

SCHOOL DISTRICT NO. 103  
BOARD OF EDUCATION MEETING  
May 21, 2024  
6:00 PM

REGULAR MEETING           CONSISTENT WITH THE REQUIREMENTS OF THE ILLINOIS REVISED STATUTES CHAPTER 102, PARAGRAPH 42.02 (OPEN MEETINGS ACT), NOTICES OF THIS MEETING HAVE BEEN POSTED. LOCATION OF THE MEETING IS CAFETERIA OF GEORGE WASHINGTON MIDDLE SCHOOL, 8101 OGDEN AVENUE, LYONS, ILLINOIS 60534, AT 6:00 PM.

**AGENDA**

<b><u>I. Call to Order</u></b>	
<b><u>II. Pledge of Allegiance</u></b>	
<b><u>III. Roll Call</u></b>	
<b><u>IV. Reading of Communications</u></b>	<b><u>3</u></b>
<b><u>V. Year-to-Date Financials</u></b>	<b><u>6</u></b>
<b><u>VI. Public Comment</u></b>	
<b><u>VII. Consent Agenda</u></b>	
A. Authorize Payment of Monthly Bills for May 2024	
1. Board Bills May 2024	19
2. Activity Funds May 2024	48
B. Approval of Minutes	
1. Regular Minutes of April 23, 2024	55
2. Confidential Minutes of April 23, 2024	
C. Approval of Personnel Hires/Leaves/Resignation List #5.21.24	62
<b><u>VIII. Board Reports</u></b>	
A. Press Plus Policy	
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10. Policy 7:20 - Harassment of Students Prohibited	90

11. Policy 7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment	94
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14. Policy 2:50 - Board Member Term of Office	
15. Policy 2:60 - Board Member Removal from Office	110
16. Policy 2:140 - Communications to and From the Board	111
17. Policy 2:140-E - Exhibit - Guidance for Board Member Communications, Including Email Use	113
18. Policy 4:20 - Fund Balances	116
19. Policy 4:110 - Transportation	117
20. Policy 5:35 - Compliance with the Fair Labor Standards Act	119
21. Policy 5:40 - Communicable and Chronic Infectious Disease	121
<b>IX. <u>Action Items</u></b>	
A. Approval of George Washington Middle School Principal, Christopher Cybulski	
B. Approval of George Washington Middle Assistant Principal and Athletic Director, Ana Verduzco	
C. Approval of Consultant Agreement between Lyons School District 103 and Consultant Kelly Bradshaw	123
D. Approval of Board of Education School Board Meeting Calendar for 2024-2025	131
E. Approval of Exhibit "A" Addendum to Include Additional Physical Security Assessments for Edison Elementary School and the Administration Building to the West 40 Safety Threat Assessment and Training Intergovernmental Agreement for SY2023-24	132
F. Approval of Navigate360 Subscription Services	137
<b>X. <u>Adjournment</u></b>	

March 13, 2024



**Please return the enclosed application to:**

Ted Tala

Village of Lyons

4200 S. Lawndale Avenue

Lyons, IL 60534

[ttala@villageoflyons-il.net](mailto:ttala@villageoflyons-il.net)

**\*Also, feel free to drop off at the Village Hall Front Desk at any time!\***

### **Village of Lyons' 2023 4<sup>th</sup> of July Parade Rules**

The Village of Lyons' has established a set of rules that will be strictly enforced. Our primary concern is the safety of all participants and spectators. We reserve the right to remove any entry or person who does not comply with the following rules.

1. The parade will **step off at 1pm on July 4, 2024**. All entries must be in the designated staging area no later than 12:30pm.
2. Throwing any items along the parade route is prohibited. This includes, but is not limited to brochures, key chains, etc.
3. Pre-packaged candy may be handed out along the parade route. NO homemade products will be allowed.
4. Entries with youth under the age of 18 must provide adult chaperones to walk alongside and supervise.
5. Units with a height over 13' require prior approval.

6. All vehicles should be checked thoroughly for gas, water, oil, etc. prior to the start of the parade.
7. Vehicles should limit their speed to the pace of a slow walk (approximately 2 miles per hour) and stay within two car-lengths of the preceding entry.
8. Parade marshals have the authority to remove any entrant from the parade for failure to comply with these rules.
9. Only vehicles that are IN the parade will be admitted to staging area.
10. The Village of Lyons assumes no responsibility or liability in the event of injury or accident. By entering the parade staging areas, each entrant and participant agrees to hold the Village of Lyons harmless for any injury, damage to personal property, or other personal damages.

With any concerns or questions, please reach out to.....

Ted Tala (708) 442-4858

[ttala@villageoflyons-il.net](mailto:ttala@villageoflyons-il.net)

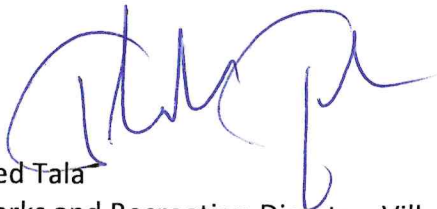
To whom it may concern:

The Village of Lyons is pleased to announce the once cherished tradition of Lyons Fest is back in Summer 2024. This event will take place from Thursday, July 4<sup>th</sup> until Sunday, July 7<sup>th</sup> 2024. That means we will have 4 straight days packed with excitement. We plan to have musical acts each afternoon, vendors throughout, carnival rides/games, and that's just to name a few of the highlights. Unlike years before, **Lyons Fest 2024 will BEGIN with the 4<sup>th</sup> of July event.** This annual celebration will include all of our past traditions such as the parade, party in the park, and a breath-taking fireworks show.

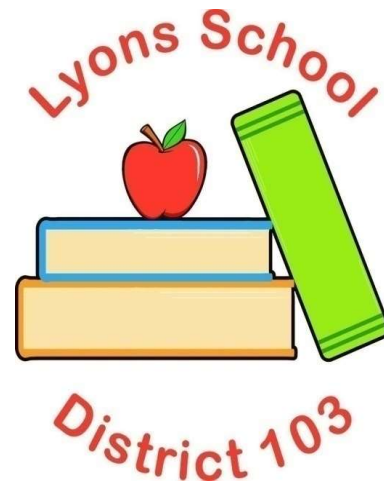
We are inviting you to join our largely successful Parade! Please consider participating if you are free on the 4<sup>th</sup> of July this year. Lineup begins at 11:30am then our parade steps off at 1pm from Lawndale Avenue, just South of 4200 S. Lawndale Ave. Lyons, IL 60534.

To participate in this year's 4<sup>th</sup> of July Parade, please complete the enclosed application and return it by email or mail to the address below. **The new application deadline is June 27<sup>th</sup>, 2024.** Please include as much information as possible. To those of you who require a payment, please include the dollar amount! We are able to meet required fees. With any questions or inquiries, please reach out to myself at (708)442-4858. If you see a way to get involved in our fest outside of the Parade, I would love to know how. I look forward to celebrating the 4<sup>th</sup> of July with you and thank you for your consideration!

Best wishes,



Ted Tala  
Parks and Recreation Director, Village of Lyons  
4200 S. Lawndale Ave. Lyons, IL 60534  
ttala@villageoflyons-il.net



*Working Together to Expand Student Opportunities*

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

## **April YTD Financials**

## **Fiscal Year 2024**

**Presented to BOE**

5/21/2024

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

*April 30, 2024*

<b>REVENUES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2024</b>	<b>Of Total</b>	<b>April</b>	<b>as of</b>	<b>of Budget</b>
		<b>Revenue</b>		<b>4/30/2024</b>	<b>Realized</b>
Property Taxes	\$ 17,592,473	42.57%	\$ -	\$ 19,260,049	109.48
Corp. Per. Prop. Replacement Taxes	\$ 5,313,060	12.86%	\$ 352,115	\$ 3,821,202	71.92
State Evidence Based Funding (EBF)	\$ 12,365,602	29.92%	\$ 1,124,146	\$ 9,231,026	74.65
Categorical State Aid	\$ 1,139,197	2.76%	\$ 89,197	\$ 727,802	63.89
State Early Childhood Block Grant	\$ 673,005	1.63%	\$ 68,647	\$ 541,441	80.45
Federal Nutrition Program	\$ 800,000	1.94%	\$ 90,052	\$ 652,213	81.53
Federal Title 1	\$ 1,156,212	2.80%	\$ 386,621	\$ 1,411,249	122.06
Other Federal	\$ 1,330,741	3.22%	\$ 166,231	\$ 2,281,422	171.44
Earnings on Investments	\$ 626,122	1.51%	\$ 203,143	\$ 538,285	85.97
Food Service	\$ 50,000	0.12%	\$ 5,995	\$ 60,092	120.18
Fees	\$ 32,500	0.08%	\$ -	\$ -	-
Other Rev; Before School & Camps	\$ 250,000	0.60%	\$ -	\$ 84,045	33.62
<b>Total Revenue</b>	<b>\$ 41,328,912</b>	<b>100.00%</b>	<b>\$2,486,147</b>	<b>\$38,608,827</b>	<b>93.42%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2024</b>	<b>Of Total</b>	<b>April</b>	<b>as of</b>	<b>of Budget</b>
		<b>Expenditures</b>		<b>4/30/2024</b>	<b>Realized</b>
Salaries	\$ 21,679,776	54.59%	\$ 1,605,635	\$ 14,626,964	67.47
Benefits	\$ 6,078,191	15.31%	\$ 464,085	\$ 4,557,079	74.97
Purchased Services	\$ 8,190,407	20.62%	\$ 326,297	\$ 5,375,995	65.64
Supplies	\$ 1,132,686	2.85%	\$ 28,621	\$ 560,465	49.48
Capital Outlay	\$ 108,000	0.27%	\$ -	\$ 99,983	92.58
Special Ed Tuition	\$ 2,467,650	6.21%	\$ 77,051	\$ 2,340,044	94.83
Dues&Fees/Tuition/Contingency	\$ 56,300	0.14%	\$ -	\$ 71,572	127.13
<b>Total Expenditures</b>	<b>39,713,010</b>	<b>100.00%</b>	<b>2,501,690</b>	<b>27,632,102</b>	<b>69.58%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 1,615,902</b>	<b>7</b>	<b>\$ (15,543)</b>	<b>\$ 10,976,725</b>	
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**Lyons School District 103**  
**OPERATION AND MAINTENANCE FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	2,408,167	95.25%	\$ -	\$ 2,254,347	93.61
State Evidence Based Funding (EBF) \$	-	0.00%	\$ -	\$ -	
Federal Aid \$	-	0.00%	\$ -	\$ -	
Earnings on Investments \$	108,023	4.27%	\$ 8,012	\$ 23,308	21.58
Rentals \$	-	0.00%	\$ -	\$ -	
Maintenance Grant \$	-	0.00%	\$ -	\$ 50,000	
Other Revenue Sources \$	12,000	0.47%	\$ -	\$ 775	6.46
<b>Total Revenue</b>	<b>\$ 2,528,190</b>	<b>100.00%</b>	<b>\$ 8,012</b>	<b>\$ 2,328,431</b>	<b>92.10%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Salaries \$	1,459,750	47.40%	\$ 111,295	\$ 1,170,529	80.19
Benefits \$	336,680	10.93%	\$ 29,371	\$ 286,349	85.05
Purchased Services \$	652,060	21.17%	\$ 31,697	\$ 466,389	71.53
Supplies \$	542,610	17.62%	\$ 53,273	\$ 466,492	85.97
Capital Outlay \$	84,800	2.75%	\$ 2,930	\$ 1,002,602	1,182.31
Other Objects \$	-	0.00%	\$ -	\$ 21	
Dues&Fees/Contingency \$	3,630	0.12%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>\$ 3,079,530</b>	<b>100.00%</b>	<b>\$ 228,566</b>	<b>\$ 3,392,382</b>	<b>110.16%</b>

<b>Surplus/(Deficit)</b>	<b>\$ (551,340)</b>	<b>\$ (220,554)</b>	<b>\$ (1,063,951)</b>
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**Lyons School District 103**  
**MUNICIPAL RETIREMENT, SOCIAL SECURITY & MEDICARE FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	673,970	66.08%	\$ -	\$ 408,681	60.64
Corp. Per. Prop. Replacement Taxes \$	240,000	23.53%	\$ -	\$ 240,000	100.00
Earnings on Investments \$	105,897	10.38%	\$ 20,730	\$ 56,032	52.91
Other Revenue		0.00%			
<b>Total Revenue</b>	<b>\$ 1,019,867</b>	<b>100.00%</b>	<b>\$ 20,730</b>	<b>\$ 704,713</b>	<b>69.10%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Benefits \$	902,261	100.00%	\$ 70,767	\$ 691,518	76.64
Purchased Services \$	-	0.00%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>\$ 902,261</b>	<b>100.00%</b>	<b>\$ 70,767</b>	<b>\$ 691,518</b>	<b>76.64%</b>

Surplus/(Deficit)	\$ 5,692		\$ (50,037)	\$ 13,194	
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**Lyons School District 103**  
**TORT IMMUNITY FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	355,545	98.83%	\$ -	\$ 306,019	86.07
Earnings on Investments \$	4,224	1.17%	\$ 879	\$ 1,547	36.63
Other Revenue		0.00%			
<b>Total Revenue</b>	<b>\$ 359,769</b>	<b>100.00%</b>	<b>\$ 879</b>	<b>\$ 307,566</b>	<b>85.49%</b>
<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Salaries \$	67,600	19.34%	\$ 6,500	\$ 55,250	81.73
Purchase Services \$	282,000	80.66%	\$ -	\$ 273,557	97.01
<b>Total Expenditures</b>	<b>\$ 349,600</b>	<b>100.00%</b>	<b>\$ 6,500</b>	<b>\$ 328,807</b>	<b>94.05%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 10,169</b>		<b>\$ (5,621)</b>	<b>\$ (21,241)</b>	

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

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	263,807	26.26%	\$ -	\$ 180,253	68.33
Categorical State Aid \$	550,000	54.74%	\$ 172,021	\$ 683,317	124.24
Earnings on Investments \$	190,956	19.01%	\$ 20,716	\$ 65,053	34.07
Other Revenue \$	-	0.00%	\$ -	\$ -	-
<b>Total Revenue</b>	<b>\$ 1,004,763</b>	<b>100.00%</b>	<b>\$ 192,737</b>	<b>\$ 928,624</b>	<b>92.42%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Salaries \$	14,630	0.84%	\$ 39	\$ 5,151	35.21
Benefits \$	160	0.01%	\$ 1	\$ 39	24.60
Purchased Services \$	1,734,000	99.15%	\$ 129,137	\$ 1,179,424	68.02
Supplies \$	-	0.00%	\$ -	\$ -	-
Capital Outlay \$	-	0.00%	\$ -	\$ -	-
Dues&Fees/Contingency \$	-	0.00%	\$ -	\$ -	-
<b>Total Expenditures</b>	<b>\$ 1,748,790</b>	<b>100.00%</b>	<b>\$ 129,177</b>	<b>\$ 1,184,614</b>	<b>67.74%</b>

Surplus/(Deficit)	<b>\$ (744,027)</b>		<b>\$ 63,560</b>	<b>\$ (255,990)</b>	
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**Lyons School District 103**  
**WORKING CASH FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	96,699	49.96%	\$ -	\$ 135,222	139.84
Earnings on Investments \$	96,839	50.04%	\$ 22,485	\$ 53,653	55.40
<b>Total Revenue</b>	<b>\$ 193,538</b>	<b>100.00%</b>	<b>\$ 22,485</b>	<b>\$ 188,875</b>	<b>97.59%</b>
<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Interfund Transfer					0.00%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Surplus/(Deficit)</b>	<b>\$ 193,538</b>		<b>\$ 22,485</b>	<b>\$ 188,875</b>	

**Lyons School District 103**  
**COMBINED OPERATING FUNDS**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	21,390,661	46.07%	\$ -	\$ 22,544,572	105.39
Corp. Per. Prop. Replacement Taxes \$	5,553,060	11.96%	\$ 352,115	\$ 4,061,202	73.13
State Evidence Based Funding (EBF) \$	12,365,602	26.63%	\$ 1,124,146	\$ 9,231,026	74.65
Categorical State Aid \$	1,689,197	3.64%	\$ 261,218	\$ 1,411,120	83.54
State Early Childhood Block Grant \$	673,005	1.45%	\$ 68,647	\$ 541,441	80.45
Federal Nutrition Program \$	800,000	1.72%	\$ 90,052	\$ 652,213	81.53
Federal Title 1 \$	1,156,212	2.49%	\$ 386,621	\$ 1,411,249	122.06
Other Federal \$	1,330,741	2.87%	\$ 166,231	\$ 2,281,422	171.44
Earnings on Investments \$	1,132,061	2.44%	\$ 275,964	\$ 737,878	65.18
Food Service \$	50,000	0.11%	\$ 5,995	\$ 60,092	120.18
Fees \$	32,500	0.07%	\$ -	\$ -	-
Before School Care, Camps \$	250,000	0.54%	\$ -	\$ 84,045	33.62
Rentals \$	-	0.00%	\$ -	\$ -	-
Maintenance Grants \$	-	0.00%	\$ -	\$ 50,000	-
Other Revenue \$	12,000	0.03%	\$ -	\$ 775	-
<b>Total Revenue</b>	<b>\$ 46,435,039</b>	<b>100.00%</b>	<b>\$ 2,730,989</b>	<b>\$ 43,067,036</b>	<b>92.75%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Salaries \$	23,221,756	50.71%	\$ 1,723,470	\$ 15,857,893	68.29
Benefits \$	6,415,031	14.01%	\$ 493,457	\$ 4,843,467	75.50
IMRF/FICA/SS/Medicare \$	902,261	1.97%	\$ 70,767	\$ 691,518	76.64
Purchased Services \$	10,858,467	23.71%	\$ 487,131	\$ 7,295,366	67.19
Supplies \$	1,675,296	3.66%	\$ 81,894	\$ 1,026,957	61.30
Capital Outlay \$	192,800	0.42%	\$ 2,930	\$ 1,102,585	571.88
Special Ed Tuition \$	2,467,650	5.39%	\$ 77,051	\$ 2,340,044	94.83
Other, Dues&Fees/Contingency \$	59,930	0.13%	\$ -	\$ 71,593	119.46
<b>Total Expenditures</b>	<b>\$ 45,793,191</b>	<b>100.00%</b>	<b>\$ 2,936,699</b>	<b>\$ 33,229,423</b>	<b>72.56%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 641,848</b>	<b>13</b>	<b>\$ (205,710)</b>	<b>\$ 9,837,613</b>	
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**Lyons School District 103**  
**DEBT SERVICE FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	962,811	89.04%	\$ -	\$ 578,927	60.13
Earnings on Investments \$	33,559	3.10%	\$ 11,236	\$ 22,566	67.24
Other Revenue Sources \$	85,000	7.86%	\$ -	\$ -	-
State Evidence Based Funding (EBF) \$	-	0.00%	\$ -	\$ 886,288	
<b>Total Revenue</b>	<b>\$ 1,081,370</b>	<b>100.00%</b>	<b>\$ 11,236</b>	<b>\$ 1,487,781</b>	<b>137.58%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Debt Service \$	1,078,500	100.00%	\$ -	\$ 921,750	85.47
<b>Total Expenditures</b>	<b>\$ 1,078,500</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ 921,750</b>	<b>85.47%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 2,870</b>		<b>\$ 11,236</b>	<b>\$ 566,031</b>	
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**Lyons School District 103**  
**CAPITAL PROJECTS FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Earnings on Investments \$	25	0.00%	\$ -	\$ (0)	(0.12)
Federal Grant \$	1,982,712	100.00%	\$ -	\$ -	-
<b>Total Revenue</b>	<b>\$ 1,982,737</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>0.00%</b>

<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Purchased Services \$	-	0.00%	\$ -	\$ 101,083	
Capital Outlay \$	1,982,712	100.00%	\$ 76,815	\$ 508,893	25.67
<b>Total Expenditures</b>	<b>\$ 1,982,712</b>	<b>100.00%</b>	<b>\$ 76,815</b>	<b>\$ 609,976</b>	<b>30.76%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 25</b>		<b>\$ (76,815)</b>	<b>\$ (609,976)</b>	
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**Lyons School District 103**  
**HEALTH-LIFE-SAFETY FUND**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

<b>REVENUES</b>	<b>Budget FY2024</b>	<b>% Of Total Revenue</b>	<b>Monthly April</b>	<b>YTD as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Property Taxes \$	317,221	77.91%	\$ -	\$ 311,034	98.05
Earnings on Investments \$	89,923	22.09%	\$ 18,362	\$ 48,857	54.33
Other Revenue \$	-	0.00%	\$ -	-	
<b>Total Revenue</b>	<b>\$ 407,144</b>	<b>100.00%</b>	<b>\$ 18,362</b>	<b>\$ 359,891</b>	<b>88.39%</b>
<b>EXPENDITURES</b>	<b>Budget FY2024</b>	<b>% Of Total Expenditures</b>	<b>Monthly April</b>	<b>Actual as of 4/30/2024</b>	<b>Percent of Budget Realized</b>
Purchased Services \$	-	0.00%	\$ -	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Surplus/(Deficit)</b>	<b>\$ 407,144</b>		<b>\$ 18,362</b>	<b>\$ 359,891</b>	

**Lyons School District 103**  
**COMBINED ALL FUNDS**  
**Y-T-D REVENUE and EXPENSE by SOURCE**

*April 30, 2024*

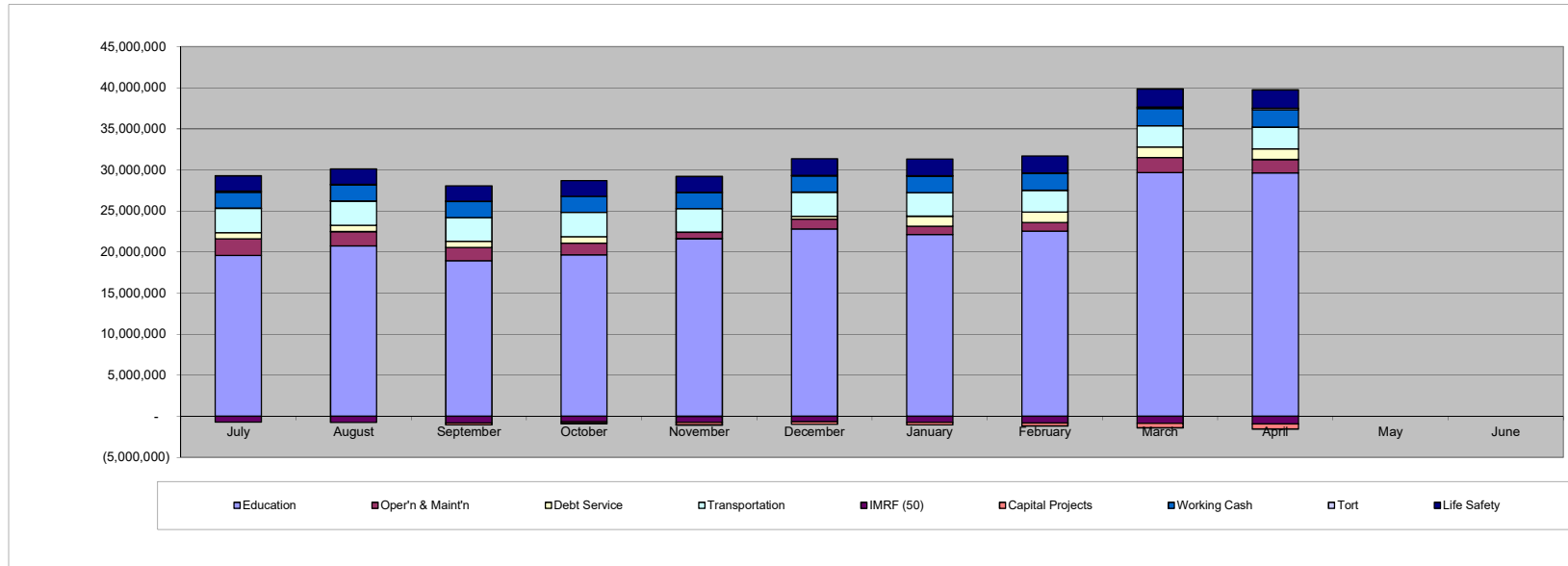
<b>REVENUES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>YTD</b>	<b>Percent</b>
	<b>FY2024</b>	<b>Of Total</b>	<b>April</b>	<b>as of</b>	<b>of Budget</b>
		<b>Revenue</b>		<b>4/30/2024</b>	<b>Realized</b>
Property Taxes \$	22,670,693	45%	\$ -	\$ 23,434,533	103.37
Corp. Per. Prop. Replacement Taxes \$	5,553,060	11%	\$ 352,115	\$ 4,061,202	73.13
State Evidence Based Funding (EBF) \$	12,365,602	25%	\$ 1,124,146	\$ 10,117,314	81.82
Categorical State Aid \$	1,689,197	3%	\$ 261,218	\$ 1,411,120	83.54
State Early Childhood Block Grant \$	673,005	1%	\$ 68,647	\$ 541,441	80.45
Federal Nutrition Program \$	800,000	2%	\$ 90,052	\$ 652,213	81.53
Federal Title 1 \$	1,156,212	2%	\$ 386,621	\$ 1,411,249	122.06
Other Federal \$	3,313,453	7%	\$ 166,231	\$ 2,281,422	68.85
Earnings on Investments \$	1,255,568	3%	\$ 305,562	\$ 809,302	64.46
Food Service \$	50,000	0%	\$ 5,995	\$ 60,092	120.18
Fees \$	32,500	0%	\$ -	\$ -	-
Before School Care, Camps \$	250,000	1%	\$ -	\$ 84,045	33.62
Rentals \$	-	0%	\$ -	\$ -	-
Maintenance Grants \$	-	0%	\$ -	\$ 50,000	-
Other Revenue \$	97,000	0%	\$ -	\$ 775	0.80
<b>Total Revenue</b>	<b>\$ 49,906,290</b>	<b>100.00%</b>	<b>\$ 2,760,587</b>	<b>\$ 44,914,708</b>	<b>90.00%</b>

<b>EXPENDITURES</b>	<b>Budget</b>	<b>%</b>	<b>Monthly</b>	<b>Actual</b>	<b>Percent</b>
	<b>FY2024</b>	<b>Of Total</b>	<b>April</b>	<b>as of</b>	<b>of Budget</b>
		<b>Expenditures</b>		<b>4/30/2024</b>	<b>Realized</b>
Salaries \$	23,221,756	47.53%	\$ 1,723,470	\$ 15,857,893	68.29
Benefits \$	6,415,031	13.13%	\$ 493,457	\$ 4,843,467	75.50
IMRF/FICA/SS/Medicare Fund \$	902,261	1.85%	\$ 70,767	\$ 691,518	76.64
Debt Service Fund \$	1,078,500	2.21%	\$ -	\$ 921,750	85.47
Life Safety Fund \$	-	0.00%	\$ -	\$ -	-
Purchased Services \$	10,858,467	22.23%	\$ 487,131	\$ 7,396,448	68.12
Supplies \$	1,675,296	3.43%	\$ 81,894	\$ 1,026,957	61.30
Capital Outlay \$	2,175,512	4.45%	\$ 79,745	\$ 1,611,478	74.07
Special Ed Tuition \$	2,467,650	5.05%	\$ 77,051	\$ 2,340,044	94.83
Dues&Fees/Contingency \$	59,930	0.12%	\$ -	\$ 71,593	119.46
<b>Total Expenditures</b>	<b>\$ 48,854,403</b>	<b>100.00%</b>	<b>\$ 3,013,514</b>	<b>\$ 34,761,148</b>	<b>71.15%</b>

<b>Surplus/(Deficit)</b>	<b>\$ 1,051,887</b>		<b>\$ (252,927)</b>	<b>\$ 10,153,560</b>	
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**Lyons Elementary School District 103**  
**Fiscal Year 2023-2024 Fund Balance**  
**Source: Lyons Elementary School District 103 Monthly Reports**

Fiscal Year 2023-2024												
Fund	July	August	September	October	November	December	January	February	March	April	May	June
<b>Education</b>	19,579,645	20,739,976	18,947,434	19,650,657	21,614,595	22,785,240	22,120,280	22,534,567	29,681,665	29,640,630		
<b>Oper'n &amp; Maint'n</b>	2,023,725	1,750,737	1,592,301	1,436,797	780,867	1,216,737	1,003,130	1,062,020	1,802,230	1,616,786		
<b>Debt Service</b>	740,491	763,241	763,241	768,728	(46,071)	332,962	1,225,093	1,251,474	1,295,286	1,306,522		
<b>Transportation</b>	2,978,293	2,958,415	2,905,656	2,977,377	2,878,455	2,945,960	2,874,238	2,672,853	2,575,782	2,639,343		
<b>IMRF (50)</b>	(720,959)	(765,842)	(843,237)	(677,928)	(701,466)	(696,372)	(767,666)	(834,083)	(878,022)	(948,789)		
<b>SSI/MEDICARE (51)</b>	2,166,708	2,173,995	2,173,995	2,189,919	2,246,787	2,333,869	2,353,248	2,368,435	2,418,177	2,438,907		
<b>Capital Projects</b>	473	473	(211,124)	(211,124)	(301,214)	(301,214)	(301,214)	(357,287)	(532,688)	(609,503)		
<b>Working Cash</b>	1,939,473	1,941,528	1,941,528	1,955,750	1,971,828	1,996,450	2,013,395	2,030,067	2,105,863	2,128,348		
<b>Tort</b>	146,139	90,687	29,896	(26,984)	(30,946)	53,580	47,087	69,341	181,560	175,939		
<b>Life Safety</b>	1,869,229	1,875,967	1,875,967	1,889,706	1,942,386	2,023,060	2,039,817	2,072,391	2,210,759	2,229,120		
<b>Total</b>	<b>30,723,217</b>	<b>31,529,175</b>	<b>29,175,655</b>	<b>29,952,898</b>	<b>30,355,221</b>	<b>32,690,271</b>	<b>32,607,407</b>	<b>32,869,778</b>	<b>40,860,613</b>	<b>40,617,303</b>		



To Township Treasurer: The following payments were approved by the Board of Education, at a meeting held on 5/21/2024  
 Checks for the amount shown are hereby requested:

PAYEE	DATE PAID	AMOUNT
<b>Net Salaries</b>	<b>04.15.24</b>	<b>\$ 598,245.10</b>
First American Bank H S A	Employee Deduction	\$ -
AXA Equitable Life	OMNI Liability	\$ 14,127.90
First Investors Group	OMNI Liability Payment	\$ 50.00
Illinois Department of Revenue	State Withholding	\$ 35,510.91
	Employee/Employer	\$ -
Illinois Municipal Retirement	Employee Deduction	\$ 10,657.75
NuMark Credit Union	Credit Union Deductions	\$ 4,120.76
	Employee Deductions	
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ 5,467.02
Teachers' Retirement System - *	THIS Board Paid	\$ 67,583.48
State of Illinois	0.92% "THIS"	\$ -
AIG VALIC	OMNI Liability	\$ -
Great American Financial Resources	OMNI Liability	\$ 200.00
Guardian Vision	Employees' Portion	\$ 1,122.24
Illinois Municipal Retirement	Board Paid	\$ 11,850.19
Lincoln Investment Planning	OMNI Liability	\$ 2,300.33
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$ 5,505.51
State of Illinois		
Waddell & Reed, Inc.	OMNI Liability	\$ 75.00
Expert Pay	Child Support	\$ 792.30
TRS SSP	TRS Flexible Spending	\$ 385.79
Depart. Of Treasury	WithHolding Tax	\$ 110,732.76
Glen Stearns Chap 13 Trustee	Wage Garnish	\$ 137.50
Lyons School D103 Flex	Flex Card	\$ 888.20
IL Dept. of Revenue Levy	Garnishment-Rawke	
SEIU Local 73 COPE	Aides/Custodians	\$ 43.50
Service Employees International Union	Aides/Custodians Union Dues	\$ 1,083.53
Local 73		
Thomas H. Hooper Chap 13	Wage Garnish	\$ 175.00
West Suburban Teachers Union	Teacher Dues	\$ 11,242.80
<b>Net Salaries</b>	<b>SP04.19.24</b>	<b>\$ 809.10</b>
First American Bank H S A	Employee Deduction	\$ -
AXA Equitable Life	OMNI Liability	\$ -
First Investors Group	OMNI Liability Payment	\$ -
Illinois Department of Revenue	State Withholding	\$ 50.41
	Employee/Employer	
Illinois Municipal Retirement	Employee Deduction	\$ -
NuMark Credit Union	Credit Union Deductions	\$ -
	Employee Deductions	
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$ 14.17
Teachers' Retirement System - *	THIS Board Paid	\$ 150.80
State of Illinois	0.92% "THI\$9"	\$ -
AIG VALIC	OMNI Liability	\$ -
Great American Financial Resources	OMNI Liability	\$ -

Guardian Vision	Employees' Portion	\$	-
Illinois Municipal Retirement	Board Paid	\$	-
Lincoln Investment Planning	OMNI Liability	\$	400.00
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	10.55
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	-
Expert Pay	Child Support	\$	-
TRS SSP	TRS Flexible Spending	\$	-
Depart. Of Treasury	WithHolding Tax	\$	129.55
Glen Stearns Chap 13 Trustee	Wage Garnish	\$	-
Lyons School D103 Flex	Flex Card	\$	-
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	-
Service Employees International Union	Aides/Custodians Union Dues	\$	-
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	-
West Suburban Teachers Union	Teacher Dues	\$	52.05

<b>Net Salaries</b>	<b>04.30.24</b>	<b>\$</b>	<b>594,097.05</b>
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First American Bank H S A	Employee Deduction	\$	-
AXA Equitable Life	OMNI Liability	\$	14,360.90
First Investors Group	OMNI Liability Payment	\$	50.00
Illinois Department of Revenue	State Withholding	\$	35,338.32
	Employee/Employer	\$	-
Illinois Municipal Retirement	Employee Deduction	\$	10,923.00
NuMark Credit Union	Credit Union Deductions	\$	4,120.76
	Employee Deductions		
Teachers' Health Insurance Security	TRS EMPLOYEE PAID	\$	5,435.72
Teachers' Retirement System - *	THIS Board Paid	\$	67,248.63
State of Illinois	0.92% "THIS"	\$	-
AIG VALIC	OMNI Liability	\$	-
Great American Financial Resources	OMNI Liability	\$	200.00
Guardian Vision	Employees' Portion	\$	1,122.24
Illinois Municipal Retirement	Board Paid	\$	12,023.44
Lincoln Investment Planning	OMNI Liability	\$	2,300.33
Teachers' Retirement System	TRS Board Paid .0058 Add On &	\$	5,624.34
State of Illinois			
Waddell & Reed, Inc.	OMNI Liability	\$	75.00
Expert Pay	Child Support	\$	792.30
TRS SSP	TRS Flexible Spending	\$	423.64
Depart. Of Treasury	WithHolding Tax	\$	111,203.91
Glen Stearns Chap 13 Trustee	Wage Garnish	\$	137.50
Lyons School D103 Flex	Flex Card	\$	888.20
IL Dept. of Revenue Levy	Garnishment-Rawke		
SEIU Local 73 COPE	Aides/Custodians	\$	43.50
Service Employees International Union	Aides/Custodians Union Dues	\$	1,083.53
Local 73			
Thomas H. Hooper Chap 13	Wage Garnish	\$	175.00
West Suburban Teachers Union	Teacher Dues	\$	11,242.80

5/21/2024

PAYEE	DATE PAID	AMOUNT
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\_\_\_\_\_  
Board President

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

*Bill Arnold*

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Business Manager

	Salaries/Benefits	\$	1,762,824.31
<b>5/21/2024</b>	Special voucher requests	\$	-

Pages 1 - 22 - Payroll Total			
Total Bill List Paid in Month	\$	1,762,824.31	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96084	ACHIEVE 3000, INC.	05/21/2024	65142	Achieve3000 License Renewal Contract 8/1/23-7/31/24 Quote Q-99290	7032300008	37,558.00	37,558.00
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		37,558.00	
96085	ALGOR PLUMBING AND HEATING SUP	05/21/2024	207202	Home	0	109.42	689.49
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		109.42	
			207204	Robinson	0	281.05	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		281.05	
			207205	GWMS	0	123.07	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		123.07	
			207222	GWMS	0	175.95	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		175.95	
96086	AMAZON CAPITAL SERVICES	05/21/2024	139GXPGWFKNL	Art Supplies	2002300023	888.05	7,137.09
10E200	1110 4100 02 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES/ART		888.05	
			161YT77JF6JN	Office Order Supplies for Admin	7002300050	37.77	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		37.77	
			161YT77JL4XC	Credit Memo	3002300017	-1.28	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		-1.28	
			17KKVTQKFW9W	Science supplies	5002300076	103.05	
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		103.05	
			197Y4K9WKTR7	B3 Program Amazon order- Move2play basketball hoop/ JoyCat Stack & Count Doughnuts, 3o PCS/260 PIECES Colorful Glitter Foam Stickers/ Learning Resources Big Feeling Nesting Fruit Friends 9 Pieces/ Crayola Triangular/ Montessori Wooden Beads Sequencing Toy Set/ Books	3012300025	194.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	3000 4100 00 370501			English and Spanish Edition. EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		194.32	
			19Y634JCKD7Q	5th grade supplies from Amazon	6002300032	254.34	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		254.34	
			1D7D33WVCN19	Credit Memo	4002200007	-12.21	
10E400	1110 4100 00 499803			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES/ESSER		-12.21	
			1GMG6N39KNDN	Office Supplies- Main Office	3002300017	976.93	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		976.93	
			1GMG6N39KQGG	Hanging Folders	7002300053	257.59	
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		257.59	
			1MFYQ474GW9T	Office Supplies	2002300025	160.36	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		160.36	
			1MTXDYPYFQT1	PBS Amazon order-PBS materials	6002300031	277.98	
10E600	1110 4110 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		277.98	
			1MTXDYPYJTCT	School/Office Supplies - Message Pads, Pencil Sharpeners, Cart, Certificate Paper, Gloves, Cold Packs, etc.	1002300016	868.84	
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		868.84	
			1PDNKXFV99NR	Credit Memo	7002200033	-223.84	
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		-223.84	
			1Q4V9NCQ7TRG	Credit Memo	4002200005	-136.54	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		-136.54	
			1Q4V9NCQ9DVN	Credit Memo	3012200005	-81.75	
10E000	1110 4100 00 499803			EDUCATION/DISTRICT OFFICE/ELEMENTARY/SUPPLIES/ESSER III		-81.75	
			1QHQ1QQWFN3F	Cradstock, Kleenex, pocket folders, binder clips, page	5002300079	710.95	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				protectors, legal pads, spiral notebooks, expo markers, address labels, index cards, sharpies, lanyards, id covers, poster board, postit posters			
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		710.95	
			1R3JV63FCHYM	Credit Memo	4002200007	-12.21	
10E400	1110 4100 00 499803			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES/ESSER		-12.21	
			1RGQMDK6M3JY	Credit Memo	3002300017	-0.01	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		-0.01	
			1RMYPYV1H7QM	supplies staff	4002300024	428.37	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		428.37	
			1RMYPYV1KQ46	PBIS	4002300025	161.15	
10E400	1110 4110 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		161.15	
			1RMYPYV1LCLL	Office Supplies	2002300024	497.31	
10E200	1110 4100 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/SUPPLIES		497.31	
			1RMYPYV1LJXM	Legal Size Folders for Filing.	7002300057	289.49	
10E000	2642 4100 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/SUPPLIES		289.49	
			1TJFR3MKGNM4	GWMS-Nurse Medical Supplies /Epipen Stickers, Medipant Splinter Tekprem Eye glasses repair kid/	5002300075	339.84	
10E500	2130 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/HEALTH SERVICES/SUPP		339.84	
			1TJFR3MKJTW7	PBIS Store restock stickers, croc charms, mini sports balls, lip glass, slime, card games, socks, hair clips, key chains,	5002300080	879.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	1110 4110 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		879.50	
			1V1CP7GVJJCX	Kinder tassels for graduation	6002300035	42.96	
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		42.96	
			1V1CP7GVL3NF	Credit Memo	3002300017	-1.16	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		-1.16	
			1X66MXK6MC1Y	Credit Memo	3002300017	-0.94	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		-0.94	
			1XQXQHHKPV9	Credit Memo	3002300017	-2.23	
10E300	1110 4100 00 000000			EDUCATION/LINCOLN ELEMENTARY/ELEMENTARY/SUPPLIES		-2.23	
			1Y66YKRMJ9PM	Chicks at Lincoln KG project supplies	7032300072	224.31	
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		224.31	
			1Y66YKRMJD7L	students supplies	4002300026	40.57	
10E400	1110 4100 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES		40.57	
			1YGYMDR4RTX	Credit Memo	4002200007	-12.21	
10E400	1110 4100 00 499803			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES/ESSER		-12.21	
			1YHW39CCGVYR	Credit Memo	4002200007	-12.21	
10E400	1110 4100 00 499803			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/SUPPLIES/ESSER		-12.21	
96087	AMN Allied Services, LLC	05/21/2024	3688044	W.E. 05.19.23	0	2,800.00	5,600.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,800.00	
			3688046	W.E. 05.26.24	0	2,800.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		2,800.00	
96088	Ashley Ehrhardt Assessment & D	05/21/2024	1093AE	Independent Evaluation	0	2,000.00	4,000.00
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		2,000.00	
			1104	Independent Evaluation	0	2,000.00	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		2,000.00	
96089	Baisden, Brandon	05/21/2024	BB 020624	Mileage	0	167.50	167.50
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		167.50	
96090	Beaver Shredding Inc	05/21/2024	61297	Service	0	944.00	1,574.00
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		944.00	
			61348	Service	0	630.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		630.00	
96091	BIAGI, PATRICIA	05/21/2024	EDU6500 PB	EDU 6500 Tuition Reimbursement	0	600.00	600.00
10E500	1110 2300 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/TUITION R		600.00	
96092	BILOTTO, RITA	05/21/2024	7801-21 RB	7801-21 Tuition Reimbursement	0	600.00	600.00
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		600.00	
96093	BLUE CROSS BLUE SHIELD OF IL	05/21/2024	210863380288	Service 04.01.24-04.30.24	0	420,301.69	420,301.69
10L000	4867 0000 00 000000			EDUCATION/DISTRICT OFFICE/BCBS PPO Flex/.		420,301.69	
96094	BMO HARRIS COMMERCIAL CARD	05/21/2024	1793 050524	April 24' charges	0	5,279.50	5,279.50
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		417.42	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		3,501.08	
10E000	1250 3121 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		75.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		600.90	
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		685.10	
96095	BOB & JOHN'S MOBIL	05/21/2024	0127671	May 24' Service	0	143.55	442.45
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		143.55	
			0132282	April 24 Service	0	92.60	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		92.60	
			0132283	April 24 Service	0	107.56	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		107.56	
			0132284	May 24' Service	0	98.74	
20E000	2545 4640 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		98.74	
96096	Bradshaw, Kelly A	05/21/2024	D103-1	IVEE Training 04.01.24-04.30.24	0	7,975.00	7,975.00
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		7,975.00	
96097	BRITTEN SCHOOL	05/21/2024	16173	April 24' FA, CG	0	12,594.96	12,594.96
10E300	1912 6700 00 000000			EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		6,297.48	
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		6,297.48	
96098	BUCKEYE CLEANING CENTERS	05/21/2024	90575307	Robinson - hand soap	7012300069	822.90	9,067.45
20E400	2540 4100 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		822.90	
			90579765	GWMS - wax	7012300074	1,735.40	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,735.40	
			90579766	Costello - wax	7012300072	872.20	
20E600	2540 4100 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		872.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E200	2540 4100 00 000000		90579767	Home - wax	7012300075	440.60	
			OP, BLDG,MAIN/HOME	ELEMENTARY/OPERATION AND MAINTENANCE		440.60	
20E500	2540 4100 00 000000		90582332	GWMS - hydrogen perox. cleaner, burnishing pad	7012300080	91.20	
			OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		91.20	
20E100	2540 4100 00 000000		90582574	Edison - wax	7012300073	872.20	
			OP, BLDG,MAIN/EDISON	ELEMENTARY/OPERATION AND MAINTENAN		872.20	
20E400	2540 4100 00 000000		90582575	Robinson - wax	7012300077	872.20	
			OP, BLDG,MAIN/ROBINSON	ELEMENTARY/OPERATION AND MAINTEN		872.20	
20E300	2540 4100 00 000000		90582576	Lincoln - wax	7012300076	1,303.80	
			OP, BLDG,MAIN/LINCOLN	ELEMENTARY/OPERATION AND MAINTENA		1,303.80	
20E300	2540 4100 00 000000		90582577	Lincoln - floor stripper	7012300082	1,750.32	
			OP, BLDG,MAIN/LINCOLN	ELEMENTARY/OPERATION AND MAINTENA		1,750.32	
20E500	2540 4100 00 000000		90582675	GWMS - hydrogen perox. cleaner, burnishing pad	7012300080	306.63	
			OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		306.63	
96099	CASE LOTS INC	05/21/2024	24116	Home - plastic bags, toilet paper, vacuum, laundry soap	7012300070	1,756.95	4,727.65
20E200	2540 4100 00 000000			OP, BLDG,MAIN/HOME	ELEMENTARY/OPERATION AND MAINTENANCE	1,756.95	
20E500	2540 4100 00 000000		24304	GWMS - plastic bags, mop heads, toilet paper, hand towels, scrubbing pads	7012300078	2,970.70	
			OP, BLDG,MAIN/WASHINGTON	MIDDLE SCHOOL/OPERATION AND MA		2,970.70	
96100	CHILDREN'S PLUS, INC.	05/21/2024	244491	Proposal for Our Lady of Charity on behalf of Lyons SD103 Library book order total 22 items	7032300060	348.55	348.55
10E000	1250 4110 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		348.55	
96101	CIT	05/21/2024	44692905	Docuware Apr 24'	0	2,731.25	2,731.25
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		2,731.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96102	CITY SOCIAL MARKETING SOLUTION	05/21/2024	1255	May 24' Communication	0	7,500.00	7,500.00
10E000	2663 3900 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/OTH		7,500.00	
96103	COMCAST CABLE	05/21/2024	6742 042224	GWMS 05.01.24-05.31.24	0	272.93	272.93
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		272.93	
96104	DEBORD, PAMELA S	05/21/2024	OL5527 PD	OL5527 Tuition Reimbursement	0	403.75	403.75
10E600	1110 2300 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/TUITION REIMBU		403.75	
96105	DESPLAINES VALLEY NEWS	05/21/2024	24-1180	Notice of Public Meeting	0	69.36	69.36
10E000	2310 3500 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/A		69.36	
96106	DIRECT ENERGY SERVICES	05/21/2024	241160054227539	Service 02.26.24-03.24.24	0	23,546.13	23,546.13
20E200	2540 4660 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		4,222.16	
20E300	2540 4660 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,870.37	
20E400	2540 4660 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		2,723.04	
20E500	2540 4660 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		7,902.43	
20E600	2540 4660 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		3,157.90	
20E000	2540 4660 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		256.81	
10E100	2560 1130 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/AIDES / PARA		2,413.42	
96107	EASTER SEALS METROPOLITAN CHIC	05/21/2024	29762	RH Nov 23 retro	0	91.77	19,999.96
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		91.77	
			30111	EP, KU April 24	0	12,454.37	
10E100	1912 6700 00 000000			EDUCATION/EDISON ELEMENTARY/OTHER LEA PRIVATE TUITION/T		5,000.55	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,453.82	
			30126	RH April 24	0	7,453.82	
10E400	1912 6700 00 000000			EDUCATION/ROBINSON ELEMENTARY/OTHER LEA PRIVATE TUITION		7,453.82	
96108	Educate America LLC	05/21/2024	24-LE-001	1 hour Virtual Science of Reading Professional Learning Session on Orthographic Mapping on SIP day 3/6/24.	7032300069	1,200.00	1,200.00
10E000	1250 3121 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		1,200.00	
96109	Elior, Inc.	05/21/2024	INV1900034666	April 24'	0	51,522.18	51,522.18
10E100	2560 3150 00 000000			EDUCATION/EDISON ELEMENTARY/FOOD SERVICES/FOOD - CONTRA		6,579.38	
10E200	2560 3150 00 000000			EDUCATION/HOME ELEMENTARY/FOOD SERVICES/FOOD - CONTRACT		6,852.45	
10E400	2560 3150 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/FOOD - CONT		6,955.49	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E500	2560 3150 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/FOOD SERVICES/FOOD -		18,408.89	
10E600	2560 3150 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/FOOD - CONT		4,482.43	
10E300	2560 1130 00 000000			EDUCATION/LINCOLN ELEMENTARY/FOOD SERVICES/AIDES / PARA		8,243.54	
96110	FIRST STUDENT HODGKINS	05/21/2024	11944774	Nov 23' Service	0	51,737.68	251,305.57
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		51,737.68	
			11970757	Jan 24' Service	0	47,181.29	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		47,181.29	
			11970762	Feb 24' Service	0	54,294.35	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		54,294.35	
			11970789	Mar 24' Service	0	51,736.74	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		51,736.74	
			1966506	Dec 23' Service	0	40,921.80	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		40,921.80	
			269408	GWMS Athletics	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			269614	GWMS Athletics	0	199.01	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.01	
			269615	GWMS Athletics	0	199.01	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.01	
			269616	GWMS Athletics	0	199.01	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.01	
			278021	GWMS Athletics	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			279143	GWMS Athletics	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			292413	GWMS Athletics	0	199.34	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		199.34	
			316742	charter	0	250.64	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		250.64	
			428343	GWMS Boys Volleyball	0	219.07	
40E500	2550 3320 01 000000			TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
			429433	Home- Choir	0	344.24	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		344.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40E000	2550 3310 00 000000		429437	Edison Choir	0	414.98	
				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		414.98	
40E500	2550 3320 01 000000		429492	GWMS Girls Softball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		430675	GWMS Girls Softball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		430683	GWMS Boys Volleyball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434552	GWMS Soccer	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434651	GWMS Soccer	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434652	GWMS Boys Volleyball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434694	GWMS Girls Softball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434721	GWMS Girls Softball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E500	2550 3320 01 000000		434737	GWMS Boys Volleyball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
40E000	2550 3310 00 000000		434745	Lincoln- Band	0	275.45	
				TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		275.45	
40E500	2550 3320 01 000000		436413	Lincoln- Band	0	344.24	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		344.24	
40E500	2550 3320 01 000000		436428	GWMS Boys Volleyball	0	219.07	
				TRANSPORTION/WASHINGTON MIDDLE SCHOOL/PUPIL TRANSPORTAT		219.07	
96111	FOLLETT SCHOOL SOLUTIONS, LLC	05/21/2024	373433F	Library Books	5002300056	70.72	70.72
10E500	2220 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/EDUCATIONAL MEDIA SE		70.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96112	Fox, James	05/21/2024	EEND 655 JF	EEND 655 Tuition Reimbursement	0	199.88	399.76
10E000	1110 2300 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM			199.88	
			END 716A JF	EEND 716A Tuition Reimbursement	0	199.88	
10E000	1110 2300 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TUITION REIMBURSEM			199.88	
96113	G & O THERMAL SUPPLY COMPANY	05/21/2024	1197996-00	Robinson	0	490.00	1,422.50
20E400	2540 3230 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			490.00	
			1198456-00	Costello	0	932.50	
20E600	2540 3230 00 000000		OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			932.50	
96114	GEORGE WASHINGTON MIDDLE SCHOO	05/21/2024	1GWMS 050224	Postage	0	30.45	286.70
10E500	2400 3400 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/SUPPORT SERVICES - S			30.45	
			GWMS 042624	Postage	0	256.25	
10E500	2400 3400 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/SUPPORT SERVICES - S			256.25	
96115	GIANT STEPS	05/21/2024	103-0324EF	HH April Lunch	0	104.00	17,043.12
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			104.00	
			103-0424E	ED HH April 24'	0	16,939.12	
10E500	1912 6700 00 000000		EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU			16,939.12	
96116	GILL, DONNA M	05/21/2024	DG 51524	Mileage	0	120.20	120.20
10E000	1110 3320 00 000000		EDUCATION/DISTRICT OFFICE/ELEMENTARY/TRAVEL			120.20	
96117	GLOBAL WATER TECHNOLOGY	05/21/2024	113464	May 24' water treatment	0	350.60	350.60
20E000	2540 3230 00 000000		OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE			350.60	
96118	GRAND PRAIRIE TRANSIT	05/21/2024	RTINV1006514	April 24' Transportation	0	124,046.51	124,046.51
40E000	2550 3310 00 000000		TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI			124,046.51	
96119	GreatAmerica Financial Service	05/21/2024	36527809	May 24 Copy/Print lease	0	10,719.56	10,719.56
10E000	2663 3230 00 000000		EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/REP			10,719.56	
96120	GROOT, INC. A WASTE CONNECTION	05/21/2024	12485460T098	Home May 24'	0	690.65	6,903.65
20E200	2540 3210 00 000000		OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			690.65	
			12485461T098	Edison- May 24'	0	1,418.22	
20E100	2540 3210 00 000000		OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN			1,418.22	
			12485462T098	Robinson May 24'	0	978.73	
20E400	2540 3210 00 000000		OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			978.73	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E300	2540 3210 00 000000		12485463T098	Lincoln May 24'	0	1,198.36	
			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA			1,198.36	
20E600	2540 3210 00 000000		12485464T098	Costello May 24'	0	1,161.20	
			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN			1,161.20	
20E500	2540 3210 00 000000		12485465T098	GWMS May 24'	0	1,456.49	
			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA			1,456.49	
96121	GUARDIAN - ALTERNATE FUNDED	05/21/2024	469383 050124	Period Ending	0	25,076.76	25,076.76
				04.30.24			
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		25,076.76	
96122	GUARDIAN -BILL ID 0001094522	05/21/2024	1094522 042324	Period End	0	15,631.69	15,631.69
				04.30.24			
10E000	1110 2210 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/INSTRUCTION LIFE I		9,641.38	
10L000	4865 0000 00 000000			EDUCATION/DISTRICT OFFICE/Guardian Flex Dental/.		4,843.64	
20L000	4865 0000 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/Guardian Flex Dental/.		959.25	
10L000	4990 0000 00 000000			EDUCATION/DISTRICT OFFICE/OTHER CURRENT LIABILITIES/.		187.42	
96123	HAYES MECHANICAL LLC	05/21/2024	43311	Lincoln - boiler	0	1,020.25	3,561.25
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		1,020.25	
20E200	2540 3230 00 000000		43318	Home- pipe leak	0	1,094.50	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			1,094.50	
20E400	2540 3230 00 000000		43322	Robinson- thermostats	0	871.75	
			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN			871.75	
20E200	2540 3230 00 000000		44339	Home- leak heating system	0	574.75	
			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE			574.75	
96124	HAYWARD, KARA E	05/21/2024	10235 KH	10235 Tuition	0	600.00	800.00
				Reimbursement			
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		600.00	
10E200	1110 2300 00 000000		555 11466 KH	555 11466 Tuition	0	200.00	
				Reimbursement			
10E200	1110 2300 00 000000			EDUCATION/HOME ELEMENTARY/ELEMENTARY/TUITION REIMBURSEM		200.00	
96125	HOME DEPOT PRO	05/21/2024	801665431	Edison - toilet paper, paper towels, plastic bags	7012300071	878.46	1,917.38
20E100	2540 4100 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		878.46	
			802842864	GWMS - razor blades, scrapers,	7012300079	74.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
20E500	2540 4100 00 000000			squeegees OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		74.60	
			803594977	GWMS - razor blades, scrapers, squeegees	7012300079	9.32	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		9.32	
			803847524	GWMS - water filters	7012300081	955.00	
20E500	2540 4100 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		955.00	
96126	ILLCO	05/21/2024	2612593	GWMS	0	58.02	58.02
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		58.02	
96127	ILLINOIS PRINCIPAL ASSOCIATION	05/21/2024	445169	Workshop-Women in Leadership: Learning, Leading, Living! "Remote Workshop" on May 8/24	7032300075	299.00	894.00
10E000	1250 3121 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		299.00	
			445260	Workshop: Women in Leadership: Learning, Leading, Living! AA Registration & 1 Year IPA Membership	7032300074	595.00	
10E000	1250 3121 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		595.00	
96128	ILLINOIS PRINCIPAL ASSOCIATION	05/21/2024	445643	Kyle Novak IPA Admin Academy - 5/10/24 - Disruptive Innovation: Unlock Your School's Potential	7002300058	299.00	299.00
10E000	2310 3900 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/O		299.00	
96129	ILLINOIS STATE POLICE/BUREAU O	05/21/2024	20240401388	April 24' background checks	0	56.50	56.50
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		56.50	
96130	Impact Networking, LLC	05/21/2024	3231191	GWMS - Staples	0	163.71	163.71
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		163.71	
96131	INTERPRENET, LTD	05/21/2024	140690	IEP Meeting -	0	183.40	1,423.89

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	4120 3040 00 000000			Spanish EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		183.40	
			140888	IEP Meeting - Spanish	0	176.70	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		176.70	
			61551	IEP MEETING - Serbian	0	1,063.79	
10E000	4120 3040 00 000000			EDUCATION/DISTRICT OFFICE/PAYMENTS FOR SPECIAL EDUCATIO		1,063.79	
96132	INTERSTATE ELECTRONICS COMPANY	05/21/2024	86228	Costello - Service	0	2,052.75	2,052.75
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		2,052.75	
96133	ISCORP	05/21/2024	0738922	June 24 hosting svcs	0	1,036.80	1,036.80
10E000	2663 4700 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		1,036.80	
96134	J&A Transportation, LLC	05/21/2024	103-0001	JN Transportation	0	900.00	2,150.00
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		900.00	
			103-0002	JN Transportation	0	700.00	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		700.00	
			103-0003	JN Transportation	0	550.00	
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		550.00	
96135	JOHNSON CONTROLS FIRE PROTECTI	05/21/2024	51867994	Costello Service	0	1,960.39	1,960.39
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,960.39	
96136	JOHNSON CONTROLS SECURITY SOLU	05/21/2024	40054923	Edison Quarterly Billing	0	438.73	1,053.48
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		438.73	
			40054924	Lincoln Quarterly Billing	0	259.86	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		259.86	
			40054925	Home Quarterly Billing	0	354.89	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		354.89	
96137	JONES SCHOOL SUPPLY CO, INC	05/21/2024	2083225	5th Grade Send-off Certificates and Pins	1002300017	166.61	166.61
10E100	1110 4100 00 000000			EDUCATION/EDISON ELEMENTARY/ELEMENTARY/SUPPLIES		166.61	
96138	KACZKA, JASMINE	05/21/2024	5105 JK	5105 Tuition	0	427.50	855.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reimbursement			
10E600	1110 2300 00 000000		EDUCATION/COSTELLO	ELEMENTARY/ELEMENTARY/TUITION REIMBU		427.50	
			5844 JK	5844 Tuition	0	427.50	
				Reimbursement			
10E600	1110 2300 00 000000		EDUCATION/COSTELLO	ELEMENTARY/ELEMENTARY/TUITION REIMBU		427.50	
96139	KELLY SERVICES, INC.	05/21/2024	5601922248	W.E. 04.14.24	0	31,958.33	140,321.77
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			31,958.33	
			5602106931	W.E. 04.21.24	0	34,569.99	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			34,569.99	
			5602288607	W.E. 04.28.24	0	40,582.57	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			40,582.57	
			5602479148	W.E. 05.05.24	0	33,210.88	
10E000	2642 3900 00 000000		EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS			33,210.88	
96140	LADSE-LAGRANGE AREA DEPT OF SP	05/21/2024	FY24-Q3-D103	Service/Bill Back	0	15,476.25	15,476.25
10E000	4221 6700 00 000000		EDUCATION/DISTRICT OFFICE/SPED-COOP/TUITION			15,476.25	
96141	LAGRANGE GLASS & MIRROR CO	05/21/2024	25936	Costello- glass	0	214.19	214.19
20E600	2540 3230 00 000000		OP, BLDG,MAIN/COSTELLO	ELEMENTARY/OPERATION AND MAINTEN		214.19	
96142	LAKESHORE LEARNING MATERIALS	05/21/2024	427133042324	Intervention tools for Jen Egan	6002300034	30.97	30.97
10E600	1110 4100 00 000000		EDUCATION/COSTELLO	ELEMENTARY/ELEMENTARY/SUPPLIES		30.97	
96143	LOPEZ, BETSY	05/21/2024	BL 041824	Mileage	0	225.25	505.14
10E000	2330 3320 00 000000		EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S			225.25	
			BL 042424 ex	Exp.	0	18.25	
				Reimbursement			
10E000	3000 4100 00 370501		EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P			18.25	
			BL 41924 ex	Exp.	0	31.29	
				Reimbursement			
10E000	3000 4100 00 370501		EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P			31.29	
			BL 43024 ex	Exp.	0	19.92	
				Reimbursement			
10E000	3000 4100 00 370501		EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P			19.92	
			BL 51424	Exp.	0	18.82	
				Reimbursement			
10E000	3000 4100 00 370501		EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P			18.82	
			BL 5324 ex	Exp.	0	8.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Reimbursement			
10E000	3000 4100 00 370501			EDUCATION/DISTRICT OFFICE/COMMUNITY SERVICES/SUPPLIES/P		8.83	
				Mileage BL51524 Mileage	0	182.78	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		182.78	
96144	LYONS POLICE DEPARTMENT	05/21/2024	LP051424	Mthly SOR May 24'	0	6,500.00	6,500.00
80E000	2365 1000 00 000000			TORT FUND/DISTRICT OFFICE/RISK MANAGEMENT/SALARIES		6,500.00	
96145	Lyons School District 103	05/21/2024	051624	Imprest	0	3,000.00	3,000.00
				replenishment			
10E000	1501 3900 00 000116			EDUCATION/DISTRICT OFFICE/CO-CURRICULAR/OTHER PURCHASED		3,000.00	
96146	MAHONEY, JOHN P	05/21/2024	0202523	Diplomas, Diploma	0	9,616.95	9,616.95
				Covers			
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		9,616.95	
96147	Matias, Cindy	05/21/2024	Mileage CM 51524	Mileage	0	170.18	170.18
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		170.18	
96148	MENARDS-FRONT END MANAGER	05/21/2024	39406	District	0	121.08	233.03
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		121.08	
			39863	Paint	0	111.95	
				Costello/District			
20E000	2540 4100 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		24.99	
10E600	2560 1130 00 000000			EDUCATION/COSTELLO ELEMENTARY/FOOD SERVICES/AIDES / PAR		86.96	
96149	MENTA ACADEMY HILLSIDE	05/21/2024	SESINV-037287	MS April 24'	0	4,652.97	12,240.27
				tuition			
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		4,652.97	
			SESINV-037428	MM/PP April 24'	0	7,587.30	
				tuition			
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		7,587.30	
96150	MEYER, DONNA J.	05/21/2024	DM 031124	GWMS Accompanist	0	250.00	250.00
10E500	1590 3900 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/O		250.00	
96151	MIGALA, MELISSA G	05/21/2024	MM ex 41724	Expense	0	45.00	45.00
				Reimbursement			
10E600	1110 4100 00 000000			EDUCATION/COSTELLO ELEMENTARY/ELEMENTARY/SUPPLIES		45.00	
96152	MLPLUMBING,LLC dbaDELL PLUMBING	05/21/2024	003283	Costello	0	1,175.00	2,402.32
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,175.00	
			003284	GWMS	0	1,227.32	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,227.32	
96153	Movement Matters	05/21/2024	161-PO1a	1st installment -	0	600.00	2,600.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				60 minutes			
10E000	1110 3100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		600.00	
			162-PO1a	Second Installment	0	1,000.00	
10E000	1110 3100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,000.00	
			206-PO1		0	1,000.00	
10E000	1110 3100 00 000000			EDUCATION/DISTRICT OFFICE/ELEMENTARY/PROFESSIONAL AND T		1,000.00	
96154	NAPA Auto Parts	05/21/2024	6308-969313	District	0	69.67	69.67
20E000	2545 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/VEHICLE SERVICING AND MAI		69.67	
96155	NICOR GAS	05/21/2024	30067700002 040524	Home	0	1,783.68	16,567.70
				03.05.24-04.03.24			
20E200	2540 4650 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		1,783.68	
			41174700009 040524	Edison	0	3,384.62	
				03.05.24-04.03.24			
20E100	2540 4650 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		3,384.62	
			41400800003 042224	Lincoln	0	2,332.33	
				03.20.24-04.18.24			
20E300	2540 4650 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		2,332.33	
			46930800001 042524	Robinson	0	1,401.57	
				03.25.24-04.23.24			
20E400	2540 4650 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		1,401.57	
			62030800007 042524	Legion	0	94.53	
				03.22.24-04.22.24			
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		94.53	
			72030800006 050824	Board of Ed	0	855.71	
				03.20.24-04.18.24			
20E000	2540 4650 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		855.71	
			74981782589 042524	Costello	0	1,524.01	
				03.22.24-04.22.24			
20E600	2540 4650 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		1,524.01	
			82030800005 042524	GWMS	0	5,008.01	
				03.22.24-04.22.24			
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		5,008.01	
			92030800004 042524	Annex	0	183.24	
				03.22.24-04.24.24			
20E500	2540 4650 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		183.24	
96156	Oconnor, Patricia	05/21/2024	PO 051524	May 24' Billing	0	4,606.00	4,606.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10E000	2520 3900 00 000000			EDUCATION/DISTRICT OFFICE/FISCAL SERVICES/OTHER PURCHAS		4,606.00	
96157	ODELSON & STERK, LTD.	05/21/2024	39481	Svcs thru 04.30.24	0	11,825.00	11,825.00
10E000	2310 3180 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/L		11,825.00	
96158	PARENTS AS TEACHERS NATIONAL C	05/21/2024	857896	C.M. subscription	0	220.00	220.00
10E000	1274 6400 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD 0-3/DUES & FE		220.00	
96159	Peerless Network, Inc.	05/21/2024	50125	04.01.24-04.30.24	0	1,042.59	1,042.59
20E100	2540 3440 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		260.64	
20E200	2540 3440 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		260.64	
20E500	2540 3440 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		260.64	
20E600	2540 3440 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		260.67	
96160	People Transportation Company	05/21/2024	23213	Apr 24 XC DR cab	0	2,074.40	2,074.40
40E000	2550 3310 00 000000			TRANSPORTION/DISTRICT OFFICE/PUPIL TRANSPORTATION SERVI		2,074.40	
96161	PESI	05/21/2024	2669059	Registration Fee for ODD, ASD, ADHD & Mood Disorders Conference Applicants: Kim Burchell and Erin Turcsanyi	7032300057	499.98	499.98
10E000	1250 3121 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL SERVICES		499.98	
96162	ProCare Therapy	05/21/2024	20943358	W.E. 04.19.24	0	3,800.00	11,400.00
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,800.00	
			20945372	W.E. 04.12.24	0	3,800.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,800.00	
			20950339	W.E. 04.26.24	0	3,800.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		3,800.00	
96163	Professional Pest Control, Inc	05/21/2024	18241	April 24' billing	0	420.00	420.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		60.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		55.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		70.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		60.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		75.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		60.00	
20E000	2540 3230 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		40.00	
96164	PURCHASE POWER	05/21/2024	10971327 041924	Purchase Power Postage	0	200.00	200.00
10E000	2310 3400 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/C		200.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96165	QUALITY NETWORK SOLUTIONS, INC	05/21/2024	70185	May 24' monthly	0	25,605.75	30,558.05
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		25,605.75	
			73972	Replacement Projector Lamp/Bulb (Edison)	7042300059	298.32	
10E100	2663 3240 00 000000			EDUCATION/EDISON ELEMENTARY/TECH PROGRAMMING SERVICES/R		298.32	
			73986	Replacement coupler for monitors	7042300063	24.51	
10E000	2663 4100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SUP		24.51	
			73987	Replacement part for damaged hard drive (GWMS)	7042300062	78.40	
10E500	2663 3240 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/TECH PROGRAMMING SER		78.40	
			73990	HP 58X Black High-Yield Toner Cartridge (GWMS printer not covered under Impact contract)	7042300060	260.57	
10E500	2663 3240 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/TECH PROGRAMMING SER		260.57	
			73996	New Dell Latitude 3540 Laptop (GW Nurses Office)	7042300061	1,008.75	
10E000	2663 7400 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/EQU		1,008.75	
			74070	Monthly VoiP Phone Charges	0	539.00	
10E000	2663 3100 00 000000			EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/PRO		539.00	
			74140	SlimTech Laptop Cases Fits Dell Chromebook 3110 (Lincoln)	7042300064	1,734.00	
10E300	2663 3240 00 000000			EDUCATION/LINCOLN ELEMENTARY/TECH PROGRAMMING SERVICES/		1,734.00	
			74143	Dell Latitude 3540 13th Gen i5 (N. Lawler- replacing damaged laptop)	7042300065	1,008.75	
10E400	2663 5400 00 000000			EDUCATION/ROBINSON ELEMENTARY/TECH PROGRAMMING SERVICES		1,008.75	
96166	READ NATURALLY	05/21/2024	266854	Ready Naturally	7002300045	3,819.00	3,819.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				(Read Live Licenses Renewal Subscription period 5/26/24-5/26/25			
10E000	1251 3140 00 430000			EDUCATION/DISTRICT OFFICE/TITLE II GRANT/PROFESSIONAL S		3,819.00	
96167	REDD, REGINA	05/21/2024	RR exp. reim. 51424	Expense	0	115.12	115.12
				Reimbursement			
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		115.12	
96168	REED, JEREMY	05/21/2024	JR exp. re. 041824	Expense	0	50.79	50.79
				Reimbursement			
10E000	1250 4100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/SUPPLIES/TITLE I		50.79	
96169	ROBERTSON, ANNA	05/21/2024	MSED-655B AR	MSED-655B Tuition	0	600.00	600.00
				Reimbursement			
10E400	1110 2300 00 000000			EDUCATION/ROBINSON ELEMENTARY/ELEMENTARY/TUITION REIMBU		600.00	
96170	SALERNO, STEPHANIE A.	05/21/2024	SS 031124	GWMS Accompanist	0	250.00	250.00
10E500	1590 3900 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MUSIC INSTRUMENTAL/O		250.00	
96171	SAM'S CLUB DIRECT	05/21/2024	437979636 042024	04.20.24 statement	0	1,584.48	1,584.48
10E000	1275 4100 00 370500			EDUCATION/DISTRICT OFFICE/EARLY CHILDHOOD PRE K/SUPPLIE		1,230.85	
10E000	2310 4100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/S		353.63	
96172	Sanders, Kwanza	05/21/2024	KS 032524	WIN	0	50.00	75.00
10E000	1110 1110 00 399900			EDUCATION/DISTRICT OFFICE/ELEMENTARY/TEACHER SALARY/AFT		50.00	
			KS 042324	Lunch monitor	0	25.00	
10E400	2560 1310 00 000000			EDUCATION/ROBINSON ELEMENTARY/FOOD SERVICES/TEACHER EXT		25.00	
96173	SCHINDLER ELEVATOR CORPORATION	05/21/2024	7153928759	GWMS - Safety Test Annual	0	610.00	610.00
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		610.00	
96174	SCHOLASTIC INC (BOOKS/CATALOG)	05/21/2024	59826330	Scholastic LitCamp (R) Turquoise Bunk Grades 2-3, ISBN13: 9781338340501, Grades: 2-3, Item #: NTS834050	7002300056	975.55	975.55
10E000	2210 1300 00 490900			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		975.55	
96175	School Business Management Ser	05/21/2024	103-04-24	April 24' Billing	0	8,887.50	8,887.50
10E000	2310 3100 00 000000			EDUCATION/DISTRICT OFFICE/BOARD OF EDUCATION SERVICES/P		8,887.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96176	SCHOOL HEALTH CORPORATION	05/21/2024	cinv000029359	39230-PS Wilson Evolution Intermediate Basketball Royal 39231-PS Wilson Evolution Official Basketball Scarlet 51006-PS Palos Baseball Scorebook 51007-PS Palos Volleyball Scorebook 33356-PS Tachikara SV5W Gold Scarlet/Wht./Navy Volleyball 51003-PS Scorebooks: Mark V Basketball 30 pages plus index 50244-PS Brine Attack Soccer Ball Black Size 5 37271 School Health Instant Cold Packs 6 x 8, 16/case 50115-PS Soccer Shin Guard 8" with Velcro Strap 16820-PS Goalie Glove: Adult Small(8) 1042264-PS Wilson Evolution: Intermediate, 3/pk 37309-PS Wilson Evolution: Official 50246-PS Brine Attack Red: Size 5 50253-PS Brine Attack Royal: Size 5	5002300054	892.37	1,039.14
10E500	1501 4900 00 000101			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/OTHER		232.45	
10E500	1501 4100 00 000105			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/SUPPLI		659.92	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			CINV000032184	39230-PS Wilson Evolution Intermediate Basketball Royal 39231-PS Wilson Evolution Official Basketball Scarlet 51006-PS Palos Baseball Scorebook 51007-PS Palos Volleyball Scorebook 33356-PS Tachikara SV5W Gold Scarlet/Wht./Navy Volleyball 51003-PS Scorebooks: Mark V Basketball 30 pages plus index 50244-PS Brine Attack Soccer Ball Black Size 5 37271 School Health Instant Cold Packs 6 x 8, 16/case 50115-PS Soccer Shin Guard 8" with Velcro Strap 16820-PS Goalie Glove: Adult Small(8) 1042264-PS Wilson Evolution: Intermediate, 3/pk 37309-PS Wilson Evolution: Official 50246-PS Brine Attack Red: Size 5 50253-PS Brine Attack Royal: Size 5	5002300054	69.12	
10E500	1501 4900 00 000101			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/OTHER		18.00	
10E500	1501 4100 00 000105			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/SUPPLI		51.12	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			S0000027131	39230-PS Wilson Evolution Intermediate Basketball Royal 39231-PS Wilson Evolution Official Basketball Scarlet 51006-PS Palos Baseball Scorebook 51007-PS Palos Volleyball Scorebook 33356-PS Tachikara SV5W Gold Scarlet/Wht./Navy Volleyball 51003-PS Scorebooks: Mark V Basketball 30 pages plus index 50244-PS Brine Attack Soccer Ball Black Size 5 37271 School Health Instant Cold Packs 6 x 8, 16/case 50115-PS Soccer Shin Guard 8" with Velcro Strap 16820-PS Goalie Glove: Adult Small(8) 1042264-PS Wilson Evolution: Intermediate, 3/pk 37309-PS Wilson Evolution: Official 50246-PS Brine Attack Red: Size 5 50253-PS Brine Attack Royal: Size 5	5002300054	77.65	
10E500	1501 4900 00 000101			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/OTHER		20.24	
10E500	1501 4100 00 000105			EDUCATION/WASHINGTON MIDDLE SCHOOL/CO-CURRICULAR/SUPPLI		57.41	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
96177	SCHOOL SPECIALTY, INC.	05/21/2024	208134043046	Storage bins	5002300078	200.90	200.90
10E500	1110 4100 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/ELEMENTARY/SUPPLIES		200.90	
96178	SEAL OF ILLINOIS	05/21/2024	12476	Tuition Apr 24'	0	7,272.76	7,272.76
10E300	1912 6700 00 000000			AD EDUCATION/LINCOLN ELEMENTARY/OTHER LEA PRIVATE TUITION/		7,272.76	
96179	SEAL SOUTH, INC	05/21/2024	8503	Tuition Apr 24 JT	0	4,685.07	4,685.07
10E600	1912 6700 00 000000			EDUCATION/COSTELLO ELEMENTARY/OTHER LEA PRIVATE TUITION		4,685.07	
96180	SKYWARD	05/21/2024	0000230503	SKYLERT RENEWAL	0	3,644.39	3,644.39
10E000	2663 4700 00 000000			03.26.24-03.25.25 EDUCATION/DISTRICT OFFICE/TECH PROGRAMMING SERVICES/SOF		3,644.39	
96181	SOARING EAGLE ACADEMY	05/21/2024	22442a	KM, WV Rate	0	2,210.73	2,210.73
10E200	1912 6700 00 000000			change EDUCATION/HOME ELEMENTARY/OTHER LEA PRIVATE TUITION/TUI		1,105.37	
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		1,105.36	
96182	Sunbelt Staffing, LLC	05/21/2024	20908925	W.E. 03.09.24	0	9,825.00	56,745.50
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		9,825.00	
10E000	2642 3900 00 000000		20922036a	W.E. 03.23.24	0	7,897.50	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		7,897.50	
10E000	2642 3900 00 000000		20934396	W.E. 04.06.24	0	270.00	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		270.00	
10E000	2642 3900 00 000000		20945521	W.E. 04.13.24	0	12,341.70	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		12,341.70	
10E000	2642 3900 00 000000		20945522	W.E. 04.20.24	0	13,424.20	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		13,424.20	
10E000	2642 3900 00 000000		20957520	W.E. 04.27.24	0	12,987.10	
10E000	2642 3900 00 000000			EDUCATION/DISTRICT OFFICE/HUMAN RESOURCES/OTHER PURCHAS		12,987.10	
96183	T-MOBILE	05/21/2024	972033599 042124	03.21.24-04.20.24	0	150.00	150.00
20E000	2540 3440 00 000000			Hotspots OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		150.00	
96184	TEXTHELP INC.	05/21/2024	73302	Read&Write	7032300067	4,758.83	4,758.83
10E000	1250 3100 00 430000			Renewal Subscription for Qty 2398 EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		4,758.83	
96185	The Wonder Years LLC	05/21/2024	1049	Robinson School	7032300076	159.00	159.00
				Nurse Dept: Puberty: the			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Wonder Years 5th Grade-Digital Subscription (1 year)			
10E000	1250 3100 00 430000			EDUCATION/DISTRICT OFFICE/TITLE I/PROFESSIONAL AND TECH		159.00	
96186	THOMSON REUTERS - WEST	05/21/2024	850141573	May 24' online subscription	0	679.64	679.64
10E000	1205 3160 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/DATA PROCES		679.64	
96187	TREMCO/WEATHERPROOFING TECHNOL	05/21/2024	97565744	Robinson- Roof	0	3,000.00	5,930.00
20E000	2540 5400 00 005004			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		3,000.00	
			97582405	Roof repairs Edison & Robinson	0	2,930.00	
20E000	2540 5400 00 005004			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		2,930.00	
96188	UNIQUE PRODUCTS	05/21/2024	465853	Costello- Machine Repair	0	761.45	761.45
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		761.45	
96189	UNITED SEATING & MOBILITY	05/21/2024	54579199	Home School CD Class/ One Storage Bag 11"w x 7" H-R82 / 1 pair Hand Brakes-R82	7022300061	298.80	298.80
10E000	1205 4100 00 000000			EDUCATION/DISTRICT OFFICE/LEARNING DISABLED/SUPPLIES		298.80	
96190	VANDER PLOEG, GUADALUPE	05/21/2024	051324 GVP	GVP Expense	0	577.91	1,030.11
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		577.91	
			GVP 041924	GVP Expense	0	452.20	
10E000	2330 3320 00 000000			EDUCATION/DISTRICT OFFICE/SPECIAL AREA ADMINISTRATION S		452.20	
96191	VERIZON WIRELESS	05/21/2024	9962407201	Billing 03.24.24-04.23.24	0	1,109.81	1,109.81
20E000	2540 3440 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		1,109.81	
96192	VILLAGE OF LYONS WATER DEPARTM	05/21/2024	10999 043024	Robinson 02.16.24-04.15.24	0	929.00	3,417.50
20E400	2540 3700 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		929.00	
			11801 043024	Admin 02.16.24-04.15.24	0	170.50	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		170.50	
			11802 043024	Annex 02.16.24-04.15.24	0	59.00	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		59.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			11803 043024	GWMS 02.16.24-04.15.24	0	1,883.50	
20E500	2540 3700 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		1,883.50	
			11804 043024	Shop 02.16.24-04.15.24	0	375.50	
20E000	2540 3700 00 000000			OP, BLDG,MAIN/DISTRICT OFFICE/OPERATION AND MAINTENANCE		375.50	
96193	VILLAGE OF STICKNEY WATER DEPT	05/21/2024	101878 051424	Home 04.11.24-05.10.24	0	450.32	1,043.93
20E200	2540 3700 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		450.32	
			101884 051424	Edison 04.11.24-05.10.24	0	593.61	
20E100	2540 3700 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		593.61	
96194	VILLAGE OF BROOKFIELD	05/21/2024	400067001 050624	Lincoln reading 04.30.24	0	665.78	665.78
20E300	2540 3700 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		665.78	
96195	VINDEL, JASMINE	05/21/2024	JV 050524	Costello-Home Evaluations	0	1,200.00	1,200.00
10E000	2150 3900 00 000000			EDUCATION/DISTRICT OFFICE/SPEECH PATHOLOGY AND AUDIOLOG		1,200.00	
96196	WEST 40 INTERMEDIATE SERVICE C	05/21/2024	240763	XC, DR Mar tuition	0	4,370.00	4,370.00
10E500	1912 6700 00 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/OTHER LEA PRIVATE TU		4,370.00	
96197	WILSON LANGUAGE	05/21/2024	INV47670	Foundation Level K training for new EL teacher	7002300034	320.00	320.00
10E000	2210 4100 00 490900			EDUCATION/DISTRICT OFFICE/IMPROVEMENT OF INSTRUCTION SE		320.00	
96198	WOODS, GREGORY	05/21/2024	GW 042224	Collage Concert	0	150.00	150.00
10E500	1120 4100 12 000000			EDUCATION/WASHINGTON MIDDLE SCHOOL/MIDDLE-JUNIOR HIGH/S		150.00	
96199	YURITZY 2 INC	05/21/2024	15972	Weed Control - All schools	0	3,990.00	3,990.00
20E100	2540 3230 00 000000			OP, BLDG,MAIN/EDISON ELEMENTARY/OPERATION AND MAINTENAN		455.00	
20E200	2540 3230 00 000000			OP, BLDG,MAIN/HOME ELEMENTARY/OPERATION AND MAINTENANCE		455.00	
20E300	2540 3230 00 000000			OP, BLDG,MAIN/LINCOLN ELEMENTARY/OPERATION AND MAINTENA		845.00	
20E400	2540 3230 00 000000			OP, BLDG,MAIN/ROBINSON ELEMENTARY/OPERATION AND MAINTEN		725.00	
20E500	2540 3230 00 000000			OP, BLDG,MAIN/WASHINGTON MIDDLE SCHOOL/OPERATION AND MA		925.00	
20E600	2540 3230 00 000000			OP, BLDG,MAIN/COSTELLO ELEMENTARY/OPERATION AND MAINTEN		585.00	

116 Computer Check(s) For a Total of 1,493,625.25

	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
	116	Computer	Checks For a Total of	1,493,625.25
Total For	116	Manual, Wire Tran, ACH & Computer	Checks	1,493,625.25
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,493,625.25

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	EDUCATION	450,409.51	0.00	560,452.30	1,010,861.81
20	OP, BLDG,MAIN	959.25	0.00	95,727.71	96,686.96
40	TRANSPORTION	0.00	0.00	379,576.48	379,576.48
80	TORT FUND	0.00	0.00	6,500.00	6,500.00

**GENERAL FUND**

Totals for All Accounts

Costello Elementary School

Account #

				\$15,449.75
8/9/2023	Deposit (VanGogh Spring 2023)	221.36		\$15,671.11
8/14/2023	1128 Jamrose (reim open house luncheon)		319	\$15,352.11
9/26/2023	1129 Migala (reim bulletin board photos)		33.5	\$15,318.61
10/24/2023	1130 Migala (reim classroom lunch baskets)		8	\$15,310.61
11/17/2023	1131 Costello PTO (reim family night bakery)		203.31	\$15,107.30
12/5/2023	Deposit (FunPac sales)	1630		\$16,737.30
12/18/2023	1132 SD103 (reim. Cheer personal items)		360.65	\$16,376.65
12/18/2023	1133 Migala (reim crossing guard gifts/tape)		68.69	\$16,307.96
12/18/2023	Deposit (cheer personal items/funpac)	353.5		\$16,661.46
12/20/2023	1134 Buona (staff holiday luncheon)		551.98	\$16,109.48
1/29/2023	1135 Migala (reim PBS prizes)		97.5	\$16,011.98
1/31/2023	1136 Scholastic Book Fair		2632.91	\$13,379.07
1/31/2023	Deposit (Scholastic Book Fair)	2633.22		\$16,012.29
2/13/2023	1137 Egan (reim. Yearbook photos)		37.74	\$15,974.55
2/21/2024	1138 Foreman (reim. Sports eoyparty)		145.04	\$15,829.51
2/27/2024	1139 Migala (reim. Scoty Award gifts)		49.97	\$15,779.54
3/11/2024	1140 Migala (reim. PBS storage containers)		50.34	\$15,729.20
4/18/2024	Deposit (Hinsdale Humane Society)	200		\$15,929.20
4/18/2024	1141 Hinsdale Humane Society (student council donation)		200	\$15,729.20
4/24/2024	Deposit (Student Council-box tops)	48.2		\$15,777.40
5/9/2024	1142 Migala (reim. Tablecloths/wax museum)		55.98	\$15,721.42
5/9/2024	1143 Jamrose (reim teacher app. Luncheon)		355.68	\$15,365.74

## EDISON ACTIVITY ACCOUNT - 2023-2024

<b>Apr 2024</b>					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$30,461.91
4/12/24	1331	Little Caesars (PF/Spirit)	95.84		\$30,366.07
<b>May 2024</b>					
Date	Check Number	Transaction	Debit	Credit	Total
		Balance Brought Forward			\$30,366.07
5/1/24	1332	Memory Book Company (Yearbook)	292.20		\$30,073.87
5/1/24	1333	Deborah Klein (5th Gr. Sendoff)	213.47		\$29,860.40
5/1/24	1334	Sarah Davis (5th Gr. Sendoff)	97.20		\$29,763.20
5/7/24	1335	Angela Fischbeck (Kdg. Grad. & PF/Spirit)	85.17		\$29,678.03
5/8/24	1336	Little Joe's (PF/Spirit)	374.85		\$29,303.18
5/9/24	1337	Lyons Elem SD-103 (Teachers Fund)	500.00		\$28,803.18
5/14/24	1338	Shirt Printing 4U, Inc. (5th Gr. Sendoff)	720.00		\$28,083.18
5/14/24	1339	Sarah Davis (5th Gr. Sendoff)	161.37		\$27,921.81
5/14/24	1340	Matthew Rocco (PF/Spirit)	14.22		\$27,907.59

## Home School Activity Account May 2024

<b>Date</b>	<b>Ck.#</b>	<b>Description</b>	<b>Disbursements</b>	<b>Receipts</b>	<b>Balance</b>
4/26/2024	1165	Lisa Kesman-reimbursement for uniforms for McKinney Vento student	\$46.65		<b>\$ 2,720.59</b>
4/26/2024	1166	Tiffany Barrett - Reimbursement for Library Yearbook	\$15.71		<b>\$ 2,704.88</b>
5/1/2024		Deposit - Jump Rope for Heart		\$100.00	<b>\$ 2,804.88</b>
5/6/2024	1167	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,779.88</b>
5/6/2024	1168	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,754.88</b>
5/6/2024	1169	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,729.88</b>
5/6/2024	1170	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,704.88</b>
5/6/2024	1171	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,679.88</b>
5/6/2024	1172	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,654.88</b>

## Home School Activity Account May 2024

<b>Date</b>	<b>Ck.#</b>	<b>Description</b>	<b>Disbursements</b>	<b>Receipts</b>	<b>Balance</b>
4/26/2024	1165	Lisa Kesman-reimbursement for uniforms for McKinney Vento student	\$46.65		<b>\$ 2,720.59</b>
4/26/2024	1166	Tiffany Barrett - Reimbursement for Library Yearbook	\$15.71		<b>\$ 2,704.88</b>
5/1/2024		Deposit - Jump Rope for Heart		\$100.00	<b>\$ 2,804.88</b>
5/6/2024	1167	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,779.88</b>
5/6/2024	1168	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,754.88</b>
5/6/2024	1169	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,729.88</b>
5/6/2024	1170	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,704.88</b>
5/6/2024	1171	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,679.88</b>
5/6/2024	1172	Brookfield Zoo - Parking Fee for Bus - All School Field Trip	\$25.00		<b>\$ 2,654.88</b>

Lincoln School Activity Account July 2023-present						Put in proper account	Agrees w/ Checkbook
Check #	Invoice #	Date	Description	Debit	Credit	Balance	
<b>Balance Forwarded from June 2023</b>						\$17,234.02	
1171	926	8/10/23	Ink Your Wear, Inc. - Spirit Wear (Student Shirts Bulk Purchase of Youth & Adult Sizes)	\$1,862.00		\$15,372.02	
1169		6/1/23	Sisley Ruiz of Balloon Decor - 3 Balloon Stands for Kinder Graduation & 5th Gr. Farewell (not cashed)	\$75.00	*added back	\$15,447.02	
			Balance Forwarded from August 2023 Bank Statement			\$15,447.02	yes
			Balance Forwarded from September 2023 Bank Statement			\$15,477.02	yes
		10/21/23	Deposit - Student Spirit Wear Purchases and Van Gogh profit check from Spring Photos		\$1,553.61	\$17,000.63	
		10/21/23	Officially Voided check #1169 written to Sisley Ruiz on 6.1.23 (\$75.00 check was never picked up)				
		10/28/23	Deposit - Student Spirit Wear Purchases		\$396.80	\$17,397.43	
		10/28/23	Deposit - Student Council Polo Shirts		\$200.00	\$17,597.43	yes
1172	998	10/31/23	Ink Your Wear, Inc. - Student Council Polo Shirts	\$200.00		\$17,397.43	yes
			Balance Forwarded from October 2023 Bank Statement			\$17,597.43	yes
			October bank statement does not yet reflect Check #1172 (\$200) All other transactions match the bank statement.				
			Balance Forwarded from November 2023 Bank Statement			\$17,397.43	yes
			Balance Forwarded from December 2023 Bank Statement			\$17,397.43	yes
			Balance Forwarded from January 2024 Bank Statement			\$17,397.43	yes
1173	1079	2/9/24	Ink Your Wear, Inc. - One Spirit Wear T-Shirt for the Girls Basketball Coach	\$12.00		\$17,385.43	
1174	6B189F16	2/13/24	Museum of Science and Industry (5th Gr. Field Trip) fee for three additional parent chaperones	\$48.00		\$17,337.43	
			Balance Forwarded from February 2024 Bank Statement			\$17,337.43	yes
1175		3/25/24	Reimbursement - Emelia Zarenana, 3rd Quarter PBIS Student Celebration Raffle Prizes	\$648.90		\$16,688.53	
		4/27/24	Deposit - Spirit Wear Sales from leftover inventory at Parent Conferences January 2024		\$275.00	\$16,963.53	
		4/27/24	Deposit - Spirit Wear Purchase (Check #3764 \$8, Check #395 \$16), \$151 Student Council Donations received for Beds Homeless Shelter, and Van Gogh Commission Check \$607.87		\$782.87	\$17,746.40	
1176		5/3/24	Brookfield Zoo Chicago - cost for 2 buses to enter the lot and drop off 1st grade students for their field trip	\$50.00		\$17,696.40	
1177		5/6/24	Striker Lanes - cost for 5 students to go bowling for their field trip (CD Program, Grades 2-5, Mrs. Schwab's class)	\$50.00		\$17,646.40	
1178	1103263.099	5/10/24	Schaumburg Park District - Kindergarten Field Trip to Volkening Heritage Farm	\$385.00		\$17,261.40	

Debit	Credit	Total
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# Robinson

## May 2024

Date	Check Number	Transaction	Debit	Credit	Total
4/22/2024		Dominos Pizza (PBIS)	46.46		\$6,533.88
4/29/2024		committee (donation parents)		50.00	\$6,487.42
4/29/2024		Committee( Dominos's paper form order)		440.00	\$6,537.42
5/6/2024		ERIR Project Orders ( maricela mendoza)	146.28		\$6,977.42
5/8/2024		Maricela mendoza (Herrite committee)	41.22		\$6,831.14
5/8/2024		Deposit Valentine's day sale store		265.00	\$6,789.92
5/8/2024		sam'club (picnic,winwer attendas)	31.46		\$7,054.92
5/9/2024		Katriona Ferguson (Kindergarden Graduation)	16.96		\$7,023.46
5/9/2024		Jimmy John's Picnic winner attendas	\$124.96		\$7,006.50
5/13/2024		Crown Trophy	96.00		\$6,881.54
5/15/2024		Meridith culligan Water	\$506.77		\$6,785.54
5/15/2024		Maricela Mendoza(heritage commitee)	29.97		\$6,278.77
					\$6,248.80
					\$6,248.80

GWMS

Date	Check #	Description	Disbursement	Receipts	Balance
19-Apr	deposit	Grad/Sports/GWMS		2881	29404.36
22-Apr	1815	Hornblower Cruises and events	8384		21020.36
22-Apr	1816	USPS	52.25		20968.11
22-Apr	1817	Paisans Sports	172.19		20795.92
22-Apr	1818	T&M sports Volleyball	320		20475.92
25-Apr	1819	Paisans BOC	148.96		20326.96
26-Apr	1820	USPS	204		20122.96
26-Apr	deposit	NJHS/Sports/Grad/ GWMS/BOC		2356.92	22479.88
29-Apr	1821	Windy City Thunderbolts	1784		20695.88
30-Apr	1822	Paisans- BOC	148.96		20546.92
1-May	1823	Taylor Koc-student council amazon	107.44		20439.48
2-May	1824	NJHS Affy tapple	566		19873.48
2-May	1825	Taylor Koc-student council amazon	276.47		19597.01
2-May	1826	City Experiences- Grad	256		19341.01
2-May	1827	USPS	30.45		19310.56
3-May	Deposit	Grad/BOC/GWMS		1234	20544.56
7-May	1828	Paisans- Volleyball	80.47		20464.09
8-May	1829	Paisans-SIP	370.92		20093.17
9-May	1830	Daina Welsh	13.27		20079.9
9-May	1831	Paisans-Softball	61.73		20018.17
10-May	1832	Taylor Koc- AD meeting snacks	44.36		19973.81
10-May	1833	Guitar center- Ukes	98.96		19874.85
10-May	Deposit	grad/studc/GWMS		1884.71	21759.56
13-May	1834	universal promotions-grad	2234.5		19525.06
13-May	1835	graphic screen printing-Njhs	450		19075.06

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, April 23, 2024

**I. Call to Order**

The regular meeting of the Board of Education was called to order at 6:00 p.m. by President Jorge Torres.

**II. Roll Call**

Members Physically Present:	Slagiana Aleksikj Les Antos Olivia Quintero Mario Ramirez Winifred Rodriguez Jorge Torres
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Absent:	Sara Andreas
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**III. Superintendent's Report**

Audit Presentation by Baker Tilly

Superintendent Rivera introduced Nick Cavaliere from Baker Tilly who presented the Board with a brief overview of the FY2023 audit. Mr. Cavaliere informed the Board that our district received the highest score given which is a 4.0. He stated that our fund balances are good and that overall we are in good shape.

Mr. Cavaliere stated that we had to pull Child Nutrition applications for FY23 for the audit and that was performed but after the due date and that it will be in our corrective plan for next year.

Mr. Cavaliere stated it was a clean audit.

**IV. Closed Session**

Olivia Quintero moved seconded by Mario Ramirez to go into Closed Executive Session at 6:05 p.m. to conduct the Superintendent's evaluation pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1); and to discuss the appointment, employment, compensation, or performance of specific employees of the public body, pursuant to Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1).

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Les Antos  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Sara Andreas

Motion carried

**IV. Return to Open Session**

Olivia Quintero moved seconded by Winifred Rodriguez to return to open session at 7:12 p.m.

Upon Roll Call:

Ayes: Slagiana Aleksikj  
Les Antos  
Olivia Quintero  
Mario Ramirez  
Winifred Rodriguez  
Jorge Torres

Nays: None

Absent: Sara Andreas

Motion carried

**V. Reading of Communications**

Superintendent Rivera informed the Board that there were 2 FOIAs received in March, 2024 and both were responded to and completed.

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

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

**VII. Public Comment**

None

**VIII. Consent Agenda**

Olivia Quintero moved seconded by Winifred Rodriguez to approve the Consent Agenda, as presented.

Upon Roll Call:

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

- A. Authorize Payment of Monthly Bills for April 2024
  - 1. Board Bills April 2024
  - 2. Activity Funds April 2024
- B. Approval of Minutes
  - 1. Regular Minutes of March 26, 2024
- C. Approval of Personnel Hires/Leaves/Resignation List #4.23.24

**IX. Action Items**

**Approval of Amendment to First Student Transportation Services Agreement for SY2024-2025**

Winifred Rodriguez moved seconded by Olivia Quintero to approve the First Student Transportation Agreement for School Year 2024-2025, as presented.

Upon Roll Call:

Ayes:	Slagiana Aleksikj Les Antos Olivia Quintero Mario Ramirez Winifred Rodriguez
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Jorge Torres

Nays:

None

Absent:

Sara Andreas

Motion carried

**Approval of Student Fees for SY 2024-2025**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the student fees for the 2024-2025 school year:

Registration Fee	\$ 0.00
Registration Fee if eligible for Reduced Meal	\$ 0.00
Registration Fee if eligible for Free Meal	\$ 0.00
Band & Orchestra (4 <sup>th</sup> – 8 <sup>th</sup> Grade)	\$ 0.00
Basketball (4 <sup>th</sup> – 8 <sup>th</sup> Grade)	\$ 0.00
Cheerleading	\$ 0.00
GWMS Activities (Interscholastic)	\$ 0.00

**\*\*Middle School:**

P.E. Shirt	\$10.00
P.E. Pants	\$10.00

<b>*Technology Fees</b>	\$20.00
<b>*If eligible for Reduced Meal</b>	\$10.00
<b>*If eligible for Free Meal</b>	\$ 0.00

Upon Roll Call:

Ayes:

Slagiana Aleksikj  
 Les Antos  
 Olivia Quintero  
 Mario Ramirez  
 Winifred Rodriguez  
 Jorge Torres

Nays:

None

Absent:

Sara Andreas

Motion carried

**Approval of Baker Tilly Audit Engagement Letter for FY2024**

Winifred Rodriguez moved seconded by Olivia Quintero to approve the Audit Engagement Letter with Baker Tilly to provide audit services for fiscal year 2024 in the amount of \$52,250, as presented.

Upon Roll Call:

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

**Approval of Consolidated District Plan for FY24**

Olivia Quintero moved seconded by Winifred Rodriguez to approve the Consolidated District Plan for FY 2024, as presented.

Upon Roll Call:

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

**First Amendment to Intergovernmental Agreement Between Lyons School District 103 and the Board of Trustees of Northern Illinois University for Multi-Tiered System of Support Services for SY2024**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the First Amendment to the Intergovernmental Agreement between Lyons School District 103 and the Board of Trustees of Northern Illinois University for Multi-Tiered System of Support Services to increase scope hours to include services by adding up to an additional 80 hours in an amount not to exceed \$35,760 with an end date of June 30, 2024, as presented.

Upon Roll Call:

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

Motion carried

**Approval of Resolution Authorizing Administrator Contracts for the 2024-2025 School Year**

Winifred Rodriguez moved seconded by Mario Ramirez to approve the Resolution Authorizing Administrator Contracts for the 2024-2025 school year, as presented.

Upon Roll Call:

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

Motion carried

**Approval of Resolution Authorizing Raises for Non-Union Employees**

Olivia Quintero moved seconded by Winifred Rodriguez to approve Resolution Authorizing Raises for Non-Union Employees, as presented.

Upon Roll Call:

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

**XII. Adjournment**

Mario Ramirez moved seconded by Olivia Quintero to adjourn at 7:17 p.m.

Upon Voice Vote there were 6 Ayes, 0 Nays, 1 Absent

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Sara Andreas, Secretary

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Jorge Torres, President

LYONS ELEMENTARY SCHOOL DISTRICT 103  
 PERSONNEL – HIRE/ RESIGNATION/TERMINATION LIST (May 21, 2024)  
 List #5.21.24

APPROVAL OF SUPPORT STAFF EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>	<b>SALARY</b>
Sandra Sotelo	Edison	Paraprofessional	ASAP	\$17.00/hr

APPROVAL OF CERTIFIED STAFF EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>	<b>SALARY</b>
Veronica Alfred	Costello	Special Education Resource Teacher	8/15/24	\$50,093.12
Stephanie Estrada	Robinson	2nd Grade Teacher	8/15/24	\$50,093.12
Brandon Jarot	Elementary Schools	Band & Orchestra Teacher	8/15/24	\$56,379.17
Thomas Sedlacek	Costello/Robinson	Music Teacher	8/15/24	\$57,128.17

APPROVAL OF SUMMER ACADEMY EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>SALARY</b>
James Fox	GWMS	Summer Academy Principal	\$5,000
Theresa Silva	Lincoln	Summer Academy Principal	\$5,000

APPROVAL OF EXTENDED SCHOOL YEAR "ESY" EMPLOYMENT

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>SALARY</b>
Brittany Budde Webb	Lincoln	ESY Coordinator	\$50.00/hr

APPROVAL OF SUMMER CAMP CERTIFIED PERSONNEL

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>SALARY</b>
Sandy Pollyea	GWMS	Teacher Supervisor	\$50.00/hr

APPROVAL OF RESIGNATION

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>
Gabi Barnes	Lincoln	K1CD Teacher	End of SY2023-2024
Vasti Carrera	Home	2nd Grade Teacher	End of SY2023-2024
Andrew Gust	Home/Edison	K-5 Music Teacher	End SY of 2023-2024
Annica Schmitt	GWMS	6th Grade Science Teacher	End of SY2023-2024
Morgan Vogrig	GWMS	Paraprofessional	5/14/24

APPROVAL OF TERMINATION

<b>NAME</b>	<b>SCHOOL</b>	<b>POSITION</b>	<b>DATE</b>
Jamielynn Gulatto	GWMS	Paraprofessional	End of SY20232024
Nancy Gonzalez	Robinson	Parent Liaison	End of SY2023-2024
Lisa Kolb	Lincoln	Paraprofessional	End of SY2023-2024
Erin McKeon	Lincoln	ECE Paraprofessional	End of SY2023-2024
Leslie Prince	Costello	ECE Paraprofessional	End of SY2023-2024

Approved By:

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Sara Andreas, Secretary

Dated: May 21, 2024

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Jorge Torres, President

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:40 Board Member Qualifications

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

Reasons making an individual ineligible for Board membership include holding an incompatible office, and certain types of State or federal employment, and conviction of an infamous crime. [PRESSPlus1](#) A child sex offender, as defined in State law, is ineligible for Board of Education membership.

LEGAL REF.:

Ill. Constitution, Art. II, § 1; Art. IV, § 2(e); Art. VI, § 13(b).

[105 ILCS 5/10-3](#) and [5/10-10](#).

CROSS REF.: 2:30 (~~Board of Education~~ School District Elections), 2:70 (Vacancies on the Board of Education - Filling Vacancies)

Adopted: July 10, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. Individuals who have been or are convicted of an infamous crime are ineligible for board membership. 105 ILCS 5/10-11. Examples of an infamous crime include, not are not limited to, any felony, bribery, and perjury. Consult with the board attorney regarding other possible infamous crimes. **Issue 114, March 2024**

# Document Status: Draft Update

## BOARD OF EDUCATION

### 2:260 Uniform Grievance Procedure

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

1. Title II of the Americans with Disabilities Act, [42 U.S.C. §12101 et seq.](#)
2. Title IX of the Education Amendments of 1972, [20 U.S.C. §1681 et seq.](#), excluding Title IX sexual harassment complaints governed by [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ [PRESSPlus1](#) Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791 et seq.](#)
4. [Discrimination and/or harassment on the basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and/or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. \(see Board policy 2:270, \*Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\*\) \[PRESSPlus2\]\(#\)](#)
5. ~~Equal Employment Opportunities Act~~ (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq. (see also number 4, above, for discrimination and/or harassment on the basis of race, color, or national origin)
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under [Board](#) policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [410 ILCS 513/](#); and Titles I and II of the Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve all complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the

complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

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

### Deadlines

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

### Filing a Complaint

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

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

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days after the date the

complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

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

#### Decision and Appeal

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

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

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

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

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

#### Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

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

#### **Nondiscrimination Coordinator:**

Stephanie Koenig

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

**Complaint Managers:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL  
60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

LEGAL REF.:

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

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

[20 U.S.C. §1400](#), The Individuals with Disabilities Education Act.

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

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

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

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

[29 U.S.C. §2612](#), Family and Medical Leave Act.

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

42 U.S.C. §2000e *et seq.*, [Equal Employment Opportunities Act](#) (Title VII of the Civil Rights Act of 1964).

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

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

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

105 ILCS 5/2-3.8, 5/3-10, 5/10-20, 5/10-20.5, 5/10-20.7a, 5/10-20.60, 5/10-20.69 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, [5/22-95 \(final citation pending\)](#), 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

[5 ILCS 415/10](#)(a)(2), Government Severance Pay Act.

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

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

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

[740 ILCS 175/](#), Ill. False Claims Act.

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

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

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

[820 ILCS 70/](#), Employee Credit Privacy Act, [70/10\(b\)](#), and [70/25](#).

[23 Ill.Admin.Code §§1.240, 200.40, 226.50](#), and [226.570](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: March 22, 2022

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## PRESSPlus Comments

PRESSPlus 1. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a district to have an internal process for the filing of complaints regarding discrimination and harassment based on race, color, and national origin. Policy [2:270, \*Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\*](#), utilizes this policy as an internal complaint process. See also sample administrative procedure [2:270-AP, \*Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin\*](#), available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), which includes additional procedures to be followed when responding to complaints of discrimination and harassment on the basis of race, color, and national origin. **Issue 114, March 2024**

# Document Status: Draft Update

## BOARD OF EDUCATION

### 2:265 Title IX Grievance Procedure

*Title has been updated. Original Title: Title IX Sexual Harassment Grievance Procedure*

Sexual harassment<sup>PRESSPlus1</sup> affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

#### Title IX Sexual Harassment Prohibited

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

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

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

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

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

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

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

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

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

### Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff 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:**

Stephanie Koenig

4100 Joliet Avenue, Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

(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), 5:720 (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: January 24, 2023

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## **PRESSPlus Comments**

PRESSPlus 1. The policy title only is changed to delete the term *sexual harassment* in anticipation of Title IX rulemaking. The U.S. Department of Education is expected to release final Title IX regulations within the next few months. It is expected that the scope of the updated regulations will be expanded to apply to all sex discrimination allegations, not merely to allegations of sexual harassment (as current regulations do). **Issue 114, March 2024**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:190 Targeted School Violence Prevention

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

The Superintendent or designee shall develop and implement the Program. The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all District staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus1](#)
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. [PRESSPlus2](#)
5. Comply with State and federal law and align with Board policies.

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

#### LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-21.7](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), and [5/27-23.7](#).

[105 ILCS 128/](#), School Safety Drill Act.

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

[29 Ill.Admin.Code Part 1500](#).

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected

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

Adopted: January 28, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Fifth Edition (July 2023), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at:

[www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12\\_threat\\_assessment\\_management\\_mppg\\_mpd.pdf](http://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/k-12_threat_assessment_management_mppg_mpd.pdf).

In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train staff and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, requires all district staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self. Sample administrative procedures and exhibits can be accessed at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 114, March 2024**

PRESSPlus 2. In alignment with this policy, sample administrative procedure 4:190-AP2, *Threat Assessment Team (TAT)*, requires the TAT to train parents/guardians and other members of the school community to recognize and report possible threats, and sample exhibit 4:190-AP2, E6, *Targeted School Violence Prevention and Threat Assessment Education*, encourages parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self. **Issue 114, March 2024**

# Document Status: Draft Update

## General Personnel

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

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

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager [for the under Board policy 2:260, Uniform Grievance Procedure, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.](#) [PRESSPlus1](#) These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager [for the under Board policy 2:260, Uniform Grievance Procedure](#). The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

#### **Nondiscrimination Coordinator:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

## Complaint Managers:

Stephanie Koenig

Kim West

4100 Joliet Ave., Lyons, IL  
60534

4100 Joliet Ave., Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

708-783-4100

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

### Minority Recruitment

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

### LEGAL REF.:

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

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

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

[29 U.S.C. §218d](#), Fair Labor Standards Act.

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

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

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

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

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).

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

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

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

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act.

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

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

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

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

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

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

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

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and [5/6-101](#), Ill. Human Rights Act.

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

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

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

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

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

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

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

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

Adopted: March 22, 2022

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## PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

## Document Status: Draft Update

### General Personnel

#### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; [PRESSPlus1](#) 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

#### Sexual Harassment Prohibited

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

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

#### Making a Report or Complaint

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

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

### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

An employee may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

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

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

### **Nondiscrimination Coordinator:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

### **Complaint Managers:**

Stephanie Koenig

4100 Joliet Ave., Lyons, IL  
60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

Kim West

4100 Joliet Ave., Lyons, IL 60534

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

### Investigation Process

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

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

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

Grievance Procedure, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Board policies 2:265, Title IX *Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

#### Enforcement

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

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or the Ill. Human Rights Act ([775 ILCS 5/](#)).

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

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

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

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

LEGAL REF.:

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

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

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

[775 ILCS 5/2-101\(E\)](#) and (E-1), [5/2-102\(A\)](#), (A-10), (D-5), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#), Ill. Human Rights Act.

[56 Ill. Admin.Code Parts 2500](#), [2510](#), [5210](#), and [5220](#).

[Vance v. Ball State Univ.](#), 570 U.S. 421 (2013).

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

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

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

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

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

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

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

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

*Porter v. Erie Foods Int, Inc.*, 576 F.3d 629 (7th Cir. 2009).

*Williams v. Waste Mgmt.*, 361 F.3d 1021 (7th Cir. 2004).

*Berry v. Delta Airlines*, 260 F.3d 803 (7th Cir. 2001).

*Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX [Sexual Harassment](#) Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:203 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

Adopted: July 25, 2023

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. The policy is also updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

# Document Status: Draft Update

## Educational Support Personnel

### 5:300 Schedules and Employment Year

The Superintendent shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board of Education policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or District needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Superintendent's approval is required to establish a flexible work schedule or job-sharing.

#### Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The District accommodates employees who are nursing mothers according to State and federal law.

#### LEGAL REF.:

~~Fair Labor Standards Act, 29 U.S.C. §§207 et seq and 218d, Fair Labor Standards Act.~~ [PRESSPlus1](#)

[105 ILCS 5/10-20.14a](#), [5/10-22.34](#), and [5/10-23.5](#).

[740 ILCS 137/](#), Right to Breastfeed Act.

[820 ILCS 105/](#), Minimum Wage Law.

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

CROSS REF.: [5:10 \(Equal Employment Opportunity and Minority Recruitment\)](#), [5:35 \(Compliance with the Fair Labor Standards Act\)](#)

Adopted: November 22, 2022

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 114, March 2024**

# Document Status: Draft Update

## STUDENTS

### 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.<sup>PRESSPlus1</sup>

#### Sex Equity

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

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

#### Administrative Implementation

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

#### LEGAL REF.:

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

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

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

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

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

[Ill. Constitution, Art. I](#), §18.

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX ~~Sexual Harassment~~ Grievance Procedure), [2:270 \(Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited\)](#), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (School Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: March 22, 2022

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

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

1. 2:260, *Uniform Grievance Procedure*, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.
2. 2:265, Title IX Grievance Procedure, contains the process that must be followed for complaints of Title IX harassment. PRESSPlus1
3. 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited, prohibits any person from discriminating against or harassing a student based on race, color, or national origin.
4. 6:65, *Student Social and Emotional Development*, requires that social and emotional learning be incorporated into the District's curriculum and other educational programs.
5. 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.
6. 7:20, *Harassment of Students Prohibited*, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.
7. 7:130, *Student Rights and Responsibilities*, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.
8. 7:160, *Student Appearance*, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, religious identity, other characteristic protected by State law.
9. 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. It recognizes that students have the right to wear hairstyles historically associated with race, ethnicity, or hair texture, and to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, religious identity, other characteristic protected by State law.
10. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the comprehensive structure for the District's bullying prevention program.

11. 7:250, *Student Support Services*, directs the Superintendent to develop protocols for responding to students' social, emotional, or mental health needs that impact learning.
12. 7:340, *Student Records*, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.

DATED : January 24, 2023

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to a five-year review. **Issue 114, March 2024**

# Document Status: Draft Update

## STUDENTS

### 7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; [PRESSPlus1](#) association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, [PRESSPlus2](#) *Title IX ~~Sexual Harassment~~ Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

#### Making a Report or Complaint

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

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX ~~Sexual Harassment~~ Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

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

#### **Nondiscrimination Coordinator:**

Stephanie Koenig

90

4100 Joliet Ave.,

7:20

Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

### Complaint Managers:

Stephanie Koenig

4100 Joliet Ave.,

Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

Kim West

4100 Joliet Ave.,

Lyons, IL 60534

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

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

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

### Investigation Process

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

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

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

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. [PRESSPlus3](#)

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

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

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

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

### Enforcement

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

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see [Board](#) policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

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

### LEGAL REF.:

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

[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).

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

[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX **Sexual Harassment** Grievance Procedure), **2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited)**, 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: March 22, 2022

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 3. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

# 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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, [PRESSPlus1](#) pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, 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 ~~at the School District~~ or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only in cases in which when 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 members to 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 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 listed below:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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.

## Nondiscrimination Coordinator:

Stephanie Koenig

4100 Joliet Ave.,

Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

## Complaint Managers:

Stephanie Koenig

4100 Joliet Ave.,

Lyons, IL 60534

[koenigs@lyons103.org](mailto:koenigs@lyons103.org)

708-783-4100

Kim West

4100 Joliet Ave.,

Lyons, IL 60534

[westk@lyons103.org](mailto:westk@lyons103.org)

708-783-4100

4. Consistent with federal and State laws and rules governing student privacy rights, ~~the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. and discuss, a~~As appropriate, ~~the school's administration shall also discuss~~ the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. ~~The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.~~ [PRESSPlus2](#)
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 a bullying incident of bullying~~ was received and taking into consideration additional relevant information received during the course of the investigation about the reported ~~bullying 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 reported~~ incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents ~~and~~ guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the ~~Building P~~ 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 ~~ae~~ incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and

community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, ~~which~~ that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan 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 publicly accessible 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 Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification 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
- 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. [PRESSPlus3](#)
  - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act. [PRESSPlus4](#)
  - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - j. 7:310, *Restrictions on Publications; Elementary 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](#), [1.280](#), and [1.295](#).

IX *Sexual Harassment* Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: January 24, 2023

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, adding protected categories to the prohibition on bullying. The bases are also re-ordered to align with the order they are listed within the Ill. State Board of Education (ISBE) Model Bullying Prevention Policy (available at [www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf](http://www.isbe.net/Documents/Model-Bullying-Prevention-Policy.pdf)).

Additionally, 105 ILCS 5/27-23.7(f), added by P.A. 103-47, requires districts to collect non-identifiable data regarding verified allegations of bullying within the District and submit it in an annual report to ISBE by no later than August 15 of each year, beginning with the 2024-25 school year through the 2030-31 school year. ISBE must adopt rules for data submission that include but are not limited to: (1) a record of each verified allegation of bullying and action taken; and (2) whether the instance of bullying was based on actual or perceived characteristics identified in 105 ILCS 5/27-23.7(a) and, if so, lists the relevant characteristics. **Issue 114, March 2024**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7, amended by P.A. 103-47, requiring notification within 24 hours to the parents/guardians of students involved in bullying incidents. **Issue 114, March 2024**

PRESSPlus 3. Updated to incorporate the title change to 2:265, *Title IX Sexual Harassment Grievance Procedure*, in anticipation of Title IX rulemaking. **Issue 114, March 2024**

PRESSPlus 4. Updated in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, eff. 8-1-24, requiring a board to adopt a policy (or policies) that prohibits discrimination and harassment based on race, color, and national origin, as well as retaliation. **Issue 114, March 2024**

# Document Status: Draft Update - New

## 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

*New/Unpublished Section*

**NEW**

Discrimination and harassment on the basis of race, color, or national origin [PRESSPlus1](#) negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

### Examples of Prohibited Conduct [PRESSPlus2](#)

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

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

### Making a Report or Complaint; Investigation Process [PRESSPlus3](#)

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

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

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

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

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. [PRESSPlus4](#) To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which: [PRESSPlus5](#)

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

### Policy Posting and Distribution

This policy shall be posted on the District's website. [PRESSPlus6](#) The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, [PRESSPlus7](#) and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website [PRESSPlus8](#) and including an age-appropriate summary of the policy in the student handbook(s). [PRESSPlus9](#)

### Enforcement

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

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

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

## Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

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

### LEGAL REF.:

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

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 (final citation pending).

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is created in response to 105 ILCS 5/22-95 (final citation pending), added by P.A. 103-472, the Racism-Free Schools Law (RFSL). The law requires school districts to have a written policy (or policies) in place by 8-1-24 that prohibit discrimination and harassment based on race, color, and national origin, as well as retaliation. Like other non-discrimination and harassment policies in the PRM, this new policy utilizes the existing complaint process in sample policy 2:260, *Uniform Grievance Procedure*.

The policy must contain the following: (1) descriptions of various forms of discrimination and harassment based on race, color, and national origin, including examples; (2) the district's internal process for filing a complaint regarding a violation of the policy; (3) an overview of the district's prevention and response program that includes procedures for responding to complaints of discrimination and harassment based on race, color, and national origin and retaliation; (4) potential remedies for a violation of the policy; (5) a prohibition on retaliation for making a complaint or participating in the complaint process; (6) the legal recourse available to the Ill. Dept. of Human Rights (IDHR) and federal agencies if a district fails to take corrective action; and (7) directions on how to contact IDHR.

For more information, see the PRESS Issue 114 Update Memo and the footnotes of sample policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 114, March 2024**

PRESSPlus 2. Required by 105 ILCS 5/22-95(b)(1)(A) (final citation pending), added by P.A. 103-472, eff. 8-1-24. The examples of discrimination and harassment under this subhead are based on definitions provided by the U.S. Dept. of Education's Office for Civil Rights, see

[www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1](http://www2.ed.gov/about/offices/list/ocr/frontpage/faq/race-origin.html#racehar1) and [www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf](http://www2.ed.gov/about/offices/list/ocr/docs/ocr-factsheet-shared-ancestry-202301.pdf), and the U.S. Equal Opportunity Employment Commission, see [www.eeoc.gov/racecolor-discrimination](http://www.eeoc.gov/racecolor-discrimination). **Issue 114, March 2024**

PRESSPlus 3. Required by 105 ILCS 5/22-95(b)(1)(B) (final citation pending), added by P.A. 103-472, eff. 8-1-24. **Issue 114, March 2024**

PRESSPlus 4. Required by 105 ILCS 5/22-95(b)(1)(F). **Issue 114, March 2024**

PRESSPlus 5. Items 1-6 must be addressed in a district's procedures for responding to complaints of discrimination and harassment based on race, color, and national origin. See sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 114, March 2024**

PRESSPlus 6. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to post this policy in their website if one exists. If the district does not maintain a website, strike this sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 7. 105 ILCS 5/22-95(b)(2) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires this policy to be "posted in a prominent and accessible location and distributed in such a manner as to ensure notice of the policy to all employees." A district website or staff intranet site qualifies as a prominent and accessible location. If a district does not maintain a website and/or staff intranet, delete ~~District website~~ and/or ~~staff intranet site~~ from this sentence, as applicable, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 8. If the district does not maintain a website, delete ~~posting it on the District's website~~ and from the sentence, and use the Save Status "Adopted with Additional District Edits." **Issue 114, March 2024**

PRESSPlus 9. 105 ILCS 5/22-95(b)(3) (final citation pending), added by P.A. 103-472, eff. 8-1-24, requires districts to publish the policy in student handbook(s). The law also requires a district to annually distribute a "summary of the policy in accessible, age-appropriate language" to students and parents/guardians. The summary may, but does not have to be, included in a student handbook to satisfy the annual distribution requirement. For ease of administration, this sample policy refers to inclusion in the student handbook(s). Districts may find it cumbersome to include both the policy and an age-appropriate summary of the same policy in a handbook. Consult the board attorney for guidance if the district would like to include a hyperlink to the policy, rather than the full text of the policy in the handbook. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: [www.ilprincipals.org/msh](http://www.ilprincipals.org/msh). **Issue 114, March 2024**

# Document Status: Draft Update - Rewritten

## General Personnel

### 5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. [PRESSPlus1](#) The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

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

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

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), [PRESSPlus2](#) and boundary violations.

#### In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on: [PRESSPlus3](#)

1. Health conditions of students, including but not limited to training on:
  - a. Chronic health conditions of students;
  - b. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
  - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting, [PRESSPlus4](#)
  - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
  - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
  - f. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
  - g. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable. [PRESSPlus5](#)

2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
  - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
  - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
  - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
  - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 110/3.10 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
  - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
  - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
  - a. Teacher-student conduct;
  - b. School employee-student conduct; and
  - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-23.4 (violence prevention and conflict resolution education).

### Additional Training Requirements

In addition, the staff development program shall include each of the following: [PRESSPlus6](#)

1. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain

documentation for a three-year period.

3. 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.
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training as follows (see Board policy 2:265, *Title IX 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.
10. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years. [PRESSPlus7](#)
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it. [PRESSPlus8](#)

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*. [Q1](#)

#### 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, 5/2-3.166, 5/3-11, 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), 5/22-95, and 5/24-5106

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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## Questions and Answers:

\*\*\*Required Question 1. For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

"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."

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

Would the board like to add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800? 107

No. (Default)

Yes. (IASB will add the optional paragraph shown above, restating 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800.)

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is rewritten due to Public Act 103-542, which significantly streamlines school in-service training requirements into eight categories. Though P.A. 103-542 was to be effective on 1-1-24, most of its changes become operative on 7-1-24. As a result, legislative action during Veto Session amended the effective date of P.A. 103-542 to 7-1-24. For more information, see the footnotes of sample policy 5:100, *Staff Development Program*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. **Issue 114, March 2024**

PRESSPlus 2. Sexual misconduct under Faith's Law is defined in 105 ILCS 5/22-85.5(c), added by P.A. 102-676. **Issue 114, March 2024**

PRESSPlus 3. This list of in-service trainings is required by State law but only numbers 4, 5(d), and 7 are required to be specified in board policy. **Issue 114, March 2024**

PRESSPlus 4. Consult the board attorney about whether:

1. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was willful and wanton conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
2. The duties and responsibilities of the district when it asks for but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.

## **Issue 114, March 2024**

PRESSPlus 5. From 6-30-23 through 7-1-24, 105 ILCS 5/10-22.39(g), added by P.A. 103-128, requires that at least once every two years, all District personnel be trained on methods to respond to trauma, including instruction on how to respond to an incident involving life-threatening bleeding and, if applicable, how to use a school's trauma kit. See 105 ILCS 5/10-20.85, added by P.A. 103-128, for a definition of *trauma kit*. To avoid confusion between trauma related to life-threatening bleeding and trauma as defined in 105 ILCS 5/3-11(b), added by P.A. 103-413, this policy uses the phrase *trauma bleeding control kit* instead of *trauma kit*.

Beginning with the 2024-25 school year, training on life-threatening bleeding must be completed within six months of employment and renewed within two <sup>108</sup>years. Beginning with the 2027-28 school year,

training on life-threatening bleeding must be completed within six months of employment and renewed at least once every five years thereafter. 105 ILCS 5/10-22.39(b-5)(7), added by P.A. 103-542, eff. 7-1-24. **Issue 114, March 2024**

PRESSPlus 6. Optional. These in-services and/or trainings are required by State and/or federal law but are not required to be specified in board policy. Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other sample policies and procedures. **Issue 114, March 2024**

PRESSPlus 7. Updated in response to 775 ILCS 5/5A-103(c), added by P.A. 103-472, eff. 8-1-24. For training requirement details, see sample administrative procedure 2:270-AP, *Prevention and Response Program for Complaints of Discrimination and Harassment Based on Race, Color, and National Origin*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 114, March 2024**

PRESSPlus 8. 105 ILCS 5/2-3.163(c), amended by P.A. 103-504. **Issue 114, March 2024**

# *Document Status: Review and Monitoring*

## **BOARD OF EDUCATION**

### **2:60 Board Member Removal from Office**

If a majority of the Board of Education determines that a Board member has willfully failed to perform his or her official duties, it may request the appropriate Intermediate Service Center to remove such member from office. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/3-15.5.](#)

CROSS REF.: 2:70 (Vacancies on the Board of Education - Filling Vacancies)

Adopted: July 10, 2019

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### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
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**Issue 114, March 2024**

# *Document Status: Review and Monitoring*

## BOARD OF EDUCATION

### **2:140 Communications To and From the Board**

The Board of Education welcomes communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Superintendent or may use the electronic link to the Board's email address(es) posted on the District's website. [PRESSPlus1](#)

The Superintendent or designee shall:

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the Board, and
2. During the Board's regular meetings, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the District's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

### Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing District business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

[5 ILCS 120/](#), Open Meetings Act.

[50 ILCS 205/20](#), Local Records Act.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

## **PRESSPlus Comments**

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**Issue 114, March 2024**

## *Document Status: Review and Monitoring*

### Communications To and From the Board

#### **2:140-E Exhibit - Guidance for Board Member Communications, Including Email Use**

The Open Meetings Act (OMA) requires the Board of Education to discuss District business only at a properly noticed Board meeting. [5 ILCS 120/](#). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss District business. This *Guidance* assumes a Board has seven members and covers issues arising from Board policy 2:140, *Communications To and From the Board*. [PRESSPlus1](#)

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

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

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

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public

body." [5 ILCS 140/2](#). Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

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

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

**Second**, the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

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

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

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

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

#### When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act (LRA), only if it is evidence of the District's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation. [50 ILCS 205/](#). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate District office where it will be stored. If made available, Board members should use their email

accounts provided by the District, and the District will automatically store the official record messages. The District will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a District-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the LRA.

**Important:** Do not destroy any email concerning a topic that is being litigated without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. This is referred to as a *litigation hold*. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. [50 ILCS 205/4](#)

DATED : August 25, 2020

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## **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
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## **Issue 114, March 2024**

## *Document Status: Review and Monitoring*

### OPERATIONAL SERVICES

#### **4:20 Fund Balances**

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money. [PRESSPlus1](#)

The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20 percent, as calculated under the Ill. State Board of Education's *School District Financial Profile*.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Adopted: November 26, 2019

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#### **PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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**Issue 114, March 2024**

# Document Status: Review and Monitoring

## OPERATIONAL SERVICES

### 4:110 Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Ill. State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) a *course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, [740 ILCS 147/](#). A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15](#) of the Education for Homeless Children Act. Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\)](#) of the Elementary and Secondary Education Act. [PRESSPlus1](#)

Bus schedules and routes shall be determined by the Business Manager and First Student and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Ill. Dept. of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

#### Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.:

[20 U.S.C. §6312\(c\)\(5\)\(B\)](#), Elementary and Secondary Education Act.<sup>117</sup>

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

[105 ILCS 5/10-22.22](#) and [5/29-1](#) et seq.

[105 ILCS 45/1-15](#) and [/1-17](#).

[625 ILCS 5/1-148.3a-5](#), [5/1-182](#), [5/11-1414.1](#), [5/12-813.1](#), [5/12-815](#), [5/12-816](#), [5/12-821](#), and [5/13-109](#).

[23 Ill.Admin.Code §§1.510](#) and [226.750](#); [Part 120](#).

[92 Ill.Admin.Code Part 440](#).

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:280 (Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

Adopted: July 10, 2019

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## **PRESSPlus Comments**

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**Issue 114, March 2024**

# Document Status: Review and Monitoring

## General Personnel

### 5:35 Compliance with the Fair Labor Standards Act

#### Job Classifications [PRESSPlus1](#)

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

#### Overtime

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

**For employees not covered by a current applicable bargaining agreement:**

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.

#### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Employment Termination and Suspensions*.

#### Implementation

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:

[820 ILCS 105/4a.](#)

Fair Labor Standards Act, [29 U.S.C. §201](#) et seq., [29 C.F.R. Parts 516, 541, 548, 553, 778,](#) and [785.](#)

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

Adopted: November 22, 2022

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## **PRESSPlus Comments**

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**Issue 114, March 2024**

# Document Status: Review and Monitoring

## General Personnel

### 5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies. [PRESSPlus1](#)

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

#### LEGAL REF.:

[42 U.S.C. §12101](#) et seq., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), [Pub. L. 110-325](#); [29 C.F.R. §1630.1](#) et seq.

[29 U.S.C. §791](#), Rehabilitation Act of 1973; [34 C.F.R. §104.1](#) et seq.

[105 ILCS 5/24-5](#).

[20 ILCS 2305/6](#), Department of Public Health Act.

[820 ILCS 40/](#), Personnel Record Review Act.

[77 Ill.Admin.Code Part 690](#), Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

Adopted: November 26, 2019

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### **PRESSPlus Comments**

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**Issue 114, March 2024**

## CONSULTING AGREEMENT

This Consulting Agreement (“**Agreement**”) for professional services dated this 21st day of May 2024 (“**Effective Date**”) between the Board of Education **Lyons School District 103, Cook County, Illinois (“D103”)** and Kelly Bradshaw (“**Consultant**”) (sometimes individually referred to as “Party” or collectively referred to as “Parties”).

### RECITALS

A. Consultant desires to provide certain consulting services to the D103 investment and accounting, under the terms and conditions set forth herein.

B. The D103 desires to utilize Consultant for its professional services.

Now therefore, in consideration of the foregoing, the covenants, obligations, rights and duties set forth below, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree to the foregoing and as follows:

### ARTICLE 1

#### SCOPE OF AGREEMENT

##### **Section 1.1 Scope of Services.**

Consultant shall provide the D103, or its agents or representatives, with consulting and monitoring services, including but not limited to:

- a) Provide assistance and advice related to the implementation of an accounting software;
- b) Provide project management related to the software implementation;
- c) Provide assistance and advice related to accounting and system processes;
- d) Such other assignments as may be delegated to the Consultant by the D103.

##### **Section 1.2 Subcontractors.**

Consultant shall not enter into any contract or arrangement with any Person (other than an employee of Consultant) who contracts with Consultant to furnish any services in connection with Consultant’s obligations under this Agreement (“**Subcontractors**”) whereby such Subcontractor would have responsibility for providing any of the Services without the prior written consent of the D103.

##### **Section 1.3 Independent Contractor Status.**

Consultant expressly acknowledges that her status under this Agreement shall for all purposes be that of an independent contractor and not that of an agent, partner, joint venturer or employee of the D103 including, without limitation, with respect to payment obligations for all benefits, taxes, impositions, charges or assessments which any state, county, municipality or other governmental authority may impose on the Services or otherwise in connection with

the Services, rendered or delivered under this Agreement, as well as for any liability associated with the actions or Services which Consultant performs under this Agreement. Consultant has the sole responsibility to pay all the aforesaid taxes or duties which any governmental authority may assess.

The Consultant understands and agrees that the Consultant shall receive no other compensation, insurance, or fringe benefits from D103 during the term of this Agreement.

## ARTICLE 2

### PAYMENT OBLIGATIONS

#### **Section 2.1 Payment Terms.**

The D103 shall pay Consultant on an hourly basis at the rate of \$110 per hour for its Services. Consultant shall invoice the D103 within thirty (30) days of the last day of each month. Each invoice shall detail the total hours worked and the dates on which work is performed on behalf of the D103 and shall specify the Services rendered. All invoices shall be due and payable within thirty (30) days of the D103's receipt of Consultant's invoice, or if mutually agreed to by the parties, at other predetermined intervals. All invoices shall be accompanied by a report in such form and format and containing such information as is reasonably required by the D103 to evidence the manner in which the amounts due were calculated and which permit the D103 to verify such amounts. Because Consultant is not an employee of D103, D103 will not withhold any federal, state or local income tax, or payroll tax of any kind on behalf of or for the Consultant.

#### **Section 2.2 Expenses.**

The D103 shall not reimburse Consultant for travel and other expenses incurred by Consultant or any individual retained by Consultant to assist him in the performance of his assignments in connection with this Agreement, unless such expenses are pre-approved in writing by the D103.

## ARTICLE 3

### CONSULTANT REPRESENTATIONS, WARRANTIES AND CERTAIN COVENANTS

Consultant represents, warrants and covenants as follows:

#### **Section 3.1 Qualification and Availability.**

Consultant possesses the requisite skills necessary to provide the D103 with advice regarding its system implementation and process improvements. Consultant is not currently employed on a full-time basis with any employer and shall be available at reasonable times and upon reasonable notice to provide such advice as requested by the D103 or its agents and representatives.

Should Consultant accept full-time employment with any employer during the term of this Agreement, Consultant shall immediately notify the D103 in writing of such employment. Upon receipt of such notice, the D103 shall have the right to terminate this Agreement, in its sole discretion, should the D103 determine that, as a result of such full-time employment, Consultant lacks the available time necessary to perform the assignments undertaken by Consultant under this Agreement.

**Section 3.2 Conflicting Agreements.**

The execution and delivery of this Agreement will not conflict with or result in a breach of the terms, conditions or provisions of, give rise to a right of termination or constitute a default under, or result in any violation of, any agreement, contract, instrument, order, judgment, decree, statute, law, rule or regulation to which Consultant is subject.

**Section 3.3 Consents.**

No authorizations, consents, approvals or notices of or to any Person are required in connection with the: (i) performance, execution or delivery by Consultant of his obligations under this Agreement; and (ii) validity and enforceability of this Agreement.

**Section 3.4 Compliance with Law.**

Consultant shall be responsible for insuring that her performance under this Agreement is in full compliance with all applicable federal, state and local laws and government rules and regulations.

**Section 3.5 No Inducements.**

Neither Consultant nor any individual retained by Consultant to assist her in the performance of her assignments hereunder have provided any gift, gratuity, service or other inducement to any D103 employee or to any entity or individual involved in retaining Consultant's Services.

**Section 3.6 Service Warranty.**

Consultant will: (i) comply with the warranties, representations and covenants with respect to the Services set forth in this Agreement; (ii) render Services in a professional manner consistent with the standards of Consultant's industry; and (iii) ensure that the Services will not be in violation of any applicable law, rule or regulation, and that it will have obtained and continue to obtain as necessary all permits required to comply with such laws and regulations.

**Section 3.7 No Conflicts.**

Consultant represents that she does not currently provide consulting services, and for so long as this Agreement is in effect will not provide such services to any party or individual whose interests might be contrary to or in conflict with the interests of the D103, in connection

with the provision of Services. If any such conflict should arise, Consultant agrees to immediately notify the D103 in writing of the existence or potential existence of such conflict.

## ARTICLE 4

### TERM AND TERMINATION

#### **Section 4.1 Term.**

This Agreement commences on May 21, 2024 and will continue for a period of one (1) year unless terminated earlier pursuant to the provisions set forth in this Agreement, contingent on the Consultant's availability to perform the Services, and other duties as may be assigned by D103. Consultant and D103 may only extend the expiration date of this Agreement to such later date as mutually agreed upon in writing signed by both parties.

#### **Section 4.2 Termination.**

Notwithstanding the foregoing, either party may terminate this Agreement, without cause, by giving the other at least fourteen (14) days prior written notice thereof. In the event of termination, D103 shall only pay Consultant for services rendered through the date of termination, but no severance of any kind shall be owed.

#### **Section 4.4 Transition Services.**

Upon termination of this Agreement for any reason, at the D103's request, Consultant shall provide certain transition services ("**Transition Services**"), as shall be detailed by the D103 at the time of termination, to further assist the D103 in connection with the Project or in moving the Services to another provider. D103 shall reimburse Consultant for her direct costs incurred in connection with the Transition Services, provided such costs were incurred with the D103's prior, written approval. Consultant agrees to cooperate with the D103 in the development of a transition plan and use reasonable efforts to assist the D103 or another service provider in said transition.

## ARTICLE 5

### INDEMNIFICATION

#### **Section 5.1 Consultant Indemnification.**

Consultant agrees to defend, indemnify, and hold the D103 and its officers, members, employees, representatives, agents, successors and assigns (collectively, the "**D103 Indemnitees**") harmless on demand from any and all claims, actions, suits or proceedings (collectively, "**Actions**"), and shall pay all losses, liabilities, damages, costs or expenses (including reasonable attorney's fees), judgments, fines, penalties and the like (collectively, "**Losses**") incurred by the D103 Indemnitees:

- a) arising from or relating to the action or inaction of Consultant or any individual retained by Consultant to assist him in the performance of assignments under this Agreement which in any way constitute a material breach of any of

Consultant's representations, warranties and covenants as set forth in this Agreement;

- b) as a result of the negligence, willful misconduct or material breach of any obligation of Consultant or any individual retained by Consultant to assist him in the performance of assignments under this Agreement; or
- c) as a result of personal injury or property damage arising from or relating to Consultant's, or any individual retained by Consultant to assist him in the performance of assignments, negligent or intentional acts.

**Section 5.2 Lyons School District 103 Indemnification.**

The D103 agrees to indemnify and hold Consultant and its' principals harmless against any and all losses, claims, damages, or liabilities to which it may become subject in connection with its involvement with any and all work performed for the D103, under common law, or otherwise.

Consultant shall not be indemnified to the extent of such losses, claims, damages, or liabilities resulting from its bad faith or gross negligence in performing its services.

In the event Consultant is requested pursuant to subpoena or other legal process to produce documents relating to this engagement or any representatives in judicial or administrative proceedings to which Consultant is not a party, the D103 shall reimburse Consultant at standard billing rates for its professional time and expenses. The D103 shall reimburse Consultant for reasonable attorney's fees incurred in responding to such responses, pending prior written approval by the D103.

**ARTICLE 6**

**General Terms and Conditions**

**Section 6.1 Waiver, Amendment or Modification.**

A Party's' attempted waiver, consent, or authorization of any kind pursuant to the terms of this Agreement will not be effective or binding upon such party unless the same is in a written instrument which both Parties have signed. Any such waiver, consent or authorization will be valid solely to the extent specifically set forth in such written instrument. No failure or delay on the part of either party to this Agreement to exercise any right, remedy, power or privilege will preclude or limit any other or further exercise of such right or the exercise of any other right, remedy, power or privilege with respect to the same or any other matter. This Agreement constitutes the complete understanding between the parties. No alteration or modification of any of this Agreement's provisions shall be valid unless made in a written instrument executed by duly authorized representatives of each of the parties to this Agreement.

**Section 6.2 Assignment.**

Consultant may not assign his rights or obligations under this Agreement, in whole or in part, to any entity without the prior written consent of the D103; *provided, however*, if Consultant forms a business entity and requests that this Agreement be assigned to that entity, the D103 will be provided an opportunity to consent or terminate the Agreement. All assignments or other transfers in violation of the foregoing will be null and void and will have no force or effect.

**Section 6.3 Severability.**

If any provision of this Agreement shall be for any reason be adjudged by any court of competent jurisdiction to be invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remainder of this Agreement.

**Section 6.4 Headings.**

All section headings, titles and subtitles are inserted in this Agreement for convenience of reference only and are to be ignored in any construction of this Agreement's provisions.

**Section 6.5 Media Releases.**

Consultant shall not use any trade name, trademark, service mark, logo or any other information which identifies the D103 in any sales, marketing, or publicity activities relating to the Project, including, but not limited to, press releases, interviews with representatives of any written publication, television station or network, or radio station or network, without the prior written consent of the D103.

**Section 6.6 Notice of Claims.**

As a continuing obligation of Consultant throughout the term of this Agreement, Consultant shall notify the D103 of any claims, either filed or threatened to be filed, which materially affect, or could materially affect, the Services supplied by Consultant to the D103 under this Agreement.

**Section 6.7 Relationship of Parties.**

The parties agree that this Agreement does not constitute either party as agent, legal representative, partner or joint venturer of the other for any purpose. A party has no right to create any obligation or responsibility, express or implied, on behalf of or in the name of the other party, nor bind the other party in any manner or concerning any matter.

**Section 6.8 Other Employment.**

Nothing contained in this Agreement shall prohibit Consultant from providing services similar to the services provided hereunder to other clients, so long as such other employment does not unreasonably interfere with the services required by Consultant under this Agreement.

**Section 6.9 Governing Law.**

This Agreement shall be governed in all respects by and construed in accordance with the laws of the State of Illinois.

**Section 6.10 Entire Agreement.**

This Agreement supersedes any prior understandings, written agreements or oral arrangements between the parties which concerns the subject matter of this Agreement. The terms of this Agreement shall govern if there is any conflict between this Agreement and any other written instrument between the parties which concerns or affects the subject matter of this Agreement.

**Section 6.11 Counterparts.**

This Agreement may be executed in any number of counterparts (including by facsimile) and each of such counterparts shall for all purposes constitute part of one original.

[SIGNATURE PAGES FOLLOWS]

IN WITNESS THEREOF, the Board of Education of Lyons School District 103 this Consultant for Professional Services Agreement to be approved in its behalf by a duly authorized officer and the Consultant has approved this Agreement for her Professional Services effective on the day and year specified above.

**LYON SCHOOL DISTRICT 103**

**KELLY BRADSHAW**

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

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

Name: \_\_\_\_\_

Name: Kelly Bradshaw

Title: \_\_\_\_\_

Title: President



# Lyons Elementary District 103

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

*Students of Today; Leaders of Tomorrow*

## Board of Education Meetings 2024-2025

Date	Type of Meeting	Location
July 23, <b>2024</b>	Regular Meeting	GWMS
August 27	Regular Meeting	GWMS
September 24	Regular Meeting	GWMS
October 22	Regular Meeting	GWMS
November 26	Regular Meeting	GWMS
December 17	Regular Meeting	GWMS
January 28, <b>2025</b>	Regular Meeting	GWMS
February 25	Regular Meeting	GWMS
March 25	Regular Meeting	GWMS
April 22	Regular Meeting	GWMS
May 20	Regular Meeting	GWMS
June 24	Regular Meeting	GWMS

**Regular Board Meetings begin at 6 PM.**

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4100 Joliet Avenue, Lyons, IL 60534 • PHONE (708) 783-4100 • FAX (708) 780-9725

Exhibit "A"

Addendum May 6, 2024

Lyons School District 103, Cook County, Illinois

**1. Services to Be Provided by West 40.**

**Additional PSA's for Edison Elementary School and Administration Building  
Dates and trainings to be determined**

**2. Price and Payment Terms.**

**\$1500.00 for Administration Building  
\$2000.00 for Edison Elementary School  
Total-\$3500.00**

**3. Other Terms**

- a. The District agrees that the services provided by West 40 are for the purpose of enabling the District to make service and programming decisions regarding the District's student(s). The District acknowledges that West 40 may make various recommendations as part of the services provided to the District and that decisions whether and how to implement such recommendations are solely those of the District. West 40 makes no representations or warranties regarding any recommendations provided to the District as part of the services, including but not limited to feasibility, effectiveness, or suitability. The District agrees to indemnify, defend, and hold West 40 harmless from any liability related to the implementation or non-implementation of such recommendations.

By: **Steven A. Bogren**  
Executive Director/Senior Director of CES  
Steven A. Bogren  
West40 ISC #2

Date May 6, 2024

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

Date \_\_\_\_\_



## INTERGOVERNMENTAL AGREEMENT

This Agreement is between the West40 Intermediate Service Center #2 ("West 40"), 415 Lexington St., Maywood, IL, 60153, and Lyons School District 103, Cook County, Illinois.

### RECITALS

WHEREAS, West 40 is an Intermediate Service Center, organized, existing, and operating in accordance with 105 ILCS 5/2-3.62 and 23 Ill. Admin.Code 525.30; and

WHEREAS, the District is a public school district organized, existing, and operating in accordance with the Illinois School Code, 105 ILCS 5/1-1, et seq.; and

WHEREAS, the District desires to obtain services from West 40, and West 40 desires to provide services to the District as set forth in this Intergovernmental Agreement; and

WHEREAS, the District and West40 are authorized to enter into this Agreement pursuant to Article VII, Section 10(a) of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.).

NOW, therefore, in exchange for the mutual promises and agreements between the Parties, WEST 40 and the District agree as follows:

#### **Section 1. Incorporation of Recitals**

The Recitals set forth herein above are incorporated herein.

#### **Section 2. Scope of Services Provided and Other Terms**

West 40 agrees to provide the services described in Exhibit "A," attached hereto and made a part of this Agreement.

#### **Section 3. Agreement Exhibits**

The Exhibit "A" includes other terms and conditions, which are incorporated herein and made a part of this Agreement. To the extent the terms set forth in Exhibit "A" conflict with the terms set forth herein, the Exhibit "A" will control.

#### **Section 4. Term & Termination**

The terms of this Agreement commence on October 16, 2023 and end on June 30, 2024, unless terminated earlier in accordance with the terms of this Agreement.

Either Party may terminate this Agreement upon not less than sixty (60) days advance written notice. The District will pay West40 all costs incurred through the effective date of termination.

#### **Section 5. Payment**

Unless otherwise set forth in Exhibit "A," West 40 will submit invoices monthly to the District, for services provided to the District. The District will pay the invoices in accordance with the provisions of the Illinois Local Government Prompt Payment Act.

**Section 6. Indemnification.**

The Parties agree to indemnify and hold harmless each other and their respective board members and employees from and against claims, actions, causes of action, judgments, liabilities, and costs (including reasonable attorneys' fees) for personal injuries or death to persons or damage or destruction to property to the extent caused by the indemnifying party's negligent acts or omissions or willful misconduct, or that of its employees and agents.

**Section 7. Confidentiality.**

To the extent permitted or required by law, the Parties will not disclose the other Party's confidential information to third persons, unless in response to the written authorization of the Party which owns the information, or pursuant to the terms of a subpoena or court order. To the extent that West 40 is provided access to student record information regarding the District's students, West 40 will comply with the requirements of the Illinois School Student Records Act and the federal Family Education Rights and Privacy Act.

**Section 8. Governing Law and Venue**

This Agreement will be construed in accordance with the laws of the State of Illinois without regard to choice of law principles. Venue for any litigation between the Parties will be in the state and federal courts located in Cook County, Illinois.

**Section 9. Amendments**

This Agreement may only be amended in writing signed by both Parties.

WHEREFORE, the Parties caused their duly authorized representatives to execute the Agreement on the dates set forth below.

West 40 Intermediate Service Center #2

By: **Steven A. Bogren**  
Executive Director/Senior Director of CES  
Steven A. Bogren  
West40 ISC #2

Date October 16, 2023

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

Date \_\_\_\_\_

Exhibit "A"

**1. Services to Be Provided by West 40.**

- Threat Assessment Team meeting moderation and/or training, (\$200/hour)
  - Dates and times to be determined
- Physical Security Assessments for five schools, plus possibly the district office building, (\$2000/building).
- Generating Emergency Flip Charts (\$1500 + cost of printing)
- Generating an Emergency Response Plan (\$5400)

**2. Price and Payment Terms.**

**Billing will only occur after the service has been provide and/or delivered.**

**3. Other Terms**

- a. The District agrees that the services provided by West 40 are for the purpose of enabling the District to make service and programming decisions regarding the District's student(s). The District acknowledges that West 40 may make various recommendations as part of the services provided to the District and that decisions whether and how to implement such recommendations are solely those of the District. West 40 makes no representations or warranties regarding any recommendations provided to the District as part of the services, including but not limited to feasibility, effectiveness, or suitability. The District agrees to indemnify, defend, and hold West 40 harmless from any liability related to the implementation or non-implementation of such recommendations.

Exhibit "A"  
Addendum May 6, 2024  
Lyons School District 103, Cook County, Illinois

**1. Services to Be Provided by West 40.**

**Additional PSA's for Edison Elementary School and Administration Building  
Dates and trainings to be determined**

**2. Price and Payment Terms.**

**\$1500.00 for Administration Building  
\$2000.00 for Edison Elementary School  
Total-\$3500.00**

**3. Other Terms**

- a. The District agrees that the services provided by West 40 are for the purpose of enabling the District to make service and programming decisions regarding the District's student(s). The District acknowledges that West 40 may make various recommendations as part of the services provided to the District and that decisions whether and how to implement such recommendations are solely those of the District. West 40 makes no representations or warranties regarding any recommendations provided to the District as part of the services, including but not limited to feasibility, effectiveness, or suitability. The District agrees to indemnify, defend, and hold West 40 harmless from any liability related to the implementation or non-implementation of such recommendations.

By: **Steven A. Bogren**  
Executive Director/Senior Director of CES  
Steven A. Bogren  
West40 ISC #2

Date May 6, 2024

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

Date \_\_\_\_\_

## NAVIGATE360 - ORDER FORM

**Customer:** Lyons School District 103  
4100 Joliet Ave  
Lyons, IL 60534  
Kristopher Rivera  
riverak@sd103.com

**Proposal No:** Q-138726  
**Proposal By:** Aaron Wales  
**Email:** awales@navigate360.com  
**Opp Number:** 224581  
**Proposal Expires:** 5/31/2024

**Initial Investment:** \$7,805.00 - Net 30

**Term:** The 36 month term for subscription services begins on 7/1/2024 and ends on 6/30/2027. Subscription services will be billed according to the following invoice schedule: Annually

**Notes:**

### SUBSCRIPTION SERVICES

Product	Description	Quantity	Annual Price
CSTAG Law Enforcement eLearning - Subscription	CSTAG Law Enforcement eLearning	25 Users	\$0.00
Behavioral Threat & Suicide Case Management Subscription- CSTAG Per Student	Threat Assessment Platform using CSTAG methodology with full unlimited access to all users.	2150 Students	\$5,005.00
CSTAG Enhanced Level 1 Training - Subscription	CSTAG Enhanced Level 1 and Level 3 training	2150 Students	\$1,075.00
Suicide Awareness and Prevention eLearning	Access to the Suicide Awareness and Prevention Course Catalog	2150 Students	\$1,075.00
CSTAG for School Staff (eLearning) - Subscription	Recurring training by leading safety experts in an asynchronous learning environment providing the threat assessment expertise that may be lacked by most school staff.	2150 Students	\$0.00

### ONE-TIME SERVICES AND FEES

Product	Description	Quantity	Price
Implementation Fee - Threat Assessment	Implementation Fee - Threat Assessment	2150 Students	\$650.00

**Subscription Amount:** \$7,155.00\*

**One-Time Services & Fees Total:** \$650.00

**Initial Investment Total:** \$7,805.00

Proposal No: Q-138726

Accurate Sales Tax will be added when applicable.

\* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

## Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

{{[x!]}} By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: [Lyons School District 103 MSA](#)

[Software Services Addendum A](#)

IN WITNESS WHEREOF, the parties have caused their respective duly authorized representatives to execute this Agreement in consideration of the promises and mutual covenants contained herein.

### NAVIGATE360 SIGNATORY

Name:           {{\*fullname2\_es\_:signer2 }}            
 Date:           {{\*Date2\_es\_:signer2}}            
 Signature:           {{Sig\_es\_:signer2:digitalsignature}}          

### CUSTOMER BILLING INFORMATION

A/P Contact Name:           {{\*billingContactName}}            
 A/P Phone:           {{\*billingPhone}}            
 A/P Email:           {{\*billingEmail }}            
 A/P Address:           {{\*billingStreet }}            
 City:           {{\*billingCity }}          

### CUSTOMER SIGNATORY

Name:           {{\*fullname }}            
 Title:           {{\*title }}            
 Date:           {{\*Date1 }}            
 Signature:           {{Sig\_es\_:signer1:digitalsignature}}          

State (2 Letter Abbreviation):           {{\*billingState}}            
 Zip Code:           {{\*billingZip}}            
 Federal Tax ID:           {{\*federalTaxId}}          

Purchase Order  
 {{[]}} Attached PO #:           {{\*purchaseOrder}}          

PO in process to be sent separately:

Sales Tax Exempt No.           {{\*taxExemptNumber}}          

**Sales Tax Exemption Certificate must be attached.**

Upload Document:

{{uploadDocs\_es\_:signer1:attachment:label("Supporting Document")}}

## MASTER SERVICES AGREEMENT

This Master Services Agreement (this "**Agreement**"), is by and between Navigate360, LLC, a Nevada limited liability company, with offices located at 3900 Kinross Lakes Parkway, Second Floor, Richfield, Ohio 44286 (the "**Company**") and Customer, whose detailed information is set forth on the applicable Order Form (the "**Customer**").

WHEREAS, Customer desires to retain Company to provide certain safety and emergency preparedness and/or threat assessment services upon the terms and conditions hereinafter set forth, and Company is willing to perform such services. In consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

1. Definitions. The defined terms for this Agreement and its attachments are set forth at: <https://tinyurl.com/N360Definitions-20210107>
2. Services. Company shall provide the Services to Customer pursuant to the Addenda as described in more detail in any corresponding Order Form(s), in accordance with the terms and conditions of this Agreement:

Addendum A: Software Services  
<https://tinyurl.com/N360AddendumA-20210106>

Only Addenda included on an Order Form shall apply. Additional Services may be purchased after the Effective Date subject to execution of additional Order Form.

3. Company's Obligations.
  - 3.1 Company shall:
    - (a) appoint Company Personnel, who are suitably skilled, experienced, and qualified to perform the Services;
    - (b) before the date on which the Services are to start, obtain, and at all times during the Term of this Agreement maintain, all necessary licenses and consents and comply with all relevant Laws applicable to the provision of the Services;
    - (c) comply with, and ensure that all Company Personnel comply with, all rules, regulations, and policies of Customer that are communicated to Company in writing, including security procedures concerning systems and data and remote access thereto, building security procedures, and general health and safety practices and procedures;
    - (d) maintain complete and accurate records relating to the provision of the Services under this Agreement, including records of the time spent and materials used by Company in providing the Services; and
    - (e) require each Company Subcontractor to be bound in writing by the confidentiality and intellectual property assignment or license provisions of this Agreement.
  - 3.2 Company is responsible for all Company Personnel and for the payment of their compensation, including, if applicable, withholding of income taxes, and the payment and withholding of social security and other payroll taxes, unemployment insurance, workers' compensation insurance payments, and disability benefits.
4. Customer's Obligations.
  - 4.1 Customer shall:
    - (a) cooperate with Company in all matters relating to the Services and appoint a Customer employee to serve as the primary contact, as well as two Customer employees to serve as backup contacts, with respect to this Agreement and who will have the authority to act for Customer pertaining to matters under this Agreement (the "**Customer Contract Manager**");
    - (b) make available to Company certain use of Customer's facilities, telecommunications support, records, data, computer resources, software programs, networks, personnel, business information, current and accurate maps, wifi credentials, and other relevant information as reasonably required by Company in the performance of any Services hereunder or as specified on any applicable Order Form. If Customer has purchased any site mapping or risk assessment services, Customer must provide all floor plans and/or maps to Company within 30 days of the applicable Order Form; any delay in providing the floor plans and/or maps beyond the aforementioned 30-day period will result in an additional charge of 10% of the amount due for the site mapping or risk assessment services for each month, or portion thereof, of such delay. Customer shall ensure that competent personnel are available during normal working hours to provide information and other support to Company while providing Services. Authorized Service Recipients shall always keep the Customer aware of Company's schedule in providing the Services. Any Services refused or needing to be rescheduled due to any Authorized Service Recipient not sharing the relevant information/schedule of the Company for providing Services shall incur additional fees as set out in the Order Form;
    - (c) respond promptly to any Company request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Company to perform the Services under this Agreement;
    - (d) provide such Customer information as Company may request, in order to carry out the Services, in a timely manner, and ensure that it is complete and accurate in all material respects; and
    - (e) obtain and maintain all necessary licenses and consents and comply with all applicable Laws, including any

US export control regulations, in relation to the Services, in all cases before the date on which the Services are to start.

4.2 If Company's performance of its obligations under this Agreement is prevented or delayed by any act or omission of Customer, any Authorized Service Recipient, or their agents, subcontractors, consultants, or employees, including, without limitation, the provision of inaccurate, incomplete or outdated maps, documents or information, Company shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Customer, in each case, to the extent arising directly or indirectly from such prevention or delay. Additional fees may be incurred as a result of Customer, any Authorized Service Recipient, or their agents, subcontractors, consultants, or employees being in breach of this provision.

5. Term and Termination.

5.1 Term and Renewal. The term of this Agreement shall be set out on the Order Form (the "Term"). Thereafter, the term of this Agreement shall automatically renew for successive one-year terms unless either party provides written notice of nonrenewal to the other party at least 90 days prior to the end of the then-current Term. If either party provides timely notice of nonrenewal, then this Agreement shall terminate on the expiration of the then-current Term, unless sooner terminated as provided in this Section 5.

5.2 Termination of this Agreement for Cause. Either party may terminate this Agreement for cause, effective upon written notice to the other party (the "Defaulting Party"), if the Defaulting Party:

(a) materially breaches this Agreement, and such breach is incapable of cure, or with respect to a breach capable of cure, the Defaulting Party does not cure such breach within 30 days after receipt of written notice of such breach; or

(b) (i) becomes insolvent or admits its inability to pay its debts generally as they become due; (ii) becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law, which is not fully stayed within 15 business days or is not dismissed or vacated within 30 days after filing; (iii) is dissolved or liquidated or takes any corporate action for such purpose; (iv) makes a general assignment for the benefit of creditors; or (v) has a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

5.3 Upon expiration or termination of this Agreement for any reason each party shall (i) return to the other party all documents and tangible materials (and any copies) containing, reflecting, incorporating, or based on the other party's Confidential Information, (ii) permanently delete all of the other party's Confidential Information from its computer systems, and (iii) certify in writing to the other party that it has complied with the requirements of this clause. Upon any termination for cause by Company, Customer shall pay any unpaid fees covering the remainder of the Term under all Order Forms after the effective date of termination. In no event shall any termination relieve Customer of the obligation to pay any fees payable to Company for the period prior to the effective date of termination.

5.4 The rights and obligations of the parties set forth in Sections 5, 6, 7, 8, 9, 10, 11, 12, and 15 of this Agreement, and any right or obligation which, by its nature, should survive termination or expiration of this Agreement, will survive any such termination or expiration of this Agreement. With respect to Confidential Information that constitutes a trade secret under applicable law the rights and obligations set forth in Section 8 will survive such termination or expiration of this Agreement until, if ever, such Confidential Information loses its trade secret protection other than due to an act or omission of Company or its Affiliates and its or their employees, officers, directors, shareholders, agents, independent contractors, sublicensees, subcontractors, attorneys, accountants, and financial advisors.

6. Fees and Expenses; Payment Terms.

6.1 In consideration of the provision of the Services by the Company and the rights granted to Customer under this Agreement, Customer shall pay the fees set forth in the applicable Order Form.

6.2 Except otherwise provided under this Agreement, the total fees for the Services shall be the amount set out in the applicable Order Form. The total price shall be paid to Company either in full or in installments, as set out in the Order Form. If paid in installments, at the start of a period specified in the applicable Order Form in respect of which an installment is due, Company shall issue invoices to Customer for the fees that are then payable. For any Services involving training and professional services, Customer shall pay the total fees for such Services within 30 days of executing this Agreement.

6.3 After the initial 12 months of the Term, Customer agrees and understands that subscription Services under this Agreement shall be subject to an annual increase of the greater of 5% or CPI.

6.4 Company shall issue invoices to Customer only in accordance with the terms of this Section, and Customer shall pay all properly invoiced amounts due to Company within 30 days after Customer's receipt of such invoice. All payments hereunder shall be in US dollars and made by check or wire transfer.

6.5 If Customer fails to make any payment when due, without limiting Company's other rights and remedies: (i) Company may charge interest on the past due amount at the rate of 1.5% per month calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse Company for all costs incurred by Company in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for 90 days or more, Company may suspend Customer's and its Authorized Service Recipients' access to any portion or all of the Services until such amounts are paid in full, without incurring any obligation or liability to Customer or any other Person by reason of such suspension.

6.6 One-time Training Classes shall include a 30-day money back guarantee from the signing date of this Agreement, cancellations after the 30<sup>th</sup> day will be provided a voucher for an equivalent class for use within 180 days.

6.7 Customer shall be responsible for all sales, use, and excise taxes, value added, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by Customer hereunder.

7. Intellectual Property Rights; Ownership.

7.1 Except as set forth in Section 7.2, Customer is, and shall be, the sole and exclusive owner of all right, title, and interest in and to the Deliverables, including all Intellectual Property Rights therein. Company agrees, and will cause its Company Personnel to agree, that with respect to any Deliverables that may qualify as "work made for hire" as defined in 17 U.S.C. § 101, such Deliverables are hereby deemed a "work made for hire" for Customer.

7.2 Company and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials, including all Intellectual Property Rights therein. Company hereby grants Customer and its Authorized Service Recipients a limited, non-transferable (except in accordance with Section 15.6), non-sublicenseable license to use, perform, display, execute, reproduce, distribute, and transmit any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Deliverables solely to the extent reasonably required in connection with Customer's receipt or use of the Services and Deliverables. All other rights in and to the Pre-Existing Materials are expressly reserved by Company.

7.3 Customer and its licensors are, and shall remain, the sole and exclusive owner of all right, title, and interest in and to the Customer Materials, including all Intellectual Property Rights therein. Company shall have no right or license to use any Customer Materials except solely during the Term of the Agreement to the extent necessary to provide the Services to Customer.

8. Confidential Information.

8.1 Receiving Party agrees:

(a) not to disclose or otherwise make available Confidential Information of Disclosing Party to any third party without the prior written consent of Disclosing Party; *provided, however*, that Receiving Party may disclose the Confidential Information of Disclosing Party to its officers, employees, consultants, and legal advisors, and, in the case of Company, its Affiliates, who have a "need to know", who have been apprised of this restriction, and who are themselves bound by nondisclosure obligations at least as restrictive as those set forth in this Section 8;

(b) to safeguard the Confidential Information from unauthorized use, access, or disclosure using at least the same degree of care it uses to protect its own Confidential Information and no less than a reasonable degree of care;

(c) to use the Confidential Information of Disclosing Party only for the purposes of performing its obligations under the Agreement or, in the case of Customer, to make use of the Services and Deliverables, as permitted under this Agreement; and

(d) to promptly notify Disclosing Party in the event it becomes aware of any loss or disclosure of any of the Confidential Information of Disclosing Party.

8.2 If Receiving Party becomes legally compelled to disclose any Confidential Information, Receiving Party shall provide:

(a) prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and

(b) reasonable assistance, at Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure.

If, after providing such notice and assistance as required herein, Receiving Party remains required by Law to disclose any Confidential Information, Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of Receiving Party's legal counsel, Receiving Party is legally required to disclose.

9. Representations and Warranties.

9.1 Each party represents and warrants to the other party that:

(a) it is duly organized, validly existing, and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering;

(b) it has the full right, power, and authority to enter into this Agreement, to grant the rights and licenses granted hereunder, and to perform its obligations hereunder;

(c) the execution of this Agreement by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the party;

(d) when executed and delivered by such party, this Agreement will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms; and

(e) it is in compliance with all applicable Laws regarding the provision and receipt of Services.

9.2 Company represents and warrants to Customer that:

(a) it shall perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner and shall devote adequate resources to meet its obligations under this Agreement; and

(b) (i) to Company's knowledge, none of the Services, Deliverables, and Customer's use thereof infringe or will infringe any registered or issued patent, copyright or trademark of any third party arising under the Law, and, (ii) as of the date hereof, there are no pending or, to Company's knowledge, threatened claims, litigation, or other proceedings pending against Company by any third party based on an alleged violation of such Intellectual Property Rights, in each case, excluding any infringement or claim, litigation, or other proceedings to the extent arising out of (x) any Customer Materials or any instruction, information, designs, specifications, or other materials provided by Customer to Company, (y) use of the Deliverables in combination with any materials or equipment not supplied or specified by Company, if the infringement would have been avoided by the use of the Deliverables not so combined, and (z) any modifications or changes made to the Deliverables by or on behalf of any Person other than Company. Company's sole liability and Customer's sole and exclusive remedy for Company's breach of

this Section 9.2(b) are Company's obligations under Section 10.2.

9.3 EXCEPT FOR THE EXPRESS WARRANTIES IN THIS SECTION 9, (A) EACH PARTY HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE UNDER THIS AGREEMENT, AND (B) COMPANY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND TITLE, AND ALL WARRANTIES ARISING OUT OF COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

9.4 THE SERVICES PROVIDE GUIDANCE AND TRAINING ON THEN-CURRENT BEST PRACTICES FOR RESPONDING TO CERTAIN EMERGENCY SITUATIONS AND/OR SAFETY THREATS; REFRESHER COURSES ARE RECOMMENDED AT LEAST EVERY TWO YEARS. COMPANY DOES NOT WARRANT THAT RELIANCE UPON THE SERVICES WILL PREVENT ACCIDENTS AND LOSSES OR, EXCEPT AS EXPRESSLY STATED IN WRITING IN AN APPLICABLE ORDER FORM, THAT THE SERVICES SATISFY LOCAL, STATE, OR FEDERAL INCIDENT RESPONSE REGULATIONS. AN INDIVIDUAL MUST USE THEIR OWN DISCRETION DURING AN EMERGENCY AND/OR SAFETY THREAT AS TO HOW THEY CHOOSE TO RESPOND.

10. Indemnification.

10.1 To the fullest extent permitted by Law, Company shall defend, indemnify, and hold harmless Customer and its officers, directors, employees, agents, successors, and permitted assigns (each, a "**Customer Indemnitee**") from and against all Losses awarded against a Customer Indemnitee in a final judgment arising out of or resulting from:

(a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the willful, fraudulent, or grossly negligent acts or omissions of Company or Company Personnel; and

(b) Company's material breach of any representation, warranty, or obligation of Company set forth in in Section 9.1 or Section 9.2 of this Agreement.

10.2 To the fullest extent permitted by Law, Company shall defend, indemnify, and hold harmless the Customer Indemnitees from and against all Losses awarded against a Customer Indemnitee in a final judgment based on a claim that any of the Services or Deliverables or Customer's receipt or use thereof infringes any Intellectual Property Right of a third party arising under the Laws of the United States; *provided, however*, that Company shall have no obligations under this Section 10.2 with respect to claims to the extent arising out of:

(a) any Customer Materials or any instruction, information, designs, specifications, or other materials provided by Customer to Company;

(b) use of the Deliverables in combination with any materials or equipment not supplied to Customer or specified by Company in writing, if the infringement would have been avoided by the use of the Deliverables not so combined;

(c) use of or the inaccuracy or incomplete or outdated nature of the information in any maps or amendments thereof provided by Customer to Company; or

(d) any modifications or changes made to the Deliverables by or on behalf of any Person other than Company or Company Personnel.

10.3 To the fullest extent permitted by Law, Customer shall defend, indemnify, and hold harmless Company and Company's Affiliates and their officers, directors, employees, agents, successors, and permitted assigns from and against all Losses arising out of or resulting from any third-party action arising out of or resulting from:

(a) bodily injury, death of any person, or damage to real or tangible, personal property resulting from the grossly negligent or willful acts or omissions of Customer;

(b) the transfer of any personal information from Customer to Company, and the subsequent use and/or processing of that information for the purposes of this Agreement; and

(c) Customer's breach of any representation, warranty, or obligation of Customer in this Agreement.

10.4 The party seeking indemnification hereunder shall promptly notify the indemnifying party in writing of any action and cooperate with the indemnifying party at the indemnifying party's sole cost and expense. The indemnifying party shall immediately take control of the defense and investigation of such action and shall employ counsel of its choice to handle and defend the same, at the indemnifying party's sole cost and expense. The indemnifying party shall not settle any action in a manner that adversely affects the rights of the indemnified party without the indemnified party's prior written consent, which shall not be unreasonably withheld or delayed. The indemnified party's failure to perform any obligations under this Section 10.4 shall not relieve the indemnifying party of its obligations under this Section 10.4 except to the extent that the indemnifying party can demonstrate that it has been materially prejudiced as a result of such failure. The indemnified party may participate in and observe the proceedings at its own cost and expense.

10.5 Notwithstanding anything to the contrary in this Agreement, the indemnifying party is not obligated to indemnify, hold harmless, or defend the indemnified party against any claim (whether direct or indirect) if such claim or corresponding losses arise out of or result from, in whole or in part, the indemnified party's:

(a) gross negligence or more culpable act or omission (including recklessness or willful misconduct); or

(b) bad faith failure to comply with any of its material obligations set forth in this Agreement.

11. LIMITATION OF LIABILITY.

11.1 EXCEPT AS OTHERWISE PROVIDED IN SECTION 11.3, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE, OR PROFIT, OR LOSS OF DATA, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGE WAS

FORESEEABLE AND WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. COMPANY SHALL NOT BE RESPONSIBLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY LOSSES, DAMAGES, CLAIMS, CAUSES OF ACTION OR LIABILITIES ARISING OUT OF OR IN CONNECTION WITH ANY ERRORS, INACCURACIES, MISSING OR OUTDATED INFORMATION IN THE MAPS OR DOCUMENTS PROVIDED BY CUSTOMER TO COMPANY.

11.2 EXCEPT AS OTHERWISE PROVIDED IN SECTION 11.3, IN NO EVENT WILL EITHER PARTY'S LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO COMPANY IN THE 12 MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

11.3 The exclusions and limitations in Section 11.1 and Section 11.2 shall not apply to:

- (a) damages or other liabilities arising out of or relating to a party's failure to comply with its obligations under Section 7 (Intellectual Property Rights; Ownership) or Section 8 (Confidentiality);
- (b) a party's indemnification obligations under Section 10 (Indemnification);
- (c) damages or other liabilities related to a party's gross negligence, willful misconduct, or intentional acts;
- (d) death or bodily injury or damage to real or personal property from a party's negligent acts or omissions; and
- (e) damages or liabilities to the extent covered by a party's insurance.

12. Non-Solicitation. Each party acknowledges and agrees that the employees of the other party who are involved in the performance of the Services are a valuable asset to such party and are difficult to replace. Accordingly, during the Term of the Agreement and for a period of one (1) year after the completion of Services, neither party shall, directly or indirectly, in any manner solicit or induce for employment any person who performed any work under the Agreement who is then in the employ of the other party.

13. Acknowledgements. Customer acknowledges that the Services and Platform are commercially valuable proprietary products, methods, processes, and analytical information belonging to Company or its licensors, the design and development of which have involved the expenditure of substantial amounts of money over a long period of time, and which afford Company and its licensors a commercial advantage over its/their competitors. Customer understands that loss of this competitive advantage due to any unauthorized copying, distribution, downloading or use of the Services or the Deliverables would cause substantial damage to Company and its licensors. Company shall not be restricted in the manner it uses any ideas, concepts, processes, procedures, methodologies, templates, techniques, or know-how acquired or used by Company in the performance of the Services. Customer further acknowledges that Company is under no obligation to further develop, maintain, or market the Platform, and may abandon its technical or other support at any time. Future versions of the Platform, if any, may not be compatible with the current release of the Platform and the hardware and software. Customer is responsible for: (i) providing power, other hardware, equipment and components, not part of those supplied by Company as part of the Platform; (ii) internet access necessary to access and/or use the Platform; and (iii) complying with any policies and procedures as submitted by Company from time to time.

14. Force Majeure.

14.1 No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; or (h) other similar events beyond the reasonable control of the party affected by the Force Majeure Event. The affected party shall give notice within five business days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue.

14.2 The affected party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized and shall resume performance of its obligations as soon as reasonably practicable after the removal of the cause. If the affected party's failure or delay remains uncured for a period of 30 days following written notice given by it under this Section 15, the other party may thereafter terminate this Agreement upon 30 days' written notice.

15. Miscellaneous.

15.1 Each party shall, upon the reasonable request of the other party, execute such documents and perform such acts as may be necessary to give full effect to the terms of this Agreement.

15.2 The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

15.3 Neither party shall issue or release any announcement, statement, press release, or other publicity or marketing materials relating to this Agreement, or otherwise use the other party's trademarks, service marks, trade names, logos, symbols, or brand names, in each case, without the prior written consent of the other party.

15.4 All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by email if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the

datemailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the addresses indicated below (or at such other address for a party as shall be specified in a notice given in accordance with this Section 15.4.

If to Company:  
Navigate360, LLC  
3900 Kinross Lakes Parkway, Second Floor  
Richfield, Ohio 44286  
Email: legal@navigate360.com  
Attention: General Counsel

If to Customer:  
As set out on the Order Form

15.5 This Agreement, together with all Addenda, Exhibits, and Order Form(s) and any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. In the event of any conflict between the terms and provisions of this Agreement and those of any Addenda, Exhibit, or Order Form, the following order of precedence shall govern: (a) first, this Agreement, exclusive of its Exhibits and Addenda; (b) second, any Exhibits and Addenda to this Agreement; and (c) third, the applicable Order Form. No terms or conditions in Customer's purchase order or other order documentation (excluding Order Forms) shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

15.6 Neither party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, including by operation of law, change of control, or merger, without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed; *provided, that*, either party may assign the Agreement in its entirety (including all Order Forms) to an Affiliate of such party or to a successor of all or substantially all of the assets of such party through merger, reorganization, consolidation, or acquisition. No assignment shall relieve the assigning party of any of its obligations hereunder.

15.7 This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

15.8 This Agreement may be amended, modified, or supplemented only by an agreement in writing signed by each party. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver; nor shall any single or partial exercise of any right, remedy, power, or privilege preclude any other or further exercise or the exercise of any other right, remedy, power, or privilege.

15.9 If any term or provision of this Agreement is invalid or unenforceable in any jurisdiction, such invalidity or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid or unenforceable, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.10 This Agreement and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute, are governed by, and construed in accordance with, the laws of the State of Ohio, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Ohio.

15.11 Each party irrevocably and unconditionally agrees that it will not commence any action or proceeding of any kind whatsoever against the other party in any way arising from or relating to this Agreement and all contemplated transactions, in any forum other than a court situated in the State of Ohio. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts and agrees only to bring any such action or proceeding in such courts. Each party agrees that a final judgment in any such action or proceeding is conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by law.

## SOFTWARE SERVICES ADDENDUM

1. Integration. This Software Services Addendum ("**Addendum A**") attached to that certain Master Services Agreement between the parties (the "**MSA**") constitutes a binding agreement between Company and Customer in accordance with the terms and conditions thereof. In the event any of the provisions of this Addendum A are in conflict with any of the provisions of the MSA, the terms and provisions of the MSA shall control, unless this Addendum A expressly provides that its terms and provisions shall control.
  
2. Definitions. The defined terms for this Addendum A and its attachments are set forth at: <https://tinyurl.com/N360Definitions-20210107>
  
3. Access and Use.
  - 3.1 Provision of Access. Company hereby grants Customer a non-exclusive, non-transferable (except in compliance with Section 15.6 of the MSA) right to access and use the Platform during the Subscription Term, solely for use by Authorized Service Recipients in accordance with the terms and conditions set forth in this Addendum. Such use is limited to Customer's internal use. The total number of Authorized Service Recipients and buildings covered (if applicable) set forth in the applicable Order Form cannot be decreased during the Subscription Term, and the total number of Authorized Service Recipients and buildings for which the Platform is used (if applicable) will not exceed the number set forth in the applicable Order Form, except as expressly agreed to in writing by the Parties and, if increased, subject to any appropriate adjustment of the fees payable in connection therewith. If any amount owing by Customer under this or any other agreement for the Services is 30 days or more overdue, Company may, without limiting Company's other rights and remedies, accelerate Customer's unpaid fee obligations under such agreements so that all such obligations become immediately due and payable, and suspend Company's use of the Platform until such amounts are paid in full.
  - 3.2 Access and Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Addendum. Customer may not access or use the Platform if Customer is Company's direct competitor, except with Company's prior written consent. In addition, Customer may not access or use the Platform for purposes of monitoring its availability, performance, or functionality, or for any other benchmarking or competitive purposes. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Service Recipients to: (i) copy, frame, mirror, modify, or create derivative works of the Platform or Pre-Existing Materials, in whole or in part, other than copying or framing on Customer's own intranets or otherwise for Customer's own internal business purposes; (ii) rent, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Pre-Existing Materials; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part; or (iv) remove any proprietary notices from the Platform or Deliverables. Customer shall not disclose the results of any benchmark tests run on the Platform, without the prior written approval of Company.
  - 3.3 Passwords. Customer and its Authorized Service Recipients are responsible for keeping its passwords and access credentials associated with the Platform confidential and assumes all responsibility for doing the same. Neither Customer nor any Authorized Service Recipients shall sell or transfer them to any other person or entity. Customer will promptly notify Company about any unauthorized access to its passwords or access credentials. Company acknowledges that Company must have access to Customer's systems and any and all systems and resources to perform its duties. As such, Company must have access to Customer's passwords. If a password is lost or not available, Company will not be held liable for being unable to provide the Platform or the Services.
  - 3.4 Suspension. Company may suspend or terminate Customer's right to access or use any portion or all of the Platform, or its Services, immediately upon notice if: (i) Customer's use of the Platform (a) poses a security risk to the Platform or any third party, (b) could adversely impact Company systems, the Platform, or the systems or data of any other Company customer or third party, (c) could subject Company, its Affiliates, or any third party to liability, or (d) could be fraudulent, illegal, or contrary to Company's documentation or instructions; or (ii) Customer is in breach of this Addendum. If Company suspends Customer's right to access or use any portion of the Platform, Customer remains responsible for all fees and charges Customer incurs during the period of suspension.
  
4. Service Levels and Support. The Platform shall be available according to the service levels set out at: <https://tinyurl.com/N360ServiceLevels-20210107>
  
5. Platform Availability. Company shall use commercially reasonable efforts to keep the Platform operating smoothly and efficiently and to make the Platform available 24 hours a day, 7 days a week, except for: (i) Scheduled Downtime, of which Company shall give notice via the Platform and which Company shall schedule to the extent practicable during the weekend hours (i.e., from 8:00 p.m. Eastern time Friday to 5:00 a.m. Eastern time Monday) or such other days and times so as to minimize interference with Customer's daytime business activities; or (ii) any unavailability caused by circumstances beyond Company's reasonable control, including without limitation, Force Majeure Events, strikes or other labor problems (other than those involving Company's employees), or internet service provider failures or delays. Customer acknowledges and agrees that, given that the Platform operates using computer equipment, computer software programs, telecommunications services, and the internet, Company shall not be responsible for delays or service interruptions

attributable to causes beyond its reasonable control. Company will maintain adequate backup arrangements and equipment in order to maintain Customer's data stored on or through the Platform in the event of the failure of any of Company's equipment.

6. Platform Downtime. If Customer opts out or otherwise objects in writing to Company prior to commencement of a Scheduled Downtime, Company shall not be liable for the failure to obtain any such updates or other maintenance or adjustments to the Platform. Notwithstanding any provision to the contrary, Company shall not be responsible for any delays or deficiencies to the extent that such delays or deficiencies are caused by Customer's action or omissions. In the event that such delays or deficiencies occur, Company shall be permitted to extend any relevant deadline as Company deems necessary to accommodate such delays or deficiencies.

7. Maintenance Releases. During the Subscription Term, Company will provide Customer with all Maintenance Releases (including updated Deliverables) that Company may, in its sole discretion, make generally available to its licensees at no additional charge. All Maintenance Releases provided by Company to Customer are deemed part of the Platform. Customer agrees that Company has no obligation to continue to provide or enable any particular features or functionality. Customer does not have any right hereunder to receive any New Versions of the Platform that Company may, in its sole discretion, release from time to time. Company may license any New Version at Company's then-current list price and subject to a separate Order Form, provided that Customer is in compliance with the terms and conditions of this Addendum.

8. Platform Suggestions and Improvements. If Customer provides any suggestions to Company or its Affiliates, Company will be entitled to use the suggestions without restriction. Customer hereby irrevocably assigns to Company all right, title, and interest in and to the suggestions and agrees to provide assistance in documenting, perfecting, and maintaining Company's rights in the suggestions.

9. Use of Data. Customer hereby grants Company a perpetual, royalty-free license to use all data and analytics related to the Platform, and Customer's use thereof, for purposes of using the data to improve the Platform and the product offerings of Company, and for other purposes, including, without limitation, other business applications by Company, all of which rights shall survive the expiration of the term or termination, and shall be without any payment from Company.

10. Student and Staff Records. Company acknowledges that it may create, receive from or on behalf of Customer or Customer authorized parties, or have access to records or record systems that are subject to certain federal, state, and local laws and regulations (such records collectively, "**Records**"). The Records are the sole property of Customer. Company shall maintain the confidentiality of the Records. Company shall not be liable for any unauthorized or inappropriate disclosure of confidential student or staff information by Customer. Company may disclose confidential student or staff information when required by law to do so or when authorized by Customer to make such a disclosure. Customer is solely responsible for obtaining all rights, permissions, and consents from its users and other personnel that are necessary to grant the rights under this Addendum.

11. Company's Responsibilities.

11.1 Company shall provide the Platform in accordance with applicable laws and government regulations.

11.2 Company will employ reasonable safeguards to protect the security of the Platform.

12. Customer's Responsibilities.

12.1 Customer shall pay the subscription fees set forth in the applicable Order Form, on payment terms set in the MSA.

12.2 Customer is responsible and liable for all uses of the Platform and Deliverables resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Addendum. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Service Recipients, and any act or omission by an Authorized Service Recipients that would constitute a breach of this Addendum if taken by Customer will be deemed a breach of this Addendum by Customer. Customer shall use reasonable efforts to make all Authorized Service Recipients aware of this Addendum A's provisions as applicable to such Authorized Service Recipients' use of the Platform and shall cause Authorized Service Recipients to comply with such provisions.

12.3 Customer shall: (i) be solely responsible for the accuracy, quality, integrity, and legality of Customer Materials and of the means by which Customer acquired its Customer Materials; (ii) use commercially reasonable efforts to prevent unauthorized access to or use of the Platform, and notify Company promptly of any such unauthorized access or use; and (iii) use the Platform only in accordance with Company's guidelines, including those set forth in the Platform Terms of Use available through the Platform, as may be amended from time to time, and applicable laws and government regulations.

12.4 Customer shall not: (i) make the Platform available to anyone other than Authorized Service Recipients; (ii) use the Platform to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights; (iii) use the Platform to store or transmit Malicious Code; (iv) interfere with or disrupt the integrity or performance of the Platform; or (v) attempt to gain unauthorized access to the Platform or its related systems or networks.

12.5 If Customer is in material breach of any obligations, in addition to any of its other rights or remedies, Company reserves the right to immediately suspend Customer's use of the Platform without liability to Customer, until such breach is cured.

12.6 Upon expiration or earlier termination of the Agreement, Customer shall immediately discontinue use of the Platform. Company will promptly return to Customer or securely dispose of all Customer Materials in its possession. Customer shall pay Company's then-current standard rates for Company's work to destroy or to format, prepare, and deliver Customer Materials to Customer.

13. Reservation of Rights. Customer acknowledges that, as between Customer and Company, Company owns all right, title, and interest, including all intellectual property rights, in and to the Platform. Subject to the limited rights expressly granted hereunder, Company reserves all rights, title, and interest in and to the Platform, including all related intellectual property rights. No rights are granted to Customer other than as expressly set forth herein. Customer acknowledges that the Platform is made available pursuant to license in accordance with the terms of this Addendum A and neither the Platform nor any Platform services constitute Deliverables under the MSA.

14. Warranties and Warranty Disclaimer.

14.1 Company warrants that (i) Platform will perform materially in accordance with documentation made available to Customer and (ii) the functionality of Platform will not be materially decreased during a Subscription Term.

14.2 EXCEPT FOR THE WARRANTIES SET FORTH IN SECTION 14.1, THE PLATFORM IS PROVIDED "AS IS" AND COMPANY HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. COMPANY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE.

14.3 Each party represents and warrants that it will not transmit to the other party any Malicious Code.

14.4 Customer warrants that it and its agents, and any person acting for the benefit of Customer or on its behalf or with its authorization, will in all respects comply with all applicable laws and regulations and refrain from violating the rights or infringing the interests (or attempting to do so) of any third parties in connection with the use of the Platform, including without limitation in the selection, gathering, creation, modification, uploading onto the Platform, maintenance, preservation, retrieval, dissemination, other utilization, and (for Customer, only) granting access of and to the Uploaded Content stored in Customer's Platform area. Customer affirms that it has, and at all times will have, all necessary rights, licenses, consents, and permissions (without the need for any additional approval, waivers, or releases, or payment to another person or entity) to submit, store, develop, use, disseminate, and grant access to all of the Uploaded Content with regard to any restraints that otherwise might be imposed by law or contract protecting copyrights, patents, trademarks, trade secrets, trade names, or privacy, publicity, or confidentiality (including statutory and contractual restrictions on disclosure and appropriation), and/or for any other intellectual property rights or rights or interests arising in connection with proprietary information.