
- Approved Levy due to Cook County Clerks office by the last Tuesday in December 27.

Thank you



Working Together to Expand Student Opportunities

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

NOVEMBER YTD Financials

Fiscal Year 2023

Presented to BOE

12/13/2022



Lyons School District 103					
EDUCATION FUND					
Y-T-D REVENUE and EXPENSE by SOURCE					
30-Nov-22					
REVENUES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total	November	as of	of Budget
		Revenue		11/30/2022	Realized
Property Taxes	\$ 16,484,818	42.17%	\$ -	\$ -	-
Corp. Per. Prop. Replacement Taxes	\$ 4,777,975	12.22%	\$ -	\$ 2,563,665	53.66
State Evidence Based Funding (EBF)	\$ 11,823,653	30.25%	\$ 1,114,504	\$ 3,343,512	28.28
Categorical State Aid	\$ 861,247	2.20%	\$ -	\$ 1,546,471	245.56
State Early Childhood Block Grant	\$ 593,370	1.52%	\$ 44,173	\$ 351,481	59.23
Federal Nutrition Program	\$ 486,526	1.24%	\$ 102,111	\$ 257,387	52.90
Federal Title 1	\$ 519,530	1.33%	\$ 37,443	\$ 558,566	107.51
Other Federal	\$ 3,347,426	8.56%	\$ 103,511	\$ 288,600	11.06
Earnings on Investments	\$ 149,200	0.38%	\$ -	\$ -	-
Food Service	\$ 2	0.00%	\$ -	\$ 1,345	67,227.50
Fees	\$ 41,001	0.10%	\$ -	\$ 15,680	38.24
Other Rev, Before School & Camps	\$ 3,500	0.01%	\$ -	\$ 348,941	9,969.75
Total Revenue	\$ 39,088,248	100.00%	\$1,401,742	\$9,275,648	23.73%
EXPENDITURES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total	November	as of	of Budget
		Expenditures		11/30/2022	Realized
Salaries	\$ 19,081,306	53.13%	\$ 1,516,306	\$ 5,759,339	30.18
Benefits	\$ 4,767,430	13.27%	\$ 638,663	\$ 1,940,070	40.69
Purchased Services	\$ 5,991,510	16.68%	\$ 618,288	\$ 3,530,297	58.92
Supplies	\$ 1,707,780	4.76%	\$ 253,616	\$ 870,731	50.99
Capital Outlay	\$ 107,670	0.30%	\$ -	\$ 3,489	3.24
Special Ed Tuition	\$ 2,326,380	6.48%	\$ 90,073	\$ 1,689,706	72.63
Dues&Fees/Tuition/Contingency	\$ 1,932,240	5.38%	\$ 104,520	\$ 157,104	96.83
Total Expenditures	35,914,316	100.00%	3,221,466	13,950,735	38.84%
Surplus/(Deficit)	\$ 3,173,932		\$ (1,819,724)	\$ (4,675,087)	

Lyons School District 103

OPERATION AND MAINTENANCE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$ 2,296,900	43.55%	\$ -	\$ -	-
State Evidence Based Funding (EBF)	\$ 1,150,000	21.80%	\$ -	\$ -	-
Federal Aid	\$ 1,778,831	33.72%	\$ -	\$ -	-
Earnings on Investments	\$ 49,000	0.93%	\$ -	\$ 3,801	-
Rentals	\$ -	0.00%	\$ -	\$ -	-
Maintenance Grant	\$ -	0.00%	\$ -	\$ -	-
Other Revenue Sources	\$ -	0.00%	\$ -	\$ -	-
Total Revenue	5,274,731	100.00%	-	3,801	0.07%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Salaries	\$ 1,340,770	27.48%	\$ 106,694	\$ 518,733	38.69
Benefits	\$ 221,910	4.55%	\$ 18,913	\$ 100,305	45.20
Purchased Services	\$ 2,008,071	41.16%	\$ 58,818	\$ 253,335	12.62
Supplies	\$ 751,890	15.41%	\$ 43,073	\$ 176,717	23.50
Capital Outlay	\$ 17,150	0.35%	\$ -	\$ 7,820	45.60
Other Objects	\$ 400	0.01%	\$ -	\$ 4,048	1,012.06
Dues&Fees/Contingency	\$ 538,540	11.04%	\$ -	\$ -	-
Total Expenditures	4,878,731	100.00%	227,498	1,060,959	21.75%
Surplus/(Deficit)	\$ 396,000		\$ (227,498)	\$ (1,057,158)	

Lyons School District 103

MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$638,800	64.67%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$320,000	32.40%	\$0	\$320,000	100.00
Earnings on Investments	\$29,000	2.94%	\$0	\$0	-
Other Revenue		0.00%			-
Total Revenue	987,800	100.00%	\$0	\$320,000	32.40
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Benefits	\$ 968,060	99.38%	\$ 75,289	\$ 314,797	32.52
Purchased Services	\$ 6,010	0.62%	\$ -	\$ -	-
Total Expenditures	974,070	100.00%	75,289	314,797	32.32%
Surplus/(Deficit)	\$ 5,692		\$ (75,289)	\$ 5,203	

Lyons School District 103

TORT IMMUNITY FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$ 332,100	99.19%	\$ -	\$ -	-
Earnings on Investments	\$ 2,700	0.81%	\$ -	\$ -	-
Other Revenue		0.00%			
Total Revenue	\$ 334,800	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Salaries	\$ 67,600	24.98%	\$ 6,500.00	\$ 19,500.00	28.85
Purchase Services	\$ 203,020	75.02%	\$ 41,703	\$ 204,291	100.63
Total Expenditures	\$ 270,620	100.00%	48,203	223,791	82.70%
Surplus/(Deficit)	\$ 64,180		\$ (48,203)	\$ (223,791)	

Lyons School District 103

TRANSPORTATION FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$ 1,360,200	72.51%	\$ -	\$ -	-
Categorical State Aid	\$ 443,900	23.66%	\$ -	\$ 222,738	50.18
Earnings on Investments	\$ 71,700	3.82%	\$ -	\$ -	-
Other Revenue	\$ -	0.00%	\$ -	\$ -	-
Total Revenue	\$ 1,875,800	100.00%	\$ 0	\$ 222,738	11.87%

		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Salaries	\$ 14,630.00	0.92%	\$ 100.00	\$ 100.00	0.68
Benefits	\$ 160.00	0.01%	\$ 1.25	\$ 1.25	0.78
Purchased Services	\$ 1,578,920.00	99.07%	\$ 202,492.62	\$ 460,012.69	29.13
Supplies	\$ 0	0.00%	\$ 0	\$ 0	-
Capital Outlay	\$ 0	0.00%	\$ 0	\$ 0	-
Dues&Fees/Contingency	\$ 0	0.00%	\$ 0	\$ 0	-
Total Expenditures	1,593,710	100.00%	202,594	460,114	28.87%

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Surplus/(Deficit)	\$ 282,090		\$ (202,594)	\$ (237,376)	
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Lyons School District 103

WORKING CASH FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$90,200	75.99%	\$0	\$0	-
Earnings on Investments	\$28,500	24.01%	\$0	\$0	-
Total Revenue	\$118,700	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Interfund Transfer					0.00%
Total Expenditures	\$ -	0.00%	\$ -	\$ -	0.00%
Surplus/(Deficit)	\$ 118,700		\$ -	\$ -	

Lyons School District 103					
COMBINED OPERATING FUNDS					
Y-T-D REVENUE and EXPENSE by SOURCE					
30-Nov-22					
REVENUES	Budget	%	Monthly	YTD	Percent
	FY2023	Of Total	November	as of	of Budget
		Revenue		11/30/2022	Realized
Property Taxes	\$21,203,018	44.47%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10.69%	\$0	\$2,883,665	56.56
State Evidence Based Funding (EBF)	\$12,973,653	27.21%	\$1,114,504	\$3,343,512	25.77
Categorical State Aid	\$1,305,147	2.74%	\$0	\$1,769,208	135.56
State Early Childhood Block Grant	\$593,370	1.24%	\$44,173	\$351,481	59.23
Federal Nutrition Program	\$486,526	1.02%	\$102,111	\$257,387	52.90
Federal Title 1	\$519,530	1.09%	\$37,443	\$558,566	107.51
Other Federal	\$5,126,257	10.75%	\$103,511	\$288,600	5.63
Earnings on Investments	\$330,100	0.69%	\$0	\$3,801	1.15
Food Service	\$2	0.00%	\$0	\$1,345	67,227.50
Fees	\$41,001	0.09%	\$0	\$15,680	38.24
Before School Care, Camps	\$3,500	0.01%	\$0	\$348,941	9,969.75
Rentals	\$0	0.00%	\$0	\$0	-
Maintenance Grants	\$0	0.00%	\$0	\$0	-
Other Revenue	\$0	0.00%	\$0	\$0	-
Total Revenue	\$47,680,079	100.00%	\$1,401,742	\$9,822,187	20.60%
	-				
	(\$47,680,079)	%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Salaries	\$20,504,306	46.99%	\$1,629,600	\$6,297,671	30.71
Benefits	\$4,989,500	11.44%	\$657,577	\$2,040,376	40.89
IMRF/FICA/SS/Medicare	\$968,060	2.22%	\$75,289	\$314,797	32.52
Purchased Services	\$9,787,531	22.43%	\$921,302	\$4,447,936	45.44
Supplies	\$2,459,670	5.64%	\$296,689	\$1,047,448	42.58
Capital Outlay	\$124,820	0.29%	\$0	\$11,309	9.06
Special Ed Tuition	\$2,326,380	5.33%	\$90,073	\$1,689,706	72.63
Other, Dues&Fees/Contingency	\$2,471,180	5.66%	\$104,520	\$161,152	6.52
Total Expenditures	43,631,447	100.00%	3,775,050	16,010,396	36.69%
Surplus/(Deficit)	\$4,048,632	19	(\$2,373,308)	(\$6,188,210)	

Lyons School District 103

DEBT SERVICE FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	\$ 1,043,100.00	98.63%	\$ -	\$ -	-
Earnings on Investments	\$ 14,500.00	1.37%	\$ -	\$ -	-
Total Revenue	\$ 1,057,600.00	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Debt Service	\$ 979,180.00	100.00%	\$ 1,006,750.00	\$ 1,006,750.00	-
Total Expenditures	\$ 979,180.00	100.00%	\$1,006,750	\$1,006,750	102.82%
Surplus/(Deficit)	\$ 78,420		\$ (1,006,750)	\$ (1,006,750)	

Lyons School District 103

CAPITAL PROJECTS FUND

Y-T-D REVENUE and EXPENSE by SOURCE

30-Nov-22

		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Earnings on Investments	8.00	100.00%	-	-	-
Total Revenue	8.00	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Capital Outlay					0.00%
Total Expenditures	\$0	0.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$8		\$0	\$0	

Lyons School District 103					
HEALTH-LIFE-SAFETY FUND					
Y-T-D REVENUE and EXPENSE by SOURCE					
30-Nov-22					
		%		YTD	Percent
REVENUES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Revenue	November	11/30/2022	Realized
Property Taxes	258,638.00	76.90%	\$ -	\$ -	-
Earnings on Investments	\$11,862	4.40%	\$ -	\$ -	-
Other Revenue	\$50,000	18.70%	\$ -	\$ -	-
Total Revenue	\$320,500	100.00%	\$0	\$0	0.00%
		%		Actual	Percent
EXPENDITURES	Budget	Of Total	Monthly	as of	of Budget
	FY2023	Expenditures	November	11/30/2022	Realized
Purchased Services	\$ 159,740.00	100.00%	\$ -	\$ -	-
Total Expenditures	\$ 159,740.00	100.00%	\$0	\$0	0.00%
Surplus/(Deficit)	\$ 160,760		\$ -	\$ -	

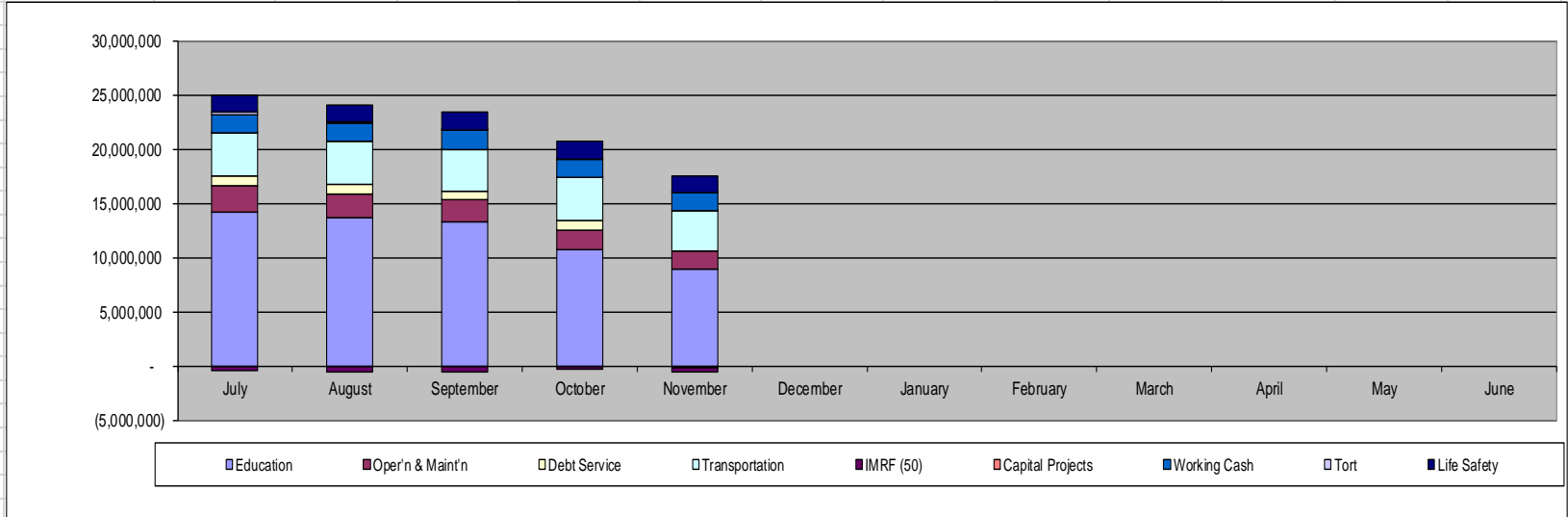
COMBINED ALL FUNDS					
Y-T-D REVENUE and EXPENSE by SOURCE					
30-Nov-22					
REVENUES	Budget FY2023	% Of Total Revenue	Monthly November	YTD as of 11/30/2022	Percent of Budget Realized
Property Taxes	\$22,504,756	46%	\$0	\$0	-
Corp. Per. Prop. Replacement Taxes	\$5,097,975	10%	\$0	\$2,883,665	56.56
State Evidence Based Funding (EBF)	\$12,973,653	26%	\$1,114,504	\$3,343,512	25.77
Categorical State Aid	\$1,305,147	3%	\$0	\$1,769,208	135.56
State Early Childhood Block Grant	\$593,370	1%	\$44,173	\$351,481	59.23
Federal Nutrition Program	\$486,526	1%	\$102,111	\$257,387	52.90
Federal Title 1	\$519,530	1%	\$37,443	\$558,566	107.51
Other Federal	\$5,126,257	10%	\$103,511	\$288,600	5.63
Earnings on Investments	\$356,470	1%	\$0	\$3,801	1.07
Food Service	\$2	0%	\$0	\$1,345	67,227.50
Fees	\$41,001	0%	\$0	\$15,680	38.24
Before School Care, Camps	\$3,500	0%	\$0	\$348,941	9,969.75
Rentals	\$0	0%	\$0	\$0	#DIV/0!
Maintenance Grants	\$0	0%	\$0	\$0	#DIV/0!
Other Revenue	\$50,000	0%	\$0	\$0	-
Total Revenue	\$49,058,187	100.00%	\$1,401,742	\$9,822,187	20.02%
EXPENDITURES	Budget FY2023	% Of Total Expenditures	Monthly November	Actual as of 11/30/2022	Percent of Budget Realized
Salaries	\$20,504,306	45.80%	\$1,629,600	\$6,297,671	3,071.39
Benefits	\$4,989,500	11.14%	\$657,577	\$2,040,376	4,089.34
IMRF/FICA/SS/Medicare Fund	\$968,060	2.16%	\$75,289	\$314,797	0.33
Debt Service Fund	\$979,180	2.19%	\$1,006,750	\$1,006,750	4,544.49
Life Safety Fund	\$159,740	0.36%	\$0	\$0	4,258.49
Purchased Services	\$9,787,531	21.86%	\$921,302	\$4,447,936	906.03
Supplies	\$2,459,670	5.49%	\$296,689	\$1,047,448	7,263.24
Capital Outlay	\$124,820	0.28%	\$0	\$11,309	652.12
Special Ed Tuition	\$2,326,380	5.20%	\$90,073	\$1,689,706	36.69
Dues&Fees/Contingency	\$2,471,180	5.52%	\$104,520	\$161,152	6.52
Total Expenditures	\$44,770,367	100.00%	\$4,781,800	\$17,017,146	38.01%
Surplus/(Deficit)	\$4,287,820		(\$3,380,058)	(\$7,194,960)	

Lyons Elementary School District 103

Fiscal Year 2022-2023 Fund Balance

Source: Lyons Elementary School District 103 Monthly Reports

Fiscal Year 2022-2023												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
Education	14,182,358	13,624,986	13,238,942	10,725,801	8,906,077	-	-	-	-	-	-	-
Oper'n & Maint'n	2,461,637	2,245,110	2,023,101	1,835,088	1,607,589	-	-	-	-	-	-	-
Debt Service	825,739	825,739	825,739	825,739	(181,011)	-	-	-	-	-	-	-
Transportation	4,012,440	3,968,913	3,897,433	3,956,109	3,753,515	-	-	-	-	-	-	-
IMRF (50)	(486,137)	(540,533)	(616,466)	(371,620)	(446,909)	-	-	-	-	-	-	-
SSI/MEDICARE (51)	1,835,121	1,835,121	1,835,121	1,835,121	1,835,121	-	-	-	-	-	-	-
Capital Projects	460	460	460	460	460	-	-	-	-	-	-	-
Working Cash	1,685,737	1,685,737	1,685,737	1,685,737	1,685,737	-	-	-	-	-	-	-
Tort	170,442	127,579	97,647	54,716	6,513	-	-	-	-	-	-	-
Life Safety	1,566,734	1,566,734	1,566,734	1,566,734	1,566,734	-	-	-	-	-	-	-
Total	26,254,531	25,339,846	24,554,447	22,113,885	18,733,826	-	-	-	-	-	-	-



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 12/13/2022
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
Net Salaries	SP11.02.22	\$ 494.25
First American Bank H S A	Employee Deduction	\$ -
Inland Bank H S A	Employee Deduction	\$ -
AXA Equitable Life	OMNI Liability	\$ -
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$ 86.52
First Investors Group	OMNI Liability Payment	\$ -
Illinois Department of Revenue	State Withholding Employee/Employer	\$ 27.99
Illinois Municipal Retirement	Employee Deduction	\$ -
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$ -
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ -
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$ -
AIG VALIC	OMNI Liability	\$ -
Great American Financial Resources	OMNI Liability	\$ -
Guardian Vision	Employees' Portion	\$ -
Illinois Municipal Retirement	Board Paid	\$ -
Lincoln Investment Planning	OMNI Liability	\$ -
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$ -
Waddell & Reed, Inc.	OMNI Liability	\$ -
Expert Pay	Child Support	\$ -
AXA Equitable Life (457B)	Employee Deduction - 457B	\$ -
SEIU Local 73 COPE		\$ -

Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	11.15.22	\$	544,403.59
First American Bank H S A	Employee Deduction	\$	4,358.60
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	12,837.90
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	104,734.60
First Investors Group	OMNI Liability Payment	\$	100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$	32,711.48
Illinois Municipal Retirement	Employee Deduction	\$	8,700.76
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	4,220.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,219.04
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	104,806.64
AIG VALIC	OMNI Liability	\$	300.00
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	991.53
Illinois Municipal Retirement	Board Paid	\$	15,358.49
Lincoln Investment Planning	OMNI Liability	\$	2,124.16
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	5,169.55
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30

AXA Equitable Life (457B)	Employee Deduction - 457B	\$	100.00
IL Dept. of Revenue Levy	Garnishment-Rawke	\$	323.40
SEIU Local 73 COPE	Aides/Custodians	\$	35.50
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	986.44
Lyons Township School Treasurer Flex	Flex Card	\$	696.24
West Suburban Teachers Union	Teacher Dues	\$	11,193.09
Net Salaries	SP11.15.22	\$	11,404.02
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	100.00
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	2,062.99
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	566.82
Illinois Municipal Retirement	Employee Deduction	\$	317.49
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	725.26
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-

Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer	Flex Unreimbursed	\$	-
West Suburban Teachers Union	Teacher Dues	\$	-
Net Salaries	VOID11.15.22	\$	(1,265.48)
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	(369.99)
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	(73.31)
Illinois Municipal Retirement	Employee Deduction	\$	(74.55)
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-

Illinois Municipal Retirement	Board Paid	\$	(170.30)
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	Reissue Koenig SP11.15.22	\$	1,265.48
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	369.99
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	73.31
Illinois Municipal Retirement	Employee Deduction	\$	74.55
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-

AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	170.30
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer		\$	-
West Suburban Teachers Union		\$	-
Net Salaries	Quintana SP11.16.22	\$	655.81
First American Bank H S A	Employee Deduction	\$	-
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	123.20
First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	38.06
Illinois Municipal Retirement	Employee Deduction	\$	36.23
Illinois Municipal Retirement IMRF	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions	\$	-

		Employee Deductions	
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	82.77
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer	Employee Flex	\$	-
West Suburban Teachers Union	Teachers Dues	\$	-
Net Salaries	HAS 2nd 11.23.22	\$	-
First American Bank H S A	Employer Benefit	\$	200,500.00
First American Bank H S A	Employer Benefit	\$	42,000.00
First American Bank H S A	Employee Deduction	\$	2,985.51
AXA Equitable Life	OMNI Liability	\$	-
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	-

First Investors Group	OMNI Liability Payment	\$	-
Illinois Department of Revenue	State Withholding Employee/Employer	\$	-
Illinois Municipal Retirement	Employee Deduction	\$	-
Illinois Municipal Retirement IMRF	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	-
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	-
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	-
Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	-
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	-
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-
Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	-
SEIU Local 73 COPE		\$	-
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	-
Lyons Township School Treasurer	Employee Flex	\$	-
West Suburban Teachers Union	Teachers Dues	\$	-

Net Salaries	11.30.22	\$	557,394.98
First American Bank H S A	Employee Deduction	\$	4,367.52
Inland Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability 403B	\$	12,812.90
AXA Equitable Life	OMNI Liability Roth 457B	\$	100.00
Bank One	Federal Withholding - Payroll Taxes Employee/Employer	\$	107,309.16
First Investors Group	OMNI Liability Payment	\$	100.00
Illinois Department of Revenue	State Withholding Employee/Employer	\$	33,411.66
Illinois Municipal Retirement	Employee Deduction	\$	9,039.72
Illinois Municipal Retirement IMRF	Employee Deduction	\$	-
NuMark Credit Union	Credit Union Deductions Employee Deductions	\$	4,220.76
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,225.27
Teachers' Retirement System - * State of Illinois	THIS Board Paid 0.92% "THIS"	\$	63,023.34
AIG VALIC	OMNI Liability	\$	300.00
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	1,003.00
Illinois Municipal Retirement	Board Paid	\$	15,999.30
Lincoln Investment Planning	OMNI Liability	\$	2,124.16
Teachers' Retirement System State of Illinois	TRS Board Paid .0058 Add On &	\$	5,174.09
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30
AXA Equitable Life (457B)	Employee Deduction - 457B	\$	-

Illinois Dept. of Rev.	Employee Tax Levy Rawske, David	\$	270.86
SEIU Local 73 COPE		\$	40.50
Service Employees International Union Local 73	Aides/Custodians Union Dues	\$	1,043.03
Lyons Township School Treasurer	Employee Flex	\$	696.24
West Suburban Teachers Union	Teachers Dues	\$	10,937.54

PAYEE	DATE PAID	AMOUNT
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Board President

Board Secretary

Bill Chubb

Prepared by

Business Manager

Superintendent

Salaries/Benefits	\$	1,958,307.32
Special voucher requests	\$	-

Pages 1 - 22 - Accounts Payable Total	
Total Bill List Paid in Month	\$ 1,958,307.32

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93940	ACCOUNTEMP	12/13/2022	61123655	W.E. 11.18.22	0	2,756.00	7,320.63
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,756.00	
			61157533	W.E. 11.25.22	0	1,756.95	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,756.95	
			61196544	W.E. 12.02.22	0	2,807.68	
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,807.68	
93941	ADA SPORTS AND RACKETS, LLC	12/13/2022	K6339	Badminton Racket, Squish Balls	5002200041	280.00	280.00
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		280.00	
93942	ALONZO, KIMBERLEY A	12/13/2022	OL5792 tuit reim	OL-5792 Tuition Reimbursement	0	369.00	738.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
			OL5853 tuit reim	OL-5853 Tuition Reimbursement	0	369.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		369.00	
93943	AMAZON CAPITAL SERVICES	12/13/2022	11FKNFXF79KH	Seat back organizers	6002200006	199.98	7,218.32
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		199.98	
			13N6GKPQXPNG	storage containers and tape	7032200066	369.95	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		369.95	
			14CC6D1C7DHX	The Teacher Clarity Playbook	7032200085	673.75	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		673.75	
			16Y6FQ11DKJH	Fidgets and OT supplies	7022200021	144.71	
10E000	1201 4100 00 000000			EDUCATION/DISTRICT OFFICE/SEVERE/PROFOUND MENTALLY HAND		144.71	
			16Y6FQ11N7Y1	The Writing Revolution books PD	7022200017	95.84	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		95.84	
			19W46VR9Q1NF	Office Supplies	7022200003	32.58	
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		32.58	
			1DHF6DFD9LDK	construction paper for work room	6002200007	568.00	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		568.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1DVK4Q4M9G31	Index cards, pencil sharpener, toner for health office	5002200035	38.09	
10E500	1110 4100 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES			38.09	
			1FWV3YNJ7RNV	5 compartment storage cabinet for Home School	7032200084	179.99	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			179.99	
			1GYH3C1J4C4W	1.5 inch black binders for Wonders K-2	7032200075	649.23	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			649.23	
			1HDYLTTL7TT9	Student Reading Materials	2002200005	48.93	
10E200	1110 4100 00 000000		EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES			48.93	
			1JQCK9CMPKLK	Books	7032200045	2,358.19	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			2,358.19	
			1L4G69JR61C3	B3 Materials	3002200015	497.85	
10E000	1274 4110 00 370500		EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/SUPPLIES/			497.85	
			1NJCYV6J9JRD	5 KG sound wall card sets	7032200086	149.95	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			149.95	
			1NWHDV6Y3PF6	Books/ Bins	7032200081	475.37	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			475.37	
			1NWHDV6Y6733	bows for students	4002200027	43.98	
10E400	1110 4100 00 000000		EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES			43.98	
			1QTLVJKH4MXW	Pocket Charts, book bins,	7032200074	195.68	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			195.68	
			1VYL96YM4XVT	Office Supplies	7002200013	119.69	
10E000	2310 4100 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S			119.69	
			1VYL96YM6NC9	Backpack and USB	7002200014	52.17	
10E000	2310 4100 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S			52.17	
			1YM4D33R7JJM	Clear pocket charts for teacher classrooms	7032200078	85.94	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		85.94	
			1YQDWTWJ4TQ3	Closet organizers, kleenix,	5002200037	238.45	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		238.45	
93944	AT&T	12/13/2022	708Z9926011696 11302	Mthly Svc. 11.16.22-12-15.22	0	63.87	63.87
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		63.87	
93945	AT&T	12/13/2022	2032214708	Nov. 22' Statement	0	3,197.10	3,353.65
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,197.10	
			SB263242	Lincoln Voice CPE Support	0	156.55	
20E300	2540 3440 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENANCE		156.55	
93946	AT&T GLOBAL SERVICES	12/13/2022	SB261704	Edison Voice CPE Support	0	167.51	1,143.56
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		167.51	
			SB263238	Costello Voice CPE Support	0	156.55	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTENANCE		156.55	
			SB263239	Home Voice CPE Support	0	117.35	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		117.35	
			SB263240	GWMS Voice CPE Support	0	378.09	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MAINTENANCE		378.09	
			SB263241	Robinson Voice CPE Support	0	156.55	
20E400	2540 3440 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTENANCE		156.55	
			SB263243	Edison Voice CPE Support	0	167.51	
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENANCE		167.51	
93947	BAHENA, LAUREN F	12/13/2022	OL5124 tuit reim	OL-5683 Tuition Reimbursement	0	369.00	738.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBURSEMENT		369.00	
			OL5222 tuit reim	OL-5222 Tuition Reimbursement	0	369.00	
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBURSEMENT		369.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93948	BAKER-TILLY,VIRCHOW,KRAUSE & C	12/13/2022	BT2255108	D103 FY 2022 audit	0	8,000.00	8,000.00
10E000	2310 3170 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		8,000.00	
93949	Bannerville USA, Inc.	12/13/2022	33313	Window & Door Graphics	7032200013	19,415.00	19,415.00
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		19,415.00	
93950	BLUE CROSS BLUE SHIELD OF IL	12/13/2022	210867263927	Statement 11.01.22-11.30.22	0	491,425.02	491,425.02
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		491,425.02	
93951	BOB & JOHN'S MOBIL	12/13/2022	1028286	November service	0	105.63	105.63
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		105.63	
93952	BRITTEN SCHOOL	12/13/2022	15614	Nov. 22 CA FA SB Private	0	12,008.88	12,008.88
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		8,005.92	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		4,002.96	
93953	Brozo, Carol	12/13/2022	Oct/Nov 22	Oct. Nov. 22' Consultation Services	0	3,900.00	3,900.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		3,900.00	
93954	CABALLERO, DEMI	12/13/2022	mileage SKYCon	Mileage (SKYCon-Peoria)	0	194.37	194.37
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		194.37	
93955	CASE LOTS INC	12/13/2022	14719	GWMS waste can (10)	0	899.50	2,027.85
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		899.50	
20E000	2540 4100 00 000000		14796	District - Vacuum	0	596.00	596.00
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		596.00	
20E100	2540 4100 00 000000		14839	Edison- carpet cleaner / light bulbs	0	177.60	177.60
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		177.60	
20E500	2540 4100 00 000000		15082	GWMS R/M Super stich	0	354.75	354.75
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		354.75	
93956	CENTER FOR THE COLLABORATIVE C	12/13/2022	INV240128	Consult-Virtual	7032200062	1,200.00	1,600.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,200.00	
10E000	1110 3100 00 499803		INV240360	Consult-Virtual	7032200062	400.00	400.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		400.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93957	CHICAGO METROPOLITAN FIRE PREV	12/13/2022	IN00397084	Costello- charge burglar alarm system	0	250.00	935.00
20E600	2540 3230 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			250.00	
			IN00397163	Robinson- Charge alarm/labor	0	685.00	
20E400	2540 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			685.00	
93958	CIT	12/13/2022	41206229	Docuware	0	2,225.00	2,225.00
10E000	2520 3900 00 000000		EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS			2,225.00	
93959	CLARITY ENROLLMENT SOLUTIONS	12/13/2022	731	Benefits Admin and Enrollment	0	325.00	325.00
10E000	2520 3900 00 000000		EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS			325.00	
93960	CLYDE PARK DISTRICT	12/13/2022	Girls JV BBall 11142	GWMS Girls JV Basketball	0	300.00	300.00
10E500	1501 6400 00 000101		EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/DUES &			300.00	
93961	COMCAST CABLE	12/13/2022	6742 112222	GWMS 12.01.22-12.31.22	0	261.77	261.77
20E000	2540 3440 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			261.77	
93962	CONTINUED	12/13/2022	288452	9 Subscriptions to SpeechPathology.co m polirera@lyons103. org brownc@lyons103.or g wics@lyons103.org needleang@lyons10 3.org paliderk@lyons103. org cliffordk@lyons103 .org merrifieldm@lyons1 03.org shanahanl@lyons103 .org	7022200007	801.00	801.00
10E000	1201 4100 00 000000		EDUCATION/DISTRICT OFFICE/SEVERE/PROFOUND MENTALLY HAND			801.00	
93963	Cordogan Clark & Assoc., Inc.	12/13/2022	25964	Planning/Pre-Desig n	0	1,661.06	1,661.06
20E000	2533 5200 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/ARCHITECTURE AND ENGINEER			1,661.06	
93964	CORRECT MONITORING SERVICES	12/13/2022	M12165-23-1	Qtly fire alarm	0	675.00	675.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				monitoring			
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	
93965	Dada, Moshin	12/13/2022	ASBO dues	ASBO dues	0	80.00	80.00
10E000	2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D		80.00	
93966	Dada, Yasmin	12/13/2022	ASBO due	ASBO dues	0	80.00	388.42
10E000	2310 6400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/D		80.00	
			Exp. Reim 112222	Triple I Conf.	0	308.42	
				Exp. reim.			
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		308.42	
93967	DESPLAINES VALLEY NEWS	12/13/2022	22-766	Notice of Public Hearing for Proposed Property Tax Increase	0	210.00	210.00
10E000	2310 3500 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		210.00	
93968	DIRECT ENERGY SERVICES	12/13/2022	223250050467356	Service 10.18.22-11.15.22	0	14,459.94	14,459.94
20E100	2540 4660 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		1,648.73	
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		2,298.68	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,967.92	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,804.59	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		4,860.58	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,740.20	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		139.24	
93969	EMPOWER HEALTH SERVICES LLC	12/13/2022	EHS2022537	District Screenings	0	12,097.50	12,097.50
10E000	2310 2220 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/M		12,097.50	
93970	Fast, Laura	12/13/2022	food svc refund	Food Service Refund	0	30.35	30.35
10E000	2560 4100 00 000000			EDUCATION/DISTRICT OFFICE/FOOD SERVICES/SUPPLIES		30.35	
93971	FIRST STUDENT HODGKINS	12/13/2022	11847767	November 22' Service	0	42,920.94	47,329.15
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		42,920.94	
			278230	GWMS Girls BB	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			278235	GWMS Girls BB	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			278250	GWMS Boys Softball	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			278255	GWMS Girls BB	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			278264	GWMS Soccer	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			279323	GWMS Cross Country	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			285417	GWMS Field Trip LTHS	0	199.34	
40E500	2550 3320 00 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			288090	GWMS Boys BB	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			288096	GWMS Field Trip LTHS	0	313.23	
40E500	2550 3320 00 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		313.23	
			288116	Robinson- Field trip Morton West	0	2,050.28	
40E400	2550 3320 00 000000			TRANSPORTION/ROBINSON ELEMENTARY/PUPIL TRANSPORTATION S		2,050.28	
			288988	GWMS Boys BB	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			289005	GWMS- Boys BB	0	250.64	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		250.64	
93972	FLEXIBLE BENEFITS SERVICE CORP	12/13/2022	457202261696	FSA 12.06.22	0	50.00	50.00
10E000	1110 2940 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY		50.00	
93973	FOLLETT SCHOOL SOLUTIONS, LLC	12/13/2022	1494530	Quote 7667713 Follett- Titlepeek online service renewal	7032200082	5,533.14	13,241.33
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		5,533.14	
			555602	books Costello school	7032200047	1,027.97	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,027.97	
			555602A	books Costello school	7032200047	455.73	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		455.73	
			555602F	books Costello school	7032200047	480.12	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		480.12	
			555961A	Book order -Robinson	7032200049	485.35	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		485.35	
			555961B	Book order -Robinson	7032200049	616.77	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		616.77	
			555996A	Book order GWMS	7032200052	589.93	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		589.93	
			555996B	Book order GWMS	7032200052	600.30	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		600.30	
			555997A	Books for Lincoln Fall order	7032200051	534.49	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		534.49	
			555997F	Books for Lincoln Fall order	7032200051	351.08	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		351.08	
			556000A	Book order Home school	7032200050	506.89	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		506.89	
			556000F	Book order Home school	7032200050	536.64	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		536.64	
			572759	Titlewave Fall Book Order for Edison School	7032200076	834.23	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		834.23	
			572759A	Titlewave Fall Book Order for Edison School	7032200076	688.69	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		688.69	
93974	FRONTLINE TECHNOLOGIES GROUP,	12/13/2022	INVUS172098	Applicant Tracking	0	1,791.14	1,791.14
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		1,791.14	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93975	FULLMER LOCKSMITH SERVICE, INC	12/13/2022	N33883	GWMS Service call	0	1,211.00	1,211.00
20E500	2540 3230 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,211.00	
93976	G & O THERMAL SUPPLY COMPANY	12/13/2022	1155669-00	Robinson- Thermostat sensors	0	811.62	1,314.12
20E400	2540 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			811.62	
			5106376-00	Edison- Water pressure / repair	0	502.50	
20E100	2540 3230 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			502.50	
93977	GEORGE WASHINGTON MIDDLE SCHOO	12/13/2022	refund school pictur	Refund School Pictures Van Gogh	0	1,126.30	1,126.30
10E000	1110 4100 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES			1,126.30	
93978	GIANT STEPS	12/13/2022	103-1022EF	HH Nov. Lunch	0	130.00	5,504.21
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			130.00	
			103-1122E	HH Nov. Tuition	0	5,374.21	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			5,374.21	
93979	GRAND PRAIRIE TRANSIT	12/13/2022	RTINV1006031	Nov. 22' Transportation	0	96,263.77	96,263.77
40E000	2550 3310 00 000000		TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI			96,263.77	
93980	Great Leaps	12/13/2022	ST3667	Intervention reading supplies for Edison School	7052200022	978.00	978.00
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			978.00	
93981	GROOT, INC. A WASTE CONNECTION	12/13/2022	9818551T098	Home Dec 22'	0	655.20	5,899.26
20E200	2540 3210 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			655.20	
			9818552T098	Edison Dec 22'	0	1,197.64	
20E100	2540 3210 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			1,197.64	
			9818553T098	Robinson Dec 22'	0	825.20	
20E400	2540 3210 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			825.20	
			9818554T098	Lincoln Dec 22'	0	1,011.32	
20E300	2540 3210 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			1,011.32	
			9818555T098	Costello Dec 22'	0	979.83	
20E600	2540 3210 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			979.83	
			9818556T098	GWMS Dec 22'	0	1,230.07	
20E500	2540 3210 00 000000		OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,230.07	
93982	GUARDIAN - ALTERNATE FUNDED	12/13/2022	469383 120122	Period Ending	0	25,156.60	25,156.60

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				11.30.22			
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		25,156.60	
93983	GUARDIAN -BILL ID 0001094522	12/13/2022	1094522 112322	Period End	0	15,429.17	15,429.17
				11.30.22			
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		9,134.88	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		5,064.87	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		1,013.44	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		215.98	
93984	Guiding Light Academy	12/13/2022	4769	Nov 22 Tuition EP	0	8,270.64	8,270.64
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		8,270.64	
93985	GUITAR CENTER STORES, INC.	12/13/2022	ARINV64037873	ESSER III Supplies & Materials Andrew Gust Edison Music Curriculum	7002100243	94.05	94.05
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		94.05	
93986	HEGGERTY/LITERACY RESOURCES, L	12/13/2022	250323	Heggerty phonics	7032200067	288.36	288.36
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		288.36	
93987	HEINEMANN	12/13/2022	7487649	Comprehension toolkit supplies for Home School Intervention	7052200021	708.40	708.40
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		708.40	
93988	HELPING HAND CENTER	12/13/2022	17635	GWMS MM Nov 22' tuition	0	7,482.96	7,482.96
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,482.96	
93989	Holtz Educational Center	12/13/2022	032914	WV Nov 22 tuition	0	7,249.14	7,249.14
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		7,249.14	
93990	HOME DEPOT PRO	12/13/2022	709321186	Home- Security Battery	0	301.29	659.43
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		301.29	
			717994727	Edison -Credit - snow roller	0	-59.82	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		-59.82	
			718464829	Edison- sidewalk scraper / 9W LED	0	51.50	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		51.50	
			718691918	GWMS 2x2 LED	0	366.46	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		366.46	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
93991	IAASE	12/13/2022	FY2023 annual	Membership-Council for Exceptional Children	0	195.00	375.00
10E000	2210 3100 00 462000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		195.00	
				Prof membership	7022200012	180.00	
10E000	2210 3100 00 462000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		180.00	
93992	IL COUNTIES RISK MGMT TRUST	12/13/2022	1000533 120122	Nov 22 Prop. & Liability	0	29,931.26	29,931.26
80E000	2362 3800 00 000000			TORT FUND/DISTRICT OFFICE/WORKERS COMP/INSURANCE		29,931.26	
93993	IL OFFICE OF THE STATE FIRE MA	12/13/2022	5125131606	Edison-Elevator renewal certificate	0	125.00	125.00
20E100	2540 3260 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		125.00	
93994	ILLINOIS STATE POLICE/BUREAU O	12/13/2022	01388 103122	Oct. 22 background checks	0	28.25	28.25
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		28.25	
93995	ILLINOIS DIGITAL EDUCATORS ALL	12/13/2022	IDEA22-0005-0334	IDEAcon (R Panek)	0	179.00	895.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		179.00	
				IDEA22-0005-0337	0	179.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		179.00	
				IDEA22-0005-0338	0	179.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		179.00	
				IDEA22-0005-0339	0	179.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		179.00	
				IDEA22-0005-0340	0	179.00	
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		179.00	
93996	IMAGE MARKET	12/13/2022	472406	Choir Shirts	5002200033	870.15	870.15
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		870.15	
93997	IMPERIAL SURVEILLANCE INC.	12/13/2022	203963	Photo ID Cards	0	517.00	517.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		517.00	
93998	ISCORP	12/13/2022	0728813	Skyward Student/Finance Hosting	0	1,036.80	1,036.80
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
93999	JULSETH, MEGAN	12/13/2022	EDUC779	EDUC779 tuit. reim.	0	800.00	800.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		800.00	
94000	KELLY SERVICES, INC.	12/13/2022	698609	W.E. 11.13.22	0	19,038.49	58,730.83
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		19,038.49	
			701731	W.E. 11.20.22	0	27,815.97	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		27,815.97	
			704871	W.E. 11.27.22	0	11,876.37	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		11,876.37	
94001	KESMAN, LISA T	12/13/2022	ex reim 113022	exp. reim. flags	0	84.99	84.99
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		84.99	
94002	KOENIG, STEPHANIE	12/13/2022	Conf exp	SkyCon & Triple I expenses	0	317.33	544.83
10E000	2642 3140 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/PROFESSIONAL		317.33	
			SkyCon mileage	Skycon & Triple I mileage (Peoria)	0	227.50	
10E000	2642 3140 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/PROFESSIONAL		227.50	
94003	KONICA MINOLTA BUSINESS SOLUTI	12/13/2022	9008992400	10.25.22-11.24.22	0	380.00	911.67
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		380.00	
			9009008385	10.25.22-11.24.22 Coverage	0	14.10	
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		14.10	
			9009009122	10.25.22-11.24.22 Coverage	0	517.57	
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		517.57	
94004	KONICA MINOLTA PREMIER FINANCE	12/13/2022	788803701	Contract- 11.29.22-12.29.22	0	8,725.00	8,725.00
10E000	2663 3230 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP		8,725.00	
94005	Kroll, Mark	12/13/2022	202211A	Home- November Psych services	0	5,662.50	5,662.50
10E200	2400 3140 00 000000			EDUCATION/HOME ELEMENTARY/SUPPORT SERVICES - SCHOOL ADM		5,662.50	
94006	LATRONICA, CHARLINE A	12/13/2022	exp reim 112922	Exp. reim. Board Member appreciation	0	9.49	49.73
10E000	2320 4100 00 000000			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV		9.49	
			mileage 112022	Mileage- Triple I Conf.	0	40.24	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		40.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94007	LAWLER, NICOLE	12/13/2022	mileage IPA conf	Mileage	0	249.00	249.00
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			249.00	
94008	Little Friends, Inc.	12/13/2022	153298	JP- November tuition	0	4,708.62	4,708.62
10E300	1912 6700 00 000000		EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/			4,708.62	
94009	Matias, Cindy	12/13/2022	mileage 110922	mileage W.E. 11.09.22	0	17.50	66.88
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			17.50	
			mileage 112122	Mileage W.E. 11.18.22	0	25.00	
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			25.00	
			mileagecm 120222	Mileage W.E. 12.02.22	0	24.38	
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			24.38	
94010	MAXIM STAFFING SOLUTIONS	12/13/2022	E7600000366	W.E. 11.12.22	0	6,281.80	18,201.10
10E000	2210 3100 00 499803		EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE			6,281.80	
			E7632610366	W.E. 11.19.22	0	8,346.50	
10E000	2210 3100 00 499803		EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE			8,346.50	
			E7719330366	W.E. 11.26.22	0	3,572.80	
10E000	2210 3100 00 499803		EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE			3,572.80	
94011	MCGRAW HILL - EDUCATION	12/13/2022	125776601003	Tier 3 materials	7052200009	111.06	111.06
10E000	1110 3100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T			111.06	
94012	MCGRAW HILL LLC	12/13/2022	124890916001	Wonders	7032200033	1,346.82	131,584.90
10E000	1110 4100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA			1,346.82	
			124946109001	Wonders	7032200033	799.90	
10E000	1110 4100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA			799.90	
			125089170001	Wonders	7032200033	1,516.85	
10E000	1110 4100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA			1,516.85	
			125857277001	Wonders	7032200033	24.26	
10E000	1110 4100 00 499802		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA			24.26	
			125857277002	Reading Mastery Interventions for Lincoln, Robinson and Costello schools	7052200017	1,672.98	
10E000	2110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE			1,672.98	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	1110 4100 00 499802		125881046001	Wonders EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA	7032200033	664.83 664.83	
10E000	1110 4100 00 499802		125893107001	Wonders EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER GRA	7032200033	16.01 16.01	
10E000	1250 4100 00 430000		125959237001	Quote AAVERDM-11102022-0 03 Wonders instructional materials EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I	7032200088	125,543.25 125,543.25	
94013	MENTA ACADEMY HILLSIDE	12/13/2022	SESINV-024409	SB/MM Nov 22' tuition	0	4,850.30	5,304.46
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		4,850.30	
40E000	2550 3310 00 000000		SYSINV-010652	MM Nov transportation TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI	0	454.16 454.16	
94014	MLPLUMBING,LLC dbaDELL PLUMBIN	12/13/2022	003011	Costello- main building drain	0	1,430.12	1,430.12
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,430.12	
94015	MP Sports Group Inc.	12/13/2022	11522	Install pads	0	1,000.00	1,000.00
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,000.00	
94016	NAGLAK, DAREK	12/13/2022	exp . reim 111922	IASB Conf. exp. reim	0	137.80	137.80
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		137.80	
94017	NICOR GAS	12/13/2022	41400800003 112222	Lincoln 12.20.22-11.17.22	0	1,842.46	8,976.08
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,842.46	
20E400	2540 4650 00 000000		46930800001 11.28.22	Robinson 10.25.22-11.22.22	0	1,367.66	
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,367.66	
20E000	2540 4650 00 000000		62030800007 112822	Legion 10.24.22-11.21.22	0	101.25	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		101.25	
20E000	2540 4650 00 000000		72030800006 112822	Board of Ed 10.24.22-11.21.22	0	890.02	
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		890.02	
			74981782589 112822	Costello 10.24.22-11.21.22	0	1,102.20	

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20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,102.20	
			82030800005 112822	GWMS 10.24.22-11.21.22	0	3,489.22	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		3,489.22	
			92030800004 112822	Annex 10.24.22-11.21.22	0	183.27	
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		183.27	
94018	ODELSON & STERK, LTD.	12/13/2022	35277	Svcs thru Oct 30, 2022	0	9,137.50	9,137.50
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		9,137.50	
94019	PARAGON PROFESSIONAL SERVICES,	12/13/2022	I-220104	Robinson BAS switch to heating	0	2,520.00	2,520.00
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,520.00	
94020	PARENTS AS TEACHERS NATIONAL C	12/13/2022	814874	Registration for Donna Gill to get certified in PAT	7022200015	1,225.00	1,225.00
10E000	1225 3900 00 000000			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD - ECE - SPED/		1,225.00	
94021	PIONEER VALLEY BOOKS	12/13/2022	I242453	Intervention supplies for Home School	7052200020	5,365.00	5,365.00
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		5,365.00	
94022	PITNEY BOWES GLOBAL FINANCIAL	12/13/2022	3105833368	Leasing 10.09.22-01.08.22	0	452.61	452.61
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		452.61	
94023	ProCare Therapy	12/13/2022	20526529	W.E. 11.11.22	0	5,040.00	12,720.00
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		5,040.00	
			20532373	W.E. 11.17.22	0	5,120.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		5,120.00	
			20539203	W.E. 11.22.22	0	2,560.00	
10E000	2210 3100 00 499803			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		2,560.00	
94024	PURCHASE POWER	12/13/2022	10971327 112022	Purchase Power Postage	0	246.88	246.88
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		246.88	
94025	QUALITY NETWORK SOLUTIONS, INC	12/13/2022	62035	December monthly service	0	26,501.92	70,412.43
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		26,501.92	
			66542	2 Port VGA	7042200025	224.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Splitter			
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		224.00	
			66627	HO 05A Original Laser Toner Cartridge - Black	7042200029	550.00	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		550.00	
			67027	Bluetooth noise cancelling headphones	7042200031	90.00	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		90.00	
			67049	Dell 3100 2-1 Chromebook/ License	7042200028	9,800.00	
10E000	2663 7400 00 499803			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/EQU		9,800.00	
			67061	Fortigate Annual Firewall License	7042200024	32,460.76	
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		32,460.76	
			67195	Cat6 Cable (35ft, 25ft, 50ft)	7042200027	246.75	
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		246.75	
			67237	Monthly VoiP Phone Charge	0	539.00	
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		539.00	
94026	QUINLAN & FABISH MUSIC CO	12/13/2022	13769821	Viola/ Tuba music	0	38.82	781.97
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		38.82	
			13794842	sax repair	0	95.50	
10E500	1590 3230 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R		95.50	
			13809455	Credit	0	-12.00	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		-12.00	
			13933598	Sheet music	0	36.00	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		36.00	
			13947872	Credit	0	-0.01	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		-0.01	
			13952886	Triangle	0	14.00	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		14.00	
			13961753	Music sheets	0	89.10	
10E500	1590 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S		89.10	

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10E500	1590 4100 00 000000		13984085	Music sheets	0	54.00	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			54.00	
10E500	1590 3230 00 000000		13984366	Horn repair	0	87.00	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/R			87.00	
10E500	1590 4100 00 000000		13991523	Music sheets	0	49.50	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			49.50	
10E500	1590 4100 00 000000		13995186	Music sheets	0	49.50	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			49.50	
10E500	1590 4100 00 000000		13998254	Reeds/ music	0	156.40	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			156.40	
10E500	1590 4100 00 000000		14027207	Music sheets	0	49.50	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			49.50	
10E500	1590 4100 00 000000		14045150	Percussion Stick Bags	5002200042	27.90	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			27.90	
10E500	1590 4100 00 000000		14062051	Music books	0	46.76	
			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/S			46.76	
94027	RIVERA, KRISTOPHER	12/13/2022	Trip I ex. reim	Triple I Conf ex. reim.	0	264.74	264.74
10E000	2320 3140 00 000000		EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV			264.74	
94028	RUSSO POWER EQUIPMENT	12/13/2022	SPI20022077	District Ice Melt pallet	0	1,290.25	1,359.17
20E000	2540 4100 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			1,290.25	
20E200	2540 4100 00 000000		SPI20022084	Home - Blade scraper belt drive	0	68.92	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			68.92	
94029	SAM'S CLUB DIRECT	12/13/2022	437979636 112022	11.20.22 statement	0	1,520.74	1,520.74
10E000	1225 4100 00 000000		EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD - ECE - SPED/			1,044.47	
10E000	2310 4100 00 000000		EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S			131.62	
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			344.65	
94030	SASED	12/13/2022	1002300292	HI FY23 Tuition	0	33,104.88	33,104.88
10E000	4120 3040 00 000000		EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO			33,104.88	
94031	SCHINDLER ELEVATOR CORPORATION	12/13/2022	8106114745	GWMS - Quarterly Billing 12.01.22-02.28.23	0	877.25	877.25

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20E500	2540 3200 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		877.25	
94032	School Business Management Ser	12/13/2022	120722 billing	Nov 22' Billing	0	18,225.00	18,225.00
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		18,225.00	
94033	SCHOOL SPECIALTY, INC.	12/13/2022	208131501085	items for art teacher	4002200028	453.12	1,883.52
10E400	1110 4100 02 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES/ART		453.12	
			208131501089	Art order from School Specialty	6002200008	526.47	
10E600	1110 4100 02 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES/ART		526.47	
			308104199582	Explode the Code Intervention	7052200015	903.93	
10E000	2110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ATTENDANCE AND SOCIAL WORK SE		903.93	
94034	SEAL OF ILLINOIS	12/13/2022	11237	Tuition Nov 22' AD	0	4,829.53	4,829.53
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		4,829.53	
94035	SEAL SOUTH, INC	12/13/2022	7701	TuitionSept 22' JT	0	6,552.38	11,397.04
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		6,552.38	
			7780	Tuition Nov 22' JT	0	4,844.66	
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		4,844.66	
94036	SHIRT PRINTING 4 U, INC.	12/13/2022	8360462	Admin team building	0	930.50	930.50
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		930.50	
94037	SMITHEREEN PEST MANAGEMENT SER	12/13/2022	2914296	Costello scheduled PC service	0	72.00	527.00
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		72.00	
			2914297	GWMS scheduled PC service	0	72.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		72.00	
			2914298	Home scheduled PC service	0	72.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		72.00	
			2914299	Lincoln scheduled PC service	0	72.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		72.00	

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			2914300	Robinson scheduled PC service	0	72.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		72.00	
			2914301	Edison scheduled PC service	0	72.00	
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		72.00	
			2914463	Admin scheduled PC service	0	95.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		95.00	
94038	SOARING EAGLE ACADEMY	12/13/2022	21810	Nov 22' tuition KM & PJ	0	19,121.60	19,121.60
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		9,560.80	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		9,560.80	
94039	Spindle	12/13/2022	20504272	W.E. 10.07.22	0	4,042.50	20,900.00
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,042.50	
			20504273	W.E. 10.14.22	0	3,190.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		3,190.00	
			20511552	W.E. 10.21.22	0	4,042.50	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,042.50	
			20526734	W.E. 11.11.22	0	3,960.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		3,960.00	
			20531878	W.E. 11.18.22	0	4,070.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		4,070.00	
			20540193	W.E. 11.22.22	0	1,595.00	
10E000	2210 3140 00 000000			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		1,595.00	
94040	Spotter Staffing	12/13/2022	3088	W.E. 11.11.22	0	2,720.00	7,437.50
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,720.00	
			3135	W.E. 11.18.22	0	3,187.50	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,187.50	
			3148	W.E. 11.23.22	0	1,530.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		1,530.00	
94041	T-MOBILE	12/13/2022	972033599 112122	10.21.22-11.20.22 Hotspots	0	3,225.00	3,225.00
10E000	1110 3100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		3,225.00	
94042	UNIFIRST CORPORATION	12/13/2022	0611492633	GWMS Supplies	0	1,092.41	4,305.78

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,092.41	
			0611492634	Edison supplies	0	149.04	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		149.04	
			0611492635	Home supplies	0	459.46	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		459.46	
			0611494267	Lincoln supplies	0	157.90	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		157.90	
			0611495912	Edison supplies	0	149.04	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		149.04	
			0611495913	Home supplies	0	509.08	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		509.08	
			0611497503	Lincoln supplies	0	406.00	
20E300	2540 4100 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		406.00	
			0611499165	GWMS supplies	0	724.73	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		724.73	
			0611499166	Edison supplies	0	149.04	
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		149.04	
			0611499167	Home supplies	0	509.08	
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		509.08	
94043	VERN'S AUTO SERVICE	12/13/2022	6583	Brake pads- suspension	0	2,570.00	2,894.50
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		2,570.00	
			6587	Replace battery - vehicle inspection	0	324.50	
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		324.50	
94044	VILLAGE OF LYONS WATER DEPARTM	12/13/2022	013293 113022	Costello Svc 09.16.22-11.15.22	0	1,044.60	1,044.60
20E600	2540 3700 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,044.60	
94045	VILLAGE OF STICKNEY WATER DEPT	12/13/2022	101878 113022	WATER SEWER HOME 10.14.22-11.10.22	0	357.17	730.29
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		357.17	
			101884 113022	Edison water/sewer 10.13.22-11.10.22	0	373.12	
20E100	2540 3700 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		373.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
94046	VILLAGE OF BROOKFIELD	12/13/2022	400067 120622	Lincoln reading 11.30.22	0	728.62	728.62
20E300	2540 3700 00 000000		OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			728.62	
94047	VISTA LEARNING, NFP	12/13/2022	VLI22-1583	Webinar training	0	200.00	200.00
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			200.00	
94048	WEST 40 INTERMEDIATE SERVICE C	12/13/2022	22-0221	GM GV remote tuition	0	1,563.96	1,563.96
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			1,563.96	
94049	WEST 40 ISC #2	12/13/2022	RSSP22-4-13	CC tuition	0	1,610.00	1,610.00
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			1,610.00	
94050	WEST, KIMBERLY K	12/13/2022	ex reim nurses suppl	Exp reim. Nurses supplies	0	51.47	279.07
10E000	1110 4100 00 499803		EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III			51.47	
10E000	2320 3140 00 000000		IASB Conf ex. reim IASB Conf ex reim		0	227.60	227.60
			EDUCATION/DISTRICT OFFICE/EXECUTIVE ADMINISTRATION SERV			227.60	
94051	ZELLER AND ASSOCIATES, LLC	12/13/2022	20853	E-Rate consulting 07.01.23-06.30.24	0	750.00	13,180.28
10E000	2663 3900 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH			750.00	
10E000	2663 3900 00 000000		20854 e-rate payment 07.01.21-06.30.22		0	12,430.28	
			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH			12,430.28	
			112 Computer	Check(s) For a Total of			1,370,089.84

	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
	112	Computer	Checks For a Total of	1,370,089.84
Total For	112	Manual, Wire Tran, ACH & Computer Checks		1,370,089.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,370,089.84

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	521,862.47	0.00	612,946.04	1,134,808.51
20	OP, BLDG,MAIN	1,013.44	0.00	60,289.55	61,302.99
40	TRANSPORTION	0.00	0.00	144,047.08	144,047.08
80	TORT FUND	0.00	0.00	29,931.26	29,931.26

GENERAL FUND

Totals for All Accounts

Costello Elementary School

Account #

5/31/2022	Deposit(box tops/vangogh/yearbook)	194.65	\$13,652.88
8/12/2022	Deposit (VanGogh spring pics)	298.54	\$13,951.42
10/3/2022	1115 Migala (reim PBS photos)	47	\$13,904.42

EDISON ACTIVITY ACCOUNT - 2022-2023

November 2022					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$26,371.34
11/16/22	1280	T&M Sports (PF/Spirit)	246.00		\$26,125.34
11/22/22	1281	Lisa Peters (Student Council)	76.99		\$26,048.35
December 2022					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$26,048.35
					\$26,048.35

HOME SCHOOL GENERAL LEDGER December 2022

Date	Ck.#	Description	Disbursements	Receipts	Balance
10/12/2022	1130	Jeremy Reed - reimbursement for teacher materials	\$115.20		\$ 2,072.76
11/07/22	1131	Regina Redd - Titan Cart Reimbursement	\$143.25		\$ 1,929.51
11/07/22	1132	Regina Redd - Parent-Teacher Conference Snacks	\$122.62		\$ 1,806.09

Date	Check Number	Transaction	Debit		
Robinson					
2022-2023					
					\$2,738.93
8/16/2022	1182	Paisana (student act) staff dinner for Open house	130.00		\$2,608.93
8/18/2022	1183	Hobby Lobby (student act) for students	12.13		\$2,596.80
8/25/2022		Deposit (student act) Van Gogh		216.13	\$2,812.93
8/25/2022		Deposit (student act) Coke Machine		52.40	\$2,865.33
8/25/2022	1184	Lyons PO (GSP) cum folders	28.14		\$2,837.19
9/8/2022	1185	Lyons PO (GSP) cum folders	21.38		\$2,815.81
9/23/2022	1186	Lyons PO (GSP) cum folders	10.90		\$2,804.91
9/28/2022	1187	Oneida Hernandez (student act)	78.90		\$2,726.01
10/11/2022	1188	Lyons PO (GSP) cum folders	2.40		\$2,723.61
10/26/2022	1189	Walmart (student act)	69.44		\$2,654.17
10/27/2022	1190	Paisana (student act)	\$269.51		\$2,384.66
11/11/2022	1191	K-9 for Vetarans (student council)	250.00		\$2,134.66
11/17/2022		Deposit (student council) spiritwear sale comm		205.00	\$2,339.66

GENERAL FUND FOR BOARD					
		George Washington Middle School			
		Account # 8760054107			
Date	Check #	Description	Disbursements	Receipts	Balance
20-Oct	1671	Julie Marcinkiewicz Walmart Team Candy	\$151.82		\$6,966.11
21-Oct	1672	Paisans Pizza - 7th grade bball	\$38.28		\$6,927.83
21-Oct	Deposit	pop236.25/bo shirts 275/child link 600/spirt 170		\$1,281.25	\$8,209.08
24-Oct	1673	Steve Kimmey Pop machine - Jewel	\$94.24		\$8,114.84
24-Oct	1674	Dist 103 - Child Link Summer Camp Jacob Duda	\$600.00		\$7,514.84
24-Oct	1675	Sams Club - Coffee and.....P/T Conf	\$42.88		\$7,471.96
25-Oct	1676	kristy Lynch - Affy Tapples NJHS fundraising	\$432.00		\$7,039.96
26-Oct	1677	Paisans Pizza Cross Country Party	\$139.91		\$6,900.05
27-Oct	1678	Paisans Pizza - P/T Conferences	\$241.19		\$6,658.86
27-Oct	1679	Lyons Postmaster - Student records	\$26.11		\$6,632.75
27-Oct	Deposit	bo shirts357/p/t conf pizza 240/njhs apple 790		\$1,387.00	\$8,019.75
3-Nov	1680	Custom Ink - b/o shirts	\$997.50		\$7,022.25
3-Nov	1681	Nicole Godfrey - Amazon/Cheerzone-cheergear	\$659.80		\$6,362.45
4-Nov	1682	Walsworth - 1st Deposit for Yearbook	\$945.00		\$5,417.45
4-Nov	1683	Maggie Fitzgerald - 7B Celebration	\$54.37		\$5,363.08
4-Nov	Deposit	spiritwear60/bo shirts 264/cheergear1079/sc360.65		\$1,763.65	\$7,126.73
11/10/2022	Deposit	Forest Preserve Permit reimb 500/cheergear115		\$615.00	\$7,741.73
10-Nov	1684	Lyons School Dist 103 - Reimb for CC Permits	\$500.00		\$7,241.73
11-Oct	1685	TM Sports-Spiritwear715/Cheer319/7A shirts214.50	\$1,248.50		\$5,993.23
11-Nov	1686	DAV Donation from Student Council	\$450.00		\$5,543.23
11-Nov	1687	Paisans Pizza Softball	\$49.97		\$5,493.26
16-Nov	1688	Crown Trophy - Winter sports medals	\$161.60		\$5,331.66
16-Nov	Deposit	Spiritwear 335/Cheer 40/Choir shirts 105		\$480.00	\$5,811.66
18-Nov	1689	Paisans Pizza - Team 8A	\$245.00		\$5,566.66
18-Nov	Deposit	B/O Coffee Fundraiser		\$2,158.00	\$7,724.66
22-Nov	Deposit	Spirit 140/cc sweat90/cheer 119/8a pizza245/B/O 4192		\$4,786.00	\$12,510.66
22-Nov	1690	Miranda Flemming CC sweatshirts	\$90.00		\$12,420.66
22-Nov	1691	Java Joe Fundraiser - B/O/C	\$4,370.00		\$8,050.66
2-Dec	1692	Lyons Postmaster - Student records	\$31.34		\$8,019.32
5-Dec	Deposit	Sports Admissions		\$450.17	\$8,469.49

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 5:00 P.M.
Thursday, November 15, 2022

I. Call to Order

The special meeting of the Board of Education was called to order at 5:00 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present: Slagiana Aleksikj
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Absent: Sara Andreas
Vito Campanile
Olivia Quintero

III. Public Comment

None

IV. Action Items

Approval of School Maintenance Project Grant Application for FY23

Winifred Rodriguez moved seconded by Mario Ramirez to approve the dollar-for-dollar state matching School Maintenance Project Grant Application for FY23 providing awards of up to \$50,000.

Upon Roll Call:

Ayes: Slagiana Aleksikj
Mario Ramirez
Winifred Rodriguez
Jorge Torres

Nays: None

Absent: Sara Andreas
Olivia Quintero
Vito Campanile

Motion carried

Estimated Tax Levy and Authorize Publication of Truth-In-Taxation Hearing Notice for the 2022 Tax Levy

Olivia Quintero moved seconded by Mario Ramirez to table the Estimated Tax Levy and Authorize Publication of Truth-In-Taxation Hearing Notice for the 2022 Tax Levy until the November 22, 2022 Board Meeting.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Mario Ramirez Winifred Rodriguez Jorge Torres
Nays:	None
Absent:	Sara Andreas Olivia Quintero Vito Campanile

Motion carried

V. Adjournment

Winifred Rodriguez moved seconded by Slagiana Aleksikj to adjourn at 5:02 p.m.

Upon Voice Vote there were 4 Ayes, 0 Nays, 3 Absent

Sara Andreas, Secretary

Jorge Torres, President

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
LYONS ELEMENTARY SCHOOL DISTRICT 103
George Washington Middle School, Cafeteria
8101 Ogden Avenue, Lyons, Il 60534 at 6:00 P.M.
Tuesday, November 22, 2022

I. Call to Order

The regular meeting of the Board of Education was called to order at 6:05 p.m. by President Jorge Torres.

II. Roll Call

Members Physically Present:

Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Absent:

Sara Andreas
Vito Campanile
Winifred Rodriguez

III. Reading of Communications

None

IV. Year-to-Date Financials

President Torres stated the financials are attached to the agenda for the public to view.

V. Superintendent Report

Superintendent Rivera reported on the annual tri-conference and professional development that he attended. He thanked the Board for allowing him to attend the conference.

VI. Public Comment

None

VII. Consent Agenda

Olivia Quintero moved seconded by Slagiana Aleksikj to approve the Consent Agenda, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Olivia Quintero Mario Ramirez Jorge Torres
Nays:	None
Absent:	Sara Andreas Vito Campanile Winifred Rodriguez

Motion carried

- A. Authorize Payment of Monthly Bills for November 2022
 1. Board Bills, November 2022
 2. Activity Funds November 2022
- B. Approval of Minutes
 1. Regular Minutes of October 25, 2022
- C. Approval of Personnel Hires/Resignations/Leaves List #11.22.22
- D. Second Reading of Policies
 1. Policy 5:150 - Personnel Records
 2. Policy 5:180 - Temporary Illness or Temporary Incapacity
 3. Policy 5:185 - Family and Medical Leave
 4. Policy 5:200 - Terms and conditions of Employment and Dismissal
 5. Policy 5:210 - Resignations
 6. Policy 5:220 - Substitute Teachers
 7. Policy 5:250 - Leaves of Absence
 8. Policy 5:270 - Employment At-Will, Compensation, and Assignment
 9. Policy 5:290 - Employment Termination and Suspensions
 10. Policy 5:300 - Schedules and Employment Year
 11. Policy 5:320 - Evaluation
 12. Policy 5:330 Sick Days, Vacation, Holidays, and Leaves
 13. Policy 5:35 - Compliance with the Fair Labor Standards Act
 14. Policy 5:60 - Expenses
 15. Policy 5:70 - Religious Holidays
 16. Policy 5:80 - Court Duty
 17. Policy 6:140 - Education of Homeless Children
 18. Policy 6:290 - Homework
 19. Policy 6:80 - Teaching About Controversial Issues
 20. Policy 7:15 - Student and Family Privacy Rights
 21. Policy 8:110 - Public Suggestions and Concerns

VIII. Discussion

IASB Tri-Conference

Board Members Olivia Quintero and Slagiana Aleksikj gave brief reports on the sessions they attended at the Tri-Conference.

IX. Action Items

Estimated Tax Levy and Authorize Publication of Truth-in-Taxation Hearing Notice for the 2022 Tax Levy

Olivia Quintero moved seconded by Mario Ramirez to approve the approve that the Administration be directed to execute the following actions in accordance with current Illinois Truth-In-Taxation guidelines: 1) Schedule a Public Hearing on the 2022 School District 103 Tax Levy Request at the beginning of the Regular Board Meeting on December 13, 2022 at 6:00 p.m.; 2) Direct the Administration to make a copy of the 2022 Estimated Tax Levy in the amount of \$24,375,255 to be available for public inspection in the Administrative Offices at 4100 Joliet Avenue, Lyons, Illinois no less than 20 days prior to said Public Hearing; and 3) To cause a Notice of Public Hearing on the 2022 Levy to be published in a local paper no more than 14 days nor less than 7 seven days prior to the commencement of the public hearing in the proper Truth-In-Taxation format.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Olivia Quintero Mario Ramirez Jorge Torres
Nays:	None
Absent:	Sara Andreas Vito Campanile Winifred Rodriguez

Motion carried

X. Closed Session

Olivia Quintero moved seconded by Mario Ramirez to go into Closed Executive Session at 6:12 p.m. to discuss collective negotiating matters between the public body and its employees or their representatives, and/or deliberations concerning salary schedules for one or more classes of employees, pursuant to Section 2(c)(2) of the Open Meetings Act, 5 ILCS 120/2(c)(2); and pending litigation pursuant to Section 2(c)11 of the Open Meetings Act, 5 ILCS 120/2(c)(11).

Upon Roll Call:

Ayes: Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Nays: None

Absent: Sara Andreas
Vito Campanile
Winifred Rodriguez

Motion carried

XI. Return to Open Session

Olivia Quintero moved seconded by Mario Ramirez to return to Open Session at 6:27 p.m.

Upon Roll Call:

Ayes: Slagiana Aleksikj
Olivia Quintero
Mario Ramirez
Jorge Torres

Nays: None

Absent: Sara Andreas
Vito Campanile
Winifred Rodriguez

Motion carried

XII. Action Item

Approval of Custodial Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 from July 1, 2022 thru June, 2025

Olivia Quintero moved seconded by Mario Ramirez to approve the Custodial Collective Bargaining Agreement Between Lyons School District 103 and SEIU Local 73 from July 1, 2022 thru June 30, 2025.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Olivia Quintero Mario Ramirez Jorge Torres
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Nays:	None
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Absent:	Sara Andreas Vito Campanile Winifred Rodriguez
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Motion carried

XIII. Adjournment

Olivia Quintero moved seconded by Mario Ramirez to adjourn at 6:27 p.m.

Upon Voice Vote there were 4 Ayes, 0 Nays, 3 Absent

Sara Andreas, Secretary

Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103
PERSONNEL – HIRES/LEAVES/RETIREMENT (December 13, 2022)
List #12-13-22

APPROVAL OF EMPLOYMENT

Support Personnel

NAME	SCHOOL	POSITION	DATE	SALARY
Elysa Garcia	Edison	Girls Basketball Coach	11/30/22	\$1,430/season

APPROVAL OF LEAVES

NAME	SCHOOL	POSITION	DATE
Yesenia Trujillo	GWMS	Nurse	12/23/22-3/8/23 (previously approved on 11/22/23) Extended Leave (for approval): 3/9/23-5/26/23

APPROVAL OF RESIGNATIONS

NAME	SCHOOL	POSITION	DATE
Carolyn Frame	Costello	Library Media Specialist	12/5/22

APPROVAL OF RETIREMENT

NAME	SCHOOL	POSITION	DATE
Christine Kosinski	Edison	Paraprofessional	5/26/22
Julie Marcinkiewicz	GWMS	Secretary	6/30/23

Approved By:

Sara Andreas, Secretary

Dated:

Jorge Torres, President

BOARD OF EDUCATION

2:100 Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

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

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) ([30 ILCS 708/](#)) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

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

LEGAL REF.:

[5 ILCS 420/4A-101.5](#), [420/4A-105](#), [420/4A-106.5](#), and [420/4A-107](#).

[30 ILCS 708/](#), Grant Accountability and Transparency Act.

[50 ILCS 105/3](#).

[105 ILCS 5/10-9](#).

[2 C.F.R. §200.318\(c\)\(1\)](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

Adopted: January 28, 2020

Lyons Elementary School District 103

Document Status: Draft Update

BOARD OF EDUCATION

2:105 Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss ⁷¹business.

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

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

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under [26 U.S.C. §501\(c\)\(3\)](#).

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the

alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, [5 ILCS 430/1-5](#).

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

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

Prohibited source means any person or entity who⁷³

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.:

105 ILCS 5/22-930 (final citation pending). [PRESSPlus1](#)

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

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated with the final citation for 105 ILCS 5/22-93, added by P.A. 102-327 and renumbered by P.A. 102-813, establishing a gift ban for school guidance counselors. **Issue 110, October 2022**

Document Status: Draft Update

BOARD OF EDUCATION

2:210 Organizational Board of Education Meeting

During a March meeting in odd-numbered years, the Board of Education establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within ~~40~~^{PRESSPlus1} days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. At the organizational meeting, the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*.
2. The new Board members shall be seated.
3. The Board shall elect its officers, who assume office immediately upon their election.
4. The Board shall fix a time and date for its regular meetings.

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

LEGAL REF.:

~~10 ILCS 5/2A-1 et seq.~~ 105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.

10 ILCS 5/2A-1 et seq., Election Code.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

~~ADOPTED: December 15, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-16, amended by P.A. 102-798, extending the timeframe in which a board must hold its organizational meeting from 28 to 40 days after the consolidated election. **Issue 110, October 2022**

Document Status: Draft Update

BOARD OF EDUCATION

2:265 Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(11~~9~~), *domestic violence* as defined in 34 U.S.C. §12291(a)(12~~8~~), or *stalking* as defined in 34 U.S.C. §12291(a)(36~~9~~). [PRESSPlus1](#)

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

Definitions from [34 C.F.R. §106.30](#)

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

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

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

Title IX Coordinator:

Name

Stephanie Koenig

Address

4100 Joliet Avenue, Lyons, IL 60534

Email

koenigs@lyons103.org

Telephone

(708) 783-4100

Processing and Reviewing a Report or Complaint

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

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

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

Enforcement

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

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

Retaliation Prohibited

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

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

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

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional 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)

Adopted: December 15, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to changed citations to the definitions of *dating violence*, *domestic violence*, and *stalking* from the 2022 reauthorization of the Violence Against Women Act (VAWA). The policy uses the updated VAWA citations, although the Title IX regulations at 34 C.F.R. §106.30, which contain pinpoint citations to VAWA, have not been updated. **Issue 110, October 2022**

Document Status: Draft Update

OPERATIONAL SERVICES

4:10 Fiscal and Business Management

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

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

Budget Planning

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

Preliminary Adoption Procedures

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

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

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

At the public hearing, the proposed budget shall be reviewed, including the cash reserve balance of all funds held by the District related to its operational levy and, if applicable, any obligations secured by those funds. PRESSPlus1 and the public shall be invited to comment, question, or advise the Board.

Final Adoption Procedures

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

meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy. [PRESSPlus2](#)
4. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
5. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

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

Budget Amendments

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

Implementation

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

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.:

[105 ILCS 5/10-17](#), [5/10-22.33](#), [5/17-1](#), [5/17-1.2](#), [5/17-1.3](#), [5/17-2A](#), [5/17-3.2](#), [5/17-11](#), [5/20-5](#), [5/20-8](#), and [5/20-10](#).

[35 ILCS 200/18-55](#) *et seq.*, Truth in Taxation Law.

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

~~ADOPTED: December 15, 2014~~

PRESSPlus 1. Updated in response to 105 ILCS 5/17-1.3, added by P.A. 102-895, requiring districts to disclose this cash reserve balance information “at the public hearing at which the district certifies its budget and levy for the taxable year.” The statute does not specify the manner in which the disclosure must be made; for ease of administration, the added text manages disclosure at the budget hearing by including it in the budget review. To provide evidence of compliance, consider as a best practice recording this disclosure in the board meeting minutes and/or presenting it in writing. The term *operational levy* is not defined in the statute, but it may refer to a district’s *operating funds*, which Ill. State Board of Education rules define as the Educational, Operations and Maintenance, Transportation, and Working Cash funds. 23 Ill. Admin.Code §100.20. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/17-1.3, added by P.A. 102-895. Consult the board attorney about the meaning of the *public hearing* for the levy and if the disclosure must always be made at the board meeting at which the board certifies the district’s levy, or only in those instances where notice and a *public hearing* are required by the Truth in Taxation Law. 35 ILCS 200/18-70. Similar to the disclosure of cash reserves made at the budget hearing, a district may want to manage compliance for the levy hearing by incorporating the information into the presentation of the levy at the board meeting. **Issue 110, October 2022**

Document Status: Draft Update

OPERATIONAL SERVICES

4:140 Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

All school student fees and fines [PRESSPlus1](#) as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. ~~Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.~~

Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines. [PRESSPlus2](#) and that applications for ~~fee~~ waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; [PRESSPlus3](#) or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a); [PRESSPlus4](#)

The Superintendent or designee will give additional consideration when ~~fee~~ one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements ~~must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).~~ [PRESSPlus5](#)

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.:

42 U.S.C. §11434a, McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.

[23 Ill.Admin.Code §1.245](#) [*may contain unenforceable provisions*].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:140 (Education of Homeless Children)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-805, eff. 1-1-23, requiring districts to waive fees and fines, including fines for the loss of school property, for all eligible students. While districts are only required to waive fines for the *loss* of school property and not the *damage* of school property, this policy extends fine waivers to both for ease of implementation and to encourage students to return school property even if damaged (instead of claiming property is lost to avoid a fine). **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/10-20.13(b), as amended by P.A. 102-805, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 3. Updated in response to 105 ILCS 5/10-20.13, amended by P.A. 102-1032. 105 ILCS 5/10-20.13(b), as amended by P.A. 102-1032, does not specify whether the *income* at or below 200% of the federal poverty line is the household income or solely the income of the veteran/active-duty military parent/guardian. Consult the board attorney for guidance. **Issue 110, October 2022**

PRESSPlus 4. Updated in response to 105 ILCS 5/10-20.13(b), amended by P.A. 102-805, eff. 1-1-23, adding homeless children and youth as students eligible for fee and fine waivers. See also non-regulatory guidance at www.isbe.net/Documents/guidance_reg.pdf, which states that students who are homeless, migrant, in foster care, runaway, or participating in Head Start are categorically eligible for school fee waivers. **Issue 110, October 2022**

student's application for, eligibility for, or participation in the federal free meals program, see sample exhibit 4:140-E1, *Application for Fee Waiver*. For districts that tie the application process to the federal free meals program application and only ask for *verification* in accordance with the meals program, see sample exhibit 4:140-E2, *Application for Fee Waiver Based on Federal Free Meals Program*. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Document Status: Draft Update

OPERATIONAL SERVICES

4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

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

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

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student^{PRESSPlus1} boundary violations pursuant to policy 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics*; Code of Professional Conduct; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:

- a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;
 - b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.:

[105 ILCS 5/10-23.13](#), [5/22-85.5](#), [5/27-9.1a](#), and [5/27-13.2](#).

[105 ILCS 110/3](#), Critical Health Problems and Comprehensive Health Education Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/11-25](#), Criminal Code of 2012.

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

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated throughout to align with changes made to 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, in response to *Faith's Law*, 105 ILCS 5/22-85.5, added by P.A. 102-676. **Issue 110, October 2022**

Document Status: Draft Update

General Personnel

5:100 Staff Development Program

Please refer to the applicable collective bargaining agreement(s). [PRESSPlus1](#)

For employees not covered by a current applicable bargaining agreement:

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 include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) training as follows (see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect.
2. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
3. By January 31, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

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. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
11. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
12. For nurses, administrators, school 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.
13. For all District staff, annual sexual harassment prevention training.
14. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment*

Grievance Procedure):

- 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](#).

[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](#), [5/10-23.13](#), [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](#).

(Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; 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: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Per a review of your collective bargaining agreement(s), this language has been updated.

Document Status: Draft Update

Professional Personnel

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional 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, [PRESSPlus1](#) Personal Leave, Leave of Absence Without Pay, ~~Leave of Absence Without Pay~~, Child-Rearing Leave

Please refer to the applicable collective bargaining agreement(s).

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

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

FamilyChild Bereavement Leave [PRESSPlus2](#)

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take familychild bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the FamilyChild Bereavement Leave Act. Eligible employees may use familyChild bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child a covered family member, which includes an employee's child, stepchild, domestic partner, [PRESSPlus3](#) sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (2) making arrangements necessitated by the death of the staff member's child covered family member, or (3) grieving the death of the staff member's child covered family member, without any adverse employment action, or (4) absence from work due to a Significant Event, [PRESSPlus4](#) which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An

employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

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

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave

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

Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

School Visitation Leave

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

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

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

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

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

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

Leave to Serve as an Election Judge

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

COVID-19 Paid Administrative Leave [PRESSPlus5](#)

During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave is available to eligible employees if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.

For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 [PRESSPlus6](#) as defined in 105 ILCS 5/10-20.83 (final citation pending).
[Q1](#)

The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.

As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. [PRESSPlus7](#) An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.

LEGAL REF.:

105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5.

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: March 22, 2022

Questions and Answers:

***Required Question 1. Does the board require fully vaccinated employees to participate in a district COVID-19 testing program?

No. (Default)

Yes. (IASB will add "and participate in the District's COVID-19 testing program" to the end of this sentence.)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-697, requires districts to return sick leave used by a fully vaccinated teacher for a qualifying COVID-19 related reason during the 2021-2022 school year, provided the teacher was "fully vaccinated against COVID-19" by 5-10-22. The law prohibits districts from rescinding the returned sick leave in the event the definition of "fully vaccinated against COVID-19" is later updated by the Centers for Disease Control and Prevention (CDC) or the Ill. Dept. of Public Health (IDPH) to include recommended booster doses. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to the Family Child Bereavement Act, 820 ILCS 154/, amended by P.A. 102-1050, eff. 1-1-23, expanding the entitlement to unpaid bereavement leave to *covered family members*, and to include absences related to unsuccessful pregnancies and adoptions. The employer may require reasonable documentation as specified in 105 ILCS 154/10(d), amended by P.A. 102-1050, eff. 1-1-23, but may not require that an employee identify which specific category under item (4) in the first paragraph of this subhead pertains to the leave. **Issue 110, October 2022**

PRESSPlus 3. *Domestic partner*, when used to refer to an unmarried employee, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state, or (2) an unmarried adult who is in a committed, personal relationship with the employee, who is not a domestic partner as described in item (1) and who the employee designates as that employee's domestic partner. 820 ILCS 154/5, amended by P.A. 102-1050, eff. 1-1-23. **Issue 110, October 2022**

PRESSPlus 4. Note the term *Significant Event* does not appear in the statute; it is included in this policy text as a shorthand term to refer to those events listed in 820 ILCS 154/10(a)(4). **Issue 110, October 2022**

PRESSPlus 5. Required by 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697. Whether some or all of the COVID-19 related reasons listed in 105 ILCS 5/10-20.83(b) and (c) (final citation pending) apply will depend upon current health guidance and/or rules. The law requires that this leave also be provided retroactively to an employee for a qualifying reason *prior* to 4-5-22 if the employee was fully vaccinated by 5-10-22. The law prohibits districts from rescinding the paid leave if the definition of “fully vaccinated against COVID-19” is later updated by the CDC or IDPH to include recommended booster doses.

Consult the board attorney for guidance about whether the board must accommodate an employee’s religion or disability by exempting the employee from the COVID-19 vaccination prerequisite in 105 ILCS 5/10-20.83 (final citation pending), added by P.A. 102-697, and/or if the board and union may agree that this leave will extend to all unvaccinated employees. Title VII of the Civil Rights Act of 1964 requires employers to accommodate an employee’s sincere religious objection to an employer vaccination requirement unless doing so would be an “undue hardship” on the employer. 42 U.S.C §2000e(j). Similarly, the Americans with Disabilities Act requires an employer to exempt an employee with a disability (including pregnancy-related disability) from a safety-related standard, such as a vaccination requirement, unless the employee poses a *direct threat* to the health or safety of the employee or others while on the job. 29 C.F.R. §1630.2(r). See also the U.S. Equal Employment Opportunity Commission guidance document, *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws*, at: www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws. **Issue 110, October 2022**

PRESSPlus 6. “Fully vaccinated against COVID-19” means: (1) two weeks after receiving the second dose in a two-dose series of a COVID-19 authorized for emergency use, licensed, or otherwise approved by the U.S. Food and Drug Administration (FDA), or (2) two weeks after receiving a single dose of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA. If the Centers for Disease Control and Prevention (CDC) later revises the definition of “fully vaccinated against COVID-19” to include booster doses, and the Ill. Dept. of Public Health (IDPH) adopts the CDC’s revised definition, then employees will have five weeks after IDPH’s action to receive a booster (if eligible) to remain eligible for COVID-19 paid administrative leave. 105 ILCS 5/10-20.83(g) (final citation pending), added by P.A. 102-697. **Issue 110, October 2022**

PRESSPlus 7. This sentence is optional. 105 ILCS 5/10-20.83(d) (final citation pending), added by P.A. 102-697. It is a best practice for boards to require appropriate documentation to verify employee eligibility for the leave benefit. **Issue 110, October 2022**

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Paraprofessionals and teacher aides are noncertificated personnel with supervised instructional duties; the terms are synonymous. Service as a paraprofessional or teacher aide requires a *statement of approval* issued by the Illinois State Board of Education (ISBE), unless the individual holds any certificate indicative of completion of at least a bachelor's degree or a provisional vocational certificate, is completing an approved clinical experience, and/or is student teaching.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Nonlicensed certificated and Unlicensed ^{PRESSPlus1} Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed certificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule. ^{PRESSPlus2}
or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a nonlicensed certificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an

association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.:

[34 C.F.R. §200.58](#).

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

[625 ILCS 5/6-104](#) and [5/6-106.1](#), **Ill. Vehicle Code**.

[23 Ill.Admin.Code §§1.280](#), [1.630](#), and [25.510](#).

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

Adopted: August 25, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 23 Ill.Admin.Code §1.630(c), amended at 45 Ill.Reg. 9446 by P.A 102-894. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying Illinois and [PRESSPlus1 Learning Standards](#).

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

Quality Assurance

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

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1, Subpart A](#): Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1, Appendix D, amended at 45 Ill.Reg. 13180. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.56, 5/10-20.46, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, and 5/27-20.2, and 20/1. [PRESSPlus1](#)

10 ILCS 5/11-4.1, [Election Code](#).

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:50 School Wellness

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

The Superintendent will ensure:

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

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See policies 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Ill. State Board of Education (ISBE).

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

school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

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

Exempted Fundraising Day (EFD) Requests

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

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

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan

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

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

Monitoring

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

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy

- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

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

LEGAL REF.:

[Pub. L. 108-265](#), Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

[42 U.S.C. §1771](#) *et seq.*, Child Nutrition Act of 1966.

[42 U.S.C. §1751](#) *et seq.*, National School Lunch Act.

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010.

[42 U.S.C. §1779](#), as implemented by [7 C.F.R. §§210.11](#) and [210.31](#).

50 ILCS 205/1, Local Records Act.

105 ILCS 5/2-3.139 and 5/2-3.189. [PRESSPlus1](#)

[23 Ill.Admin.Code Part 305](#), Food Program.

ISBE's *School Wellness Policy* Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the [First Amendment to the Constitution](#) of the United States.
4. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. In addition, in all grades, bullying prevention and gang resistance education and training must be taught.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and

sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

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

13. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the

American civil rights renaissance, as well as the struggles and contributions of African-Americans.

17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

[47 C.F.R. §54.520](#).

[5 ILCS 465/3](#) and [465/3a](#).

[20 ILCS 2605/2605-480](#).

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73-79 (final citation pending), 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, [5/27-23.16](#), 5/27-24.1, and 5/27-24.2. [PRESSPlus1](#)

[105 ILCS 110/3](#), Comprehensive Health Education Program.

[105 ILCS 435/](#), Vocational Education Act.

[625 ILCS 5/6-408.5](#), III. Vehicle Code.

[23 Ill.Admin.Code §§1.420](#), [1.425](#), [1.430](#), and [1.440](#).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior); 7:260 (Exemption from Physical Education)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:65 Student Social and Emotional Development

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

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

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

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

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

LEGAL REF.:

Children's Mental Health Act of 2003, 405 ILCS 49/.[PRESSPlus1](#)

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response To Bullying, Intimidation, and Harassment) , 7:250 (Student Support Services)

Adopted: July 10, 2019

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:250 Community Resource Persons and Volunteers

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:

[105 ILCS 5/10-22.34](#), [5/10-22.34a](#), and [5/10-22.34b](#).

720 ILCS 5/12C-50.1, Failure to Report Hazing.

730 ILCS 150/1 et seq., Sex Offender Registration Act.

730 ILCS 152/101 et seq., Sex Offender Community Notification Law.

730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.

730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, amended by P.A. 102-894. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:255 Assemblies and Ceremonies

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

While ~~the~~ the District respects an individual's brief, quiet, personal religious observance(s), [PRESSPlus1](#) it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.

LEGAL REF.:

[Lee v. Weisman](#), 505 U.S. 577 (1992).

[Santa Fe Independent Sch. Dist. v. Doe](#), 530 U.S. 290 (2000).

[Kennedy v. Bremerton Sch. Dist.](#), 142 S.Ct. 2407 (2022).

Jones v. Clear Creek Independent Sch. Dist., 930 F.2d 416 (5th Cir. 1991), *cert. granted, judgement vacated*, 505 U.S. 1215 (1992), *remand*, 977 F.2d 963, *reh'g denied*, 983 F.2d 234 (5th Cir. 1992), and *cert. denied*, 508 U.S. 967 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to [Kennedy v. Bremerton Sch. Dist](#), 142 S.Ct. 2407 (2022), where the Supreme Court held that a football coach had a right to pray on the 50-yard line after games, even though still on duty, because he was engaged in a "brief, quiet, personal religious observance doubly protected by the Free Exercise and Free Speech Clauses of the First Amendment." Consult the board attorney if considering a policy or practice of prohibiting employees from engaging in private prayer in the presence of students. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, *Student and Family Privacy Rights*.

~~Persons~~ Parents/guardians, employees, and community members ^{PRESSPlus1} who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy ~~should~~ ^{may} file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

~~Persons~~ Parents/guardians, employees, and community members with ~~all~~ other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection Form*. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Superintendent or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of the District's decision. ^{PRESSPlus2}

LEGAL REF.:

[20 U.S.C. §1232h](#), Protection of Pupil Rights Amendment.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. Updated to limit the scope of complainants in this policy to parents/guardians, employees, and community members in alignment with sample **PRESS** policy 2:260, *Uniform Grievance Procedure*. **Issue 110, October 2022**

PRESSPlus 2. Optional sentence; updated in response to **PRESS** Advisory Board (PAB) member feedback regarding the need for districts to have processes in place to address an increasing number of curriculum objections. It strengthens the policy's connection to IASB's *Foundational Principles of Effective Governance*. See www.iasb.com/conference-training-and-events/training/training-resources/foundational-principles-of-effective-governance. For criteria that can be used in reviewing curriculum objections, see sample administrative procedure, 6:260-AP, *Responding to Complaints About Curriculum, Instructional Materials, and Programs*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, [5/2-3.64a-15](#), 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1. [PRESSPlus1](#)

23 Ill. Admin. Code §§1.30(b) and §375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

Equal Educational Opportunities

7:10-E Exhibit - Equal Educational Opportunities Within the School Community

The School District welcomes diversity in its schools. Policy 7:10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
3. 7:10, *Equal Educational Opportunities*, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.
4. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
5. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
6. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.
7. 7:165, *Student Uniforms*, encourages students to wear school uniforms in order to maintain and promote orderly school functions, school safety, and a positive learning environment, if adopted.
8. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.
9. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
10. 7:330, *Student Use of Buildings - Equal Access*, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions. [PRESSPlus1](#)
11. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED: September 22, 2016

PRESSPlus Comments

PRESSPlus 1. Policy 7:330 is not included in the Board's policy manual, and it only applies to districts with high school students. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:50 School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade

level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services (DCFS) when enrolling in or changing schools. The District's liaison ensures that DCFS' Office of Education and Transition Services receives all written notices and records pertaining to students in the legal custody of DCFS as required by State law. [PRESSPlus1](#)

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

LEGAL REF.:

[8 U.S.C. §1101](#), Illegal Immigrant and Immigrant Responsibility Act of 1996.

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[20 U.S.C. §1400](#) *et seq.*, Individuals With Disabilities Education Improvement Act.

[29 U.S.C. §794](#), Rehabilitation Act of 1973, Section 504.

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

[105 ILCS 5/2-3.13a](#), [5/10-20.12](#), [5/10-20.59](#), [5/10-22.5a](#), [5/14-1.02](#), [5/14-1.03a](#), [5/26-1](#), [5/26-2](#), [5/27-8.1](#).

[105 ILCS 10/8.1](#), Ill. School Student Records Act.

[105 ILCS 45/](#), Education for Homeless Children Act.

[105 ILCS 70/](#), Educational Opportunity for Military Children Act.

[325 ILCS 50/](#), Missing Children Records Act.

[325 ILCS 55/](#), Missing Children Registration Law.

[410 ILCS 315/2e](#), Communicable Disease Prevention Act.

[20 Ill.Admin.Code Part 1290](#), Missing Person Birth Records and School Registration.

[23 Ill.Admin.Code Part 226](#), Special Education.

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: 4:110 (Transportation); 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1.

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, [PRESSPlus1](#) family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff

members or other people who may have information about the reasons for the student's attendance problem.

7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Monitoring [PRESSPlus2](#)

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

LEGAL REF.:

[105 ILCS 5/22-92 and 5/26-1 through 18.](#)

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242 and 1.290.](#)

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1 and 5/26-2a, amended by P.A. 102-891, eff. 1-1-23, requiring that, subject to Ill. State Board of Education (ISBE) guidelines, middle and high school students be permitted one school day-long excused absence per school year to engage in a *civic event*, defined as “an event sponsored by a non-profit organization or governmental entity that is open to the public. *Civic event* includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. Schools may require students to provide an appropriate administrator with reasonable advance notice of the intended absence and documentation of participation. **Issue 110, October 2022**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-92(b), added by P.A. 102-157 and renumbered by P.A. 102-813; 23 Ill.Admin.Code §207.30(a), requiring that every two years a board update its absenteeism and truancy policy and file it with the Ill. State Board of Education and the regional superintendent of schools [or Intermediate Service Center Executive Director, whichever is appropriate].

The policy must contain all requirements of 105 ILCS 5/22-92, indicate the date of adoption (by month, day, and year) and any revision dates, and be filed electronically by September 30 each review year through ISBE’s Web Application Security (IWAS) system. 23 Ill.Admin.Code §§207.20(a), 207.30(a). If, after review and re-evaluation of the policy, the district determines that no updates are necessary, either a copy of board minutes clearly indicating the policy was re-evaluated and no changes were deemed necessary or a signed statement from the board president indicating the policy was re-evaluated and no changes were deemed necessary must be submitted to IWAS. 23 Ill.Admin.Code §207.30(a)(3). ISBE has stated that for districts that update the adoption date listed on a policy whenever the policy is updated, the date of adoption is sufficient to also indicate the revision date. See ISBE's *Absenteeism and Truancy Policy FAQ*, at: www.isbe.net/Documents/Absenteeism-Truancy-Policy-FAQ.pdf.

ISBE rules implementing this requirement were published in the Ill. Register in October 2022 but provide that “[n]o later than September 30, 2022, or no later than September 30 of the first full school year a school becomes subject to this Part, each school or district must file the policy through the State Board of Education’s Web Application Security (IWAS), and must submit an updated policy every two years thereafter by no later than September 30 of the year due.” 23 Ill.Admin.Code §207.30(a). ISBE informed the **PRESS** Editors that due to the late publication date, the submission deadline for the 2022-2023 school year is extended to 1-13-23, and the September 30 submission deadline is not operative until the 2023-2024 school year. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

As required by District 103: TB Test

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after the first day of

school shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by the first day of school may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after the first day of school. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease*, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining

physician, advanced practice registered nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

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

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1, Lead Poisoning Prevention Act. [PRESSPlus1](#)

410 ILCS and 315/2e, Communicable Disease Prevention Act.

23 Ill.Admin.Code §1.530.

77 Ill. Admin.Code Part 664, Socio-Emotional and Developmental Screening.

77 Ill.Admin.Code Part 665, Child and Student Health Examination and Immunization.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

Adopted: October 26, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

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.

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

meant to be illustrative and non-exhaustive.

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, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

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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**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including

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

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is 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. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, ~~or a signed statement from the board~~; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

- b. 2:265, *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 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.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#)(b-20), [5/24-24](#), and [5/27-23.7](#).

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

[775 ILCS 5/1-103](#), Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, ~~and §1.280~~, and 1.295. [PRESSPlus1](#)

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~~ [Anaphylaxis Prevention, Response, and Management Program](#)), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: March 22, 2022

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

The District provides a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools. [PRESSPlus1](#)

The following student support services may be provided by the School District:

1. Guidance and school counseling services.
2. ~~A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.~~

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse and grooming behaviors, [PRESSPlus2](#) along with District and community-based options for victims of sexual abuse and grooming behaviors to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

LEGAL REF.:

105 ILCS 5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).

405 ILCS 49/, Children's Mental Health Act ~~of 2003~~.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Disease), 7:340 (Student Records)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-20.59,¹³⁶ amended by P.A. 102-199. **Issue 110, October**

2022

PRESSPlus 2. Updated to align with *Erin's Law*, 105 ILCS 10-23.13, amended by P.A. 102-610. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:285 Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. Students at risk for anaphylaxis benefit from a Board of Education policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for the District to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

The Superintendent or designee shall develop and implement an Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

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

Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors reviews and makes any necessary updates to this policy at least ¹³⁸once every three years by conducting a review

and reevaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions. review and any necessary updates. [PRESSPlus1](#)

LEGAL REF.:

105 ILCS 5/2-3.190~~82~~, 5/10-22.39(e), and 5/22-30.

[23 Ill.Admin.Code §1.540.](#)

Anaphylaxis Response Policy for Illinois Schools, published by ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips and Recreational Class Trips), 7:180 (Prevention of and Response to Bullying, Intimidation and Harassment), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Adopted: August 23, 2022

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166\(c\)\(2\)-\(7\)](#). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social

- and emotional development in the District's educational program);
- b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
 - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
 - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
 - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

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

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the [Student Confidential Reporting Act, 5 ILCS 860/](#), Children's Mental Health Act ~~of 2003~~, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[42 U.S.C. § 1201](#) *et seq.* Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76~~3 (final citation pending)~~, [5/10-20.81](#), 5/10-22.24a, 5/10-22.24b, 5/10-22.39, ~~5/10-20.75 (final citation pending)~~, 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b, 5/27-7. [PRESSPlus1](#)

[5 ILCS 860/](#), [Student Confidential Reporting Act.](#)

[405 ILCS 49/](#), Children's Mental Health Act ~~of 2003~~.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[745 ILCS 10/](#), Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 110, October 2022**

Document Status: Draft Update

STUDENTS

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, [PRESSPlus1](#) certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique

behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act, **implemented by** 34 C.F.R. Part 99.

[50 ILCS 205/7](#), Local Records Act.

[105 ILCS 5/10-20.12b](#), [5/10-20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: March 22, 2022

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 10/5(a), amended by P.A. 102-199. The Ill. School Student Records Act does not give Ill. Dept. of Children and Family Services representatives the right to challenge student records. 105 ILCS 10/7. **Issue 110, October 2022**

Document Status: Draft Update - Rewritten

General Personnel

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

Title has been updated. Original Title: Employee Ethics; Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others. [PRESSPlus1](#)

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any. [PRESSPlus2](#)

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct. [PRESSPlus3](#)

The Superintendent or designee shall identify employee conduct standards [PRESSPlus4](#) that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy. [PRESSPlus5](#)
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*. [PRESSPlus6](#)
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

- a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*. [PRESSPlus7](#)
 5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following: [PRESSPlus8](#)
 - a. Violates expectations and guidelines for employee-student boundaries. [PRESSPlus9](#)
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926). [PRESSPlus10](#)
 - d. Engages in *grooming* as defined in 720 ILCS 5/11-25. [PRESSPlus11](#)
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* [PRESSPlus12](#) is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

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

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

Ethics and Gift Ban

in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

1. A member of the employee’s immediate family;
2. An employee’s partner; [PRESSPlus13](#) or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

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

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

PRESSPlus Comments

PRESSPlus 1. This policy is renamed in response to Faith's Law, 105 ILCS 5/22-85.5, added by P.A. 102-676, so its title explicitly references an employee code of professional conduct. It is rewritten to set forth expectations more clearly for employee behavior, including maintaining appropriate boundaries with students.

This policy largely cites 105 ILCS 5/22-85.5, a small portion of the *Faith's Law* package. *Faith's Law* is the entirety of Public Act 102-676, which closed significant legal loopholes related to combating grooming by: (1) broadening the definition of grooming prohibited by the Criminal Code of 2012 (720 ILCS 5/11-25); (2) authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act (325 ILCS 5/3); and (3) requiring the Ill. State Board of Education (ISBE) to, by 7-1-23, develop and maintain a resource guide for students, parents/guardians, and teachers about sexual abuse response and prevention resources available in their community (105 ILCS 5/2-3.188). A *Faith's Law* trailer bill, P.A. 102-702, eff. 7-1-23, further combats grooming by amending School Code provisions related to district and third-party contractor hiring practices, suspension and revocation of employee licenses, and criminal history records checks for prospective and current employees. **Issue 110, October 2022**

PRESSPlus 2. Required by 105 ILCS 5/22-85.5(e), added by P.A. 102-676. See sample exhibits 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, and 7:190-E2, *Student Handbook Checklist*. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/msh. The sample exhibits are available at **PRESS** Online by logging in at www.iasb.com. **Issue 110, October 2022**

PRESSPlus 3. See 105 ILCS 5/22-85.5(b), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 4. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 5. 105 ILCS 5/22-85.5(d)(1), added by P.A. 102-676; 23 Ill.Admin.Code Part 22. 105 ILCS 5/22-85.5(d)(1) requires boards to incorporate ISBE's *Code of Ethics for Illinois Educators* in their policies. Prior to this law requiring boards to incorporate the *Code* by reference, this policy incorporated it to demonstrate a board's commitment to the *Code's* principles, potentially allowing a board to enforce the *Code* independently from any action taken by the State Superintendent. **Issue 110, October 2022**

PRESSPlus 6. 105 ILCS 5/22-85.5(d)(5), added by P.A. 102-676, requires districts to reference required employee training related to child abuse and educator ethics in its employee professional conduct policy. **Issue 110, October 2022**

PRESSPlus 7. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. See also 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 110, October 2022**

PRESSPlus 8. Required by 105 ILCS 5/22-85.5(f), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 9. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 110, October 2022**

PRESSPlus 10. Required by 105 ILCS 5/22-85.5(d)(4), added by P.A. 102-676. **Issue 110, October 2022**

PRESSPlus 11. 720 ILCS 5/11-25(a), amended by P.A. 102-676, defines *grooming* as follows: "A person commits grooming when he or she knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child's guardian, or another person believed by the person to be a child or a child's guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, 'child' means a person under 17 years of age." **Issue 110, October 2022**

PRESSPlus 12. Required by 105 ILCS 5/22-85.5(d)(2), added by P.A. 102-676. This definition of *sexual misconduct* is adapted from 105 ILCS 5/22-85.5(c), added by P.A. 102-676. It results from collaboration to implement some recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information. **Issue 110, October 2022**

PRESSPlus 13. The law does not define *partner*, consult the board attorney about whether this term includes domestic partners, business partners, or both. **Issue 110, October 2022**

RESOLUTION TO LEVY PROPERTY TAXES FOR 2022

WHEREAS, the Board of Education of Lyons School District 103 ("Board"), Cook County, Illinois, is authorized by Section 5/17-2(2) of the School Code [105 ILCS 5/17-2(2)] to levy, by proper resolution, a special tax for educational purposes;

WHEREAS, the Board is authorized by Section 5/17-2(5) of the School Code [105 ILCS 5/17-2(5)] to levy, by proper resolution, a special tax for operations and maintenance purposes;

WHEREAS, the Board is authorized by Section 5/17-2(5) of the School Code [105ILCS; 5/17-2(5)] to levy, by proper resolution, a special tax for transportation purposes;

WHEREAS, the Board is authorized by Section 7-171(b) (2) of the Pension Act, as amended by Public Act 89-329 [40 ILCS 5/7-171 (b) (2)] effective August 17, 1995, to levy a tax in an amount reasonably calculated at the time of levy to provide for the school district contributions under Section 7-172 to the Illinois Municipal Retirement Fund;

WHEREAS, the Board is authorized by Section 5/21-110 of the Pension Code [10 ILCS 5/21-110] to levy by proper resolution, a special tax for social security purposes.

WHEREAS, the Board is authorized by Section 5/17-2.5 of the School Code [105 ILCS 5/17-2.5] to levy, by proper resolution, a special tax for tort immunity purposes;

WHEREAS, the board is authorized by Section 20-3 of the School Code [105 ILCS 5/20-3] to levy, by proper resolution, a special tax for working cash fund purposes;

WHEREAS, the Board is authorized by Section 5/17-2.2a of the School Code {105 ILCS 5/17-2.2a] to levy, by proper resolution, a special tax for special education purposes; and

WHEREAS, the Board is authorized by Section 17-2.11 of the School Code [105 ILCS 5/17-2.11] to levy, by proper resolution, a special tax for fire prevention, safety, and energy conservation purposes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Lyons School District 103, Cook County, Illinois as follows:

Section 1: For the ensuing year, the County Clerk of Cook County, Illinois is hereby authorized and directed to extend, and therefore is hereby levied, the following special taxes on behalf of this school District:

- a) The sum of \$17,189,000 to be levied as a special tax for educational purposes;
- b) The sum of \$2,367,000 to be levied as a special tax for operations and maintenance purposes;
- c) The sum of \$281,000 to be levied as a special tax for transportation purposes;
- d) The sum of \$94,000 to be levied as a special tax for Working Cash purposes;
- e) The sum of \$332,000 to be levied as a special tax for Illinois Municipal Retirement Fund purposes;
- f) The sum of \$332,000 to be levied as a special tax for Social Security purposes;
- g) The sum of \$347,000 to be levied as a special tax for tort immunity purposes;
- h) The sum of \$1,715,000 to be levied as a special tax for Special Education Program purposes; and
- i) The sum of \$308,000 to be levied as a special tax for fire prevention and safety purposes.

Section 2: The amounts of money levied under Section 1, and as indicated on the Certificate of Tax Levy, attached to and made a part of this resolution shall be raised by special taxes for the various purposes as in the Certificate of Tax Levy indicated for the ensuing year.

Section 3: The President and Secretary are hereby authorized and directed to sign the Certificate and file or cause the same to be filed with the County Clerk of Cook County, Illinois, on or before the last Tuesday of December of 2022.

Section 4: This resolution shall be in full force and effect upon its adoption.

ADOPTED this 13th day of December 2022.

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

BY: _____
Jorge Torres, President

ATTEST:

Sara Andreas, Secretary

STATE OF ILLINOIS)
)
COUNTY OF COOK)

CERTIFICATION

I, Sara Andreas, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Lyons School District 103, Lyons, Cook County, Illinois, and as such, I am the keeper of records of the Board of Education of said District.

I further certify that the foregoing constitutes a full, true, and complete copy of the Resolution entitled "Resolution to Levy Property Taxes for 2022" and that said Resolution was duly passed and adopted at a lawfully convened and held meeting of the Board of Education of Lyons School District 103, held on December 13, 2022.

IN WITNESS WHEREOF, I hereunto affix my signature at Lyons, Illinois this 13th day of December, 2022.

DATED: This 13th day of December, 2022

By: _____
Sara Andreas, Secretary

Original:
 Amended:

ILLINOIS STATE BOARD OF EDUCATION
 School Business and Support Services Division
 217/785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name LYONS	District Number 103	County COOK
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Amount of Levy

Educational	\$ 17,189,000	Fire Prevention & Safety *	\$ 308,000
Operations & Maintenance	\$ 2,367,000	Tort Immunity	\$ 347,000
Transportation	\$ 281,000	Special Education	\$ 1,715,000
Working Cash	\$ 94,000	Leasing	\$ 0
Municipal Retirement	\$ 332,000	Other	\$ 0
Social Security	\$ 332,000	Total Levy	\$ 22,965,000

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 17,189,000 dollars to be levied as a special tax for educational purposes; and
 the sum of 2,367,000 dollars to be levied as a special tax for operations and maintenance purposes; and
 the sum of 281,000 dollars to be levied as a special tax for transportation purposes; and
 the sum of 94,000 dollars to be levied as a special tax for a working cash fund; and
 the sum of 332,000 dollars to be levied as a special tax for municipal retirement purposes; and
 the sum of 332,000 dollars to be levied as a special tax for social security purposes; and
 the sum of 308,000 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
 the sum of 347,000 dollars to be levied as a special tax for tort immunity purposes; and
 the sum of 1,715,000 dollars to be levied as a special tax for special education purposes; and
 the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
 the sum of 0 dollars to be levied as a special tax for _____; and
 the sum of 0 dollars to be levied as a special tax for _____
 on the taxable property of our school district for the year 2022

Signed this _____ day of _____ 2022. _____
 (President)

 (Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 1.

 (Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 103, COOK County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2022 was filed in the office of the County Clerk of this County on 2022.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total levy, as provided in the original resolution(s), for said purposes for the year 2022, is \$ _____.

 (Signature of County Clerk)

 (Date)

 (County)

**RESOLUTION INSTRUCTING THE COOK COUNTY CLERK
REGARDING REDUCTION OF EXTENSION TO MEET PTELL
REQUIREMENTS FOR 2022 LEVY**

WHEREAS, 1-10 of the Property Tax Extension Limitation Law ("PTELL") provides that the Cook County Clerk shall extend a tax for the sum of a taxing district's funds that is not greater than the limiting rate; and

WHEREAS, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

WHEREAS, the Board of Education of Lyons School District No. 103, County of Cook, State of Illinois (Hereinafter, "the Board") has adopted a levy for the year 2022 for taxes for the following purposes or funds of said district: Illinois Municipal Retirement, Social Security, Transportation, Education, Life Safety, Tort Immunity, Operations and Maintenance, Working Cash, and Special Education; and

WHEREAS, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2022, such reduction shall not be proportionate in all funds but rather, shall be made as hereinafter specified:

NOW, THEREAFTER, BE IT RESOLVED by the Board of Education of Lyons School District 103 County of Cook, State of Illinois, as follows:

Section 1: If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2022 aggregate levy of School District No. 103, then in that event the levy for each of the district's funds **shall be reduced proportionally**

Section 2: The President and Secretary of the Board of Education are hereby authorized and directed to file the copy of this resolution with the County Clerk, in the event the levy for each of the district's funds shall be reduced proportionally

Section 3: This Resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 13th day of December 2022

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

BY: _____
President

ATTEST:

Secretary