

Proviso Township High Schools

Board of Education Regular Meeting

Tuesday, March 15, 2022

5:30 PM

Proviso West High School Student Cafeteria and E111

4701 S Harrison St

Hillside, IL 60162

AGENDA

BOARD OF EDUCATION MEMBER OATH OF OFFICE

I, do solemnly swear that I will faithfully discharge the duties of the office of member of the Board of Education of Proviso Township High Schools District 209, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Proviso Township High Schools District 209;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Proviso Township High Schools District 209; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

EXECUTIVE SESSION 5:30 PM

OPEN SESSION 7:30 PM

1. Call to Order
2. Establish Quorum
3. Retire to Executive Session
4. Executive Session Board of Education

A. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c) (11).

B. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1)

C. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5 ILCS 120/2(c) (2).

5. Reconvene the Regular Meeting

6. Establish Quorum
7. Moment of Silence
8. Pledge of Allegiance
9. PTHS D209 Vision Statement
10. Reports and Communications from the Superintendent of Schools
 - Recognition and/or PowerPoint Presentations
11. Citizen's Comments
12. Reports and Communications from the Board President
13. Consent Agenda
 - A. Minutes - **Action Item**

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Action Item

Subject:

Minutes

Statute, Administrative Policy or Board Rules Statement:

Proviso Township High Schools District 209 Board of Education Policy 2:220 Board of Education Meeting Procedure.

Superintendent's Recommendation:

The Board of Education of Proviso Township High Schools District 209 accepts the Superintendent's recommendation to approve the following minutes: February 15, 2022 as presented.

Action Item

Subject: Bill List

Rationale: (see attached)

Recommendation:

That the Board of Education of Proviso Township High Schools, District 209, approves the Superintendent's recommendation to release payment for bills as presented.

BILL LIST DATED 03/15/2022

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1310

03/15/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ACCURATE BIOMETRICS						
Check Group:						
FINGERPRINTS JANUARY		21	2202693	371692201 1/31/2022	10.5.2640.302.0000.001.0325.0000 Professional Services - (Consultants)	\$903.00
FINGERPRINTS FEBRUARY		6	2202693	371692202 2/28/2022	10.5.2640.302.0000.001.0325.0000 Professional Services - (Consultants)	\$258.00
Check #: 0						
PO/InvoiceTotal:						\$1,161.00
Vendor Total:						\$1,161.00
ACME AUTO LEASING LLC						
	352779					
Check Group:						
leases for drivers education cars 3/1/22 - 3/31/22		1	2200047	22030223 3/1/2022	10.5.1700.301.0000.001.0087.0000 Lease	\$1,945.00
Check #: 0						6
PO/InvoiceTotal:						\$1,945.00
Vendor Total:						\$1,945.00
ALPHA BAKING COMPANY						
Check Group:						
Food Purchases - East		1	2200415	220004010014 1/10/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$62.44
Food Purchases - East		1	2200415	220004024015 1/24/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$123.72
Food Purchases - East		1	2200415	220004027017 1/27/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$273.98
Food Purchases - East		1	2200415	220004031016 1/31/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$73.56
Food Purchases - East		1	2200415	220004035009 2/4/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$163.48
Food Purchases - East		1	2200415	220004038014 2/7/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$129.12

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food Purchases - East		1	2200415	220004041017 2/10/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$193.20
Food Purchases - East		1	2200415	220004045015 2/14/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$164.50
Food Purchases - East		1	2200415	220004048016 2/17/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$134.04
Food Purchases - East		1	2200415	220004056009 2/25/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$233.40
Check #: 0						
PO/InvoiceTotal:						\$1,551.44
Check Group:						
Food Purchase_Breads_West_open PO		1	2200416	210004298019 10/25/2021	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$331.66
Food Purchase_Breads_West_open PO		1	2200416	210004319016 11/15/2021	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$130.80 ⁷
Food Purchase_Breads_West_open PO		1	2200416	210004351010 12/17/2021	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$42.80
Food Purchase_Breads_West_open PO		1	2200416	220004003016 1/3/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$216.20
Food Purchase_Breads_West_open PO		1	2200416	220004010015 1/10/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$77.60
Food Purchase_Breads_West_open PO		1	2200416	220004014009 1/14/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$237.02
Food Purchase_Breads_West_open PO		1	2200416	220004018008 1/18/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$43.78
Food Purchase_Breads_West_open PO		1	2200416	220004024016 1/24/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$292.85
Food Purchase_Breads_West_open PO		1	2200416	220004028009 1/28/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$249.05
Food Purchase_Breads_West_open PO		1	2200416	220004035010 2/4/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$225.72

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Food Purchase_Breads_West_open PO		1	2200416	220004041018 2/10/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$232.06
Food Purchase_Breads_West_open PO		1	2200416	220004045016 2/14/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$49.28
Food Purchase_Breads_West_open PO		1	2200416	220004048017 2/17/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$243.90
Food Purchase_Breads_West_open PO		1	2200416	220004056010 2/25/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$205.74
Check #: 0						
PO/InvoiceTotal:						\$2,578.46
Check Group:						
Food Purchases_Bread_PMSA		1	2200417	220004006017 1/6/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$157.51
Food Purchases_Bread_PMSA		1	2200417	220004010016 1/10/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$149.88
Food Purchases_Bread_PMSA		1	2200417	220004014010 1/14/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$109.62
Food Purchases_Bread_PMSA		1	2200417	220004020018 1/20/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$205.20
Food Purchases_Bread_PMSA		1	2200417	220004035011 2/4/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$227.00
Food Purchases_Bread_PMSA		1	2200417	220004041019 2/10/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$143.16
Food Purchases_Bread_PMSA		1	2200417	220004046009 2/15/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$137.42
Food Purchases_Bread_PMSA		1	2200417	220004055017 2/24/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$110.30
Check #: 0						
PO/InvoiceTotal:						\$1,240.09
Vendor Total:						\$5,369.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ALTORFER INDUSTRIES INC.						
Check Group:						
annual advantage silver		1	2202114	PM6A0006663 1/31/2022	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$709.00
annual load banktest		1	2202114	PM6A0006663 1/31/2022	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$1,026.00
Check #: 0						
						PO/InvoiceTotal: \$1,735.00
						Vendor Total: \$1,735.00
AMAZON 360995						
Check Group:						
Battle Cry: Waging and Winning the War Within by Jason Wilson		25	2200943	546388873768 10/8/2021	10.5.2320.410.0000.001.0001.0000 General Supplies	\$424.75 9
Check #: 0						
						PO/InvoiceTotal: \$424.75
						Vendor Total: \$424.75
AMITA GLENOAKS SCHOOL PHEASANT RIDGE						
Check Group:						
Tuition JB		12	2200043	TDS-N-10631 6/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,363.04
Tuition JL		12	2200043	TDS-N-10631 6/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,363.04
Tuition LO		12	2200043	TDS-N-10631 6/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,363.04
Tuition KP		12	2200043	TDS-N-10631 6/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,363.04
Tuition OR		12	2200043	TDS-N-10631 6/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,363.04
Check #: 0						
						PO/InvoiceTotal: \$11,815.20

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 13 Days @ \$196.92		1	2202241	TDS-N-10858 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,559.96
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 13 Days @ \$196.92		1	2202241	TDS-N-10858 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,559.96
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 13 Days @ \$196.92		1	2202241	TDS-N-10858 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,559.96
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 13 Days @ \$196.92		1	2202241	TDS-N-10858 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,559.96
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 13 Days @ \$196.92		1	2202241	TDS-N-10858 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,559.96
						10
Check #: 0						
						PO/InvoiceTotal: \$12,799.80
Check Group:						
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 19 Days @ \$196.92		1	2202242	TDS-N 10815 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$3,741.48
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 19 Days @ \$196.92		1	2202242	TDS-N 10815 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$3,741.48
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 19 Days @ \$196.92		1	2202242	TDS-N 10815 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$3,741.48
Amita Glen Oaks Pheasant Ridge Campus December 2021 Tuition 1 Student 19 Days @ \$196.92		1	2202242	TDS-N 10815 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$3,741.48
Amita Glen Oaks Pheasant Ridge Campus Decmeber 2021 Tuition 1 Student 19 Days @ \$196.62		1	2202242	TDS-N 10815 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$3,741.48
						10
Check #: 0						
						PO/InvoiceTotal: \$18,707.40

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Check Group:						
Amita Glen Oaks Pheasant Ridge Campus 1 Student 15 Days @ \$196.92		1	2202243	TDS-N 10695 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,953.80
Amita Glen Oaks Pheasant Ridge Campus 1 Student 15 Days @ \$196.92		1	2202243	TDS-N 10695 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,953.80
Amita Glen Oaks Pheasant Ridge Campus 1 Student 15 Days @ \$196.92		1	2202243	TDS-N 10695 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,953.80
Amita Glen Oaks Pheasant Ridge Campus 1 Student 15 Days @ \$196.92		1	2202243	TDS-N 10695 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,953.80
Amita Glen Oaks Pheasant Ridge Campus 1 Student 15 Days @ \$196.92		1	2202243	TDS-N 10695 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,953.80
						11
Check #: 0						
						PO/InvoiceTotal: \$14,769.00
Check Group:						
Amita Glen Oaks Pheasant Ridge Campus July 2021 Extended School Year (ESY) Billing 1 Student 8 Days @ \$196.92		1	2202244	TDS-N 10660 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$1,575.36
Amita Glen Oaks Pheasant Ridge Campus July 2021 Extended School Year (ESY) Billing 1 Student 8 Days @ \$196.92		1	2202244	TDS-N 10660 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$1,575.36
Amita Glen Oaks Pheasant Ridge Campus July 2021 Extended School Year (ESY) Billing 1 Student 1 Day @ \$196.92		1	2202244	TDS-N 10660 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$196.92
Amita Glen Oaks Pheasant Ridge Campus July 2021 Extended School Year (ESY) Billing 1 Student 8 Days @ \$196.92		1	2202244	TDS-N 10660 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$1,575.36

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Amita Glen Oaks Pheasant Ridge Campus July 2021 Extended School Year (ESY) Billing 1 Student 8 Days @ \$196.92		1	2202244	TDS-N 10660 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$1,575.36
				Check #: 0		
					PO/InvoiceTotal:	\$6,498.36
Check Group:						
January 2022 Tuition 5 Students, 19 days of attendance @ \$196.92		1	2202462	TDS-N-10900 1/31/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$18,707.40
				Check #: 0		
					PO/InvoiceTotal:	\$18,707.40
					Vendor Total:	\$83,297.16
ASHLAND LOCK & SECURITY SOLUTIONS	366094					12
Check Group:						
LOCK HARDWARE FOR STORAGE ROOMS ON ALL 3 FLOORS IN ACADEMIC WING		1	2200430	60958426 11/16/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$2,515.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,515.00
Check Group:						
WASHROOM HOUSING AND CORES FOR WASHROOM DOORS IN A,E AND ALL 3 FLOORS IN ACADEMIC WING		1	2200431	60471321 11/16/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$2,015.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,015.00
Check Group:						
LOCK HARDWARE FOR HALL AND INTERIOR DOORS IN HEALTH CENTER		1	2200638	61191620 11/16/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$3,740.00
				Check #: 0		
					PO/InvoiceTotal:	\$3,740.00

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Check Group:							
hinge,full surface		1	2201504	66352474 12/1/2021	20.5.2540.551.0000.003.2000.0000 REPLACEMENT EQUIP.WEST.O&M	\$562.50	
Check #: 0							
PO/InvoiceTotal:						\$562.50	
Check Group:							
regular arm door closer		1	2201505	66352513 12/1/2021	20.5.2540.551.0000.003.2000.0000 REPLACEMENT EQUIP.WEST.O&M	\$962.50	
Check #: 0							
PO/InvoiceTotal:						\$962.50	
Check Group:							
troubleshoot camera issues		1	2202329	61625111 9/30/2021	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$2,395.00 13	
Check #: 0							
PO/InvoiceTotal:						\$2,395.00	
Vendor Total:						\$12,190.00	
AT & T	354654						
Check Group:							
PHONE BLANKLET ORDER 7121-63022 (1/11/22 - 2/10/22)		1	2200333	708209123102-1 2/10/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$51.49	
PHONE BLANKLET ORDER 7121-63022 12/26/21 - 1/25/22		1	2200333	708236576701-1 1/25/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$80.60	
PHONE BLANKLET ORDER 7121-63022 (1/11/22 - 2/10/22)		1	2200333	708343865602-1 2/10/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$38,022.28	
PHONE BLANKLET ORDER 7121-63022 (1/5/22 - 2/4/22)		1	2200333	708449024602-1 2/4/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$3,482.40	
Check #: 0							
PO/InvoiceTotal:						\$41,636.77	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$41,636.77
BARNES & NOBLE	356644					
Check Group:						
5 Steps to AP English Literature		60	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$685.80
Achiever Exam Prep Guide for AP European History		10	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$235.00
Bedford Reader		10	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$871.90
How to Read Nonfiction Like a Professor		10	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$114.20
Macbeth No Fear Shakespeare		20	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$71.40
Strive for a 5 for A History of Western Society for AP		10	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$458.30 ¹⁴
Thank You for Arguing		20	2200711	4172056 9/24/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$216.00
Check #: 0						
PO/InvoiceTotal:						\$2,652.60
Check Group:						
bedford Reader		70	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$6,103.30
Distance between Us		80	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$507.20
How to Read Nonfiction Like a Professor		70	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$799.40
Lord of the Flies		95	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$664.05
Macbeth No Fear Shakespeare		50	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$178.50

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Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Thank you for Arguing		70	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$756.00
They Say I Say		70	2200712	4172224 9/21/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,957.90
Check #: 0						
PO/InvoiceTotal:						\$10,966.35
Check Group:						
The Cold War: A New History		5	2201055	4182959 10/21/2021	10.5.1100.411.0000.004.0137.0000 Educational Supplies	\$72.00
Check #: 0						
PO/InvoiceTotal:						\$72.00
Check Group:						
I'm Not Dying with you tonight		500	2201993	4217510 1/24/2022	10.5.2210.420.0000.001.0010.0000 Textbooks	\$3,570.00
Julius Caesar No Fear Shakespeare		500	2201993	4217510 1/24/2022	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,785.00
Othello No Fear Shakespeare		40	2201993	4217510 1/24/2022	10.5.2210.420.0000.001.0010.0000 Textbooks	\$166.80
Check #: 0						
PO/InvoiceTotal:						\$5,521.80
Check Group:						
Absolutely true Diary of a Part time Indian		120	2201995	4217512 1/24/2022	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,342.80
Check #: 0						
PO/InvoiceTotal:						\$1,342.80
Vendor Total:						\$20,555.55
BLICK ART MATERIAL	350031					
Check Group:						
GENERAL PASTEL PENCL 36 ASSORTED COLORS		1	2201386	8051239 2/9/2022	10.5.1100.411.0000.003.0034.0000 Educational Supplies	\$35.12

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
RYL CLR CHOICE BRUSH 60PC RND WH TYNEX LH		1	2201386	8051239 2/9/2022	10.5.1100.411.0000.003.0034.0000 Educational Supplies	\$48.14
Check #: 0						
PO/InvoiceTotal:						\$83.26
Check Group:						
CRYSTALTEX GLAZE CLSPK SET1 12/PINTS		1	2201547	8004065 2/2/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$231.29
RYL CLR CHOICE BRUSH 60PC RND GLD TAK LH		1	2201547	8052625 2/9/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$48.14
Check #: 0						
PO/InvoiceTotal:						\$279.43
Check Group:						
Dixon Ticonderoga Pencils		10	2201976	8169000 2/28/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$20.00
Scratch Art - Gold		2	2201976	8169000 2/28/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$79.36
Scratch Art - Silver		2	2201976	8169000 2/28/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$73.20
Loew-Cornell Storage Cups		3	2201976	8169000 2/28/2022	10.5.1100.411.0000.003.0031.0000 Educational Supplies	\$10.65
Check #: 0						
PO/InvoiceTotal:						\$184.11
Vendor Total:						\$546.80
Bob's Dairy						
Check Group:						
EAST Milk purchases		1	2200867	259434 2/7/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$498.60
EAST Milk purchases		1	2200867	259661 2/10/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$149.87

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EAST Milk purchases		1	2200867	259847 2/14/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$274.52
EAST Milk purchases		1	2200867	260089 2/17/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$411.78
Check #: 0						
PO/InvoiceTotal:						\$1,334.77
Check Group:						
WEST Milk purchases		1	2200868	259145 2/1/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$299.74
WEST Milk purchases		1	2200868	259506 2/8/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$311.63
WEST Milk purchases		1	2200868	259724 2/11/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$513.39
WEST Milk purchases		1	2200868	259925 2/15/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$326.41 ¹⁷
WEST Milk purchases		1	2200868	260236 2/22/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$296.84
WEST Milk purchases		1	2200868	260446 2/25/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$420.04
Check #: 0						
PO/InvoiceTotal:						\$2,168.05
Check Group:						
PMSA Milk Purchases		1	2200869	259435 2/7/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$298.29
PMSA Milk Purchases		1	2200869	259662 2/10/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$199.59
PMSA Milk Purchases		1	2200869	259848 2/4/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$248.58
Check #: 0						
PO/InvoiceTotal:						\$746.46

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$4,249.28
Brinks Incorporated						
Check Group:						
PMSA CIT Service		1	2202315	11845425 2/1/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$97.67
Proviso East		1	2202315	11845425 2/1/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$97.67
Proviso West		1	2202315	11845425 2/1/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$97.67
Excess Time		1	2202315	4590219 1/31/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$3.34
Excess Time		1	2202315	4590219 1/31/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$30.04
Invoice 4590219		1	2202315	4590219 1/31/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$86.59
Invoice 4590219		1	2202315	4590219 1/31/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$13.35
Invoice 4590219		1	2202315	4590219 1/31/2022	10.2.0431.000.0000.000.0000.0000 Accounts Payable	\$103.19
Check #: 0						
PO/InvoiceTotal:						\$529.52
Vendor Total:						\$529.52
BRITTEN SCHOOL 352294						
Check Group:						
January 2022 Tuition 1 Student @ 267.84 for 18 days		1	2202285	15360 1/28/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$4,821.12
January 2022 Tuition 1 Student @ 267.84 for 18 days		1	2202285	15360 1/28/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$4,821.12
January 2022 Tuition 1 Student @ 267.84 for 18 days		1	2202285	15360 1/28/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$4,821.12

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
January 2022 Tuition 1 Student @ 267.84 for 11 days		1	2202285	15360 1/28/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,946.24
January 2022 Tuition 1 Student @ 267.84 for 16 days		1	2202285	15360 1/28/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$4,285.44
Check #: 0						
PO/InvoiceTotal:						\$21,695.04
Check Group:						
November 2021 Tuition 3 students, 16 days of attendance @ \$267.84		1	2202331	15265 9/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$12,856.32
September 2021 Tuition 3 Students, 2 attended 21 Days, 1 attended 6 days @ 267.84		1	2202331	15312 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$12,856.32
December 2021 Tuition 3 students, 13 days of attendance @ \$267.84		1	2202331	15333 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$10,445.76 19
Check #: 0						
PO/InvoiceTotal:						\$36,158.40
Vendor Total:						\$57,853.44
BROADVIEW TRUE VALUE HARDWARE	355564					
Check Group:						
5 GAL METAL DIESAL GAS CAN		1	2202485	30055 1/31/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$39.99
5 GAL PLASTIC YELLOW CAN		1	2202485	30055 1/31/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$24.99
PEICE OF PLEXIGLASS		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$60.00
CUTTING OF PLEXIGLASS		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$4.00
PLEXIGLASS CUTTER		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$5.99

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BOX OF BOLTS		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$12.99
BOX OF NUTS		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$5.99
SCORE MATS PLEXIGLASS CUTTER		1	2202485	30064 2/3/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$7.19
Check #: 0						
PO/InvoiceTotal:						\$161.14
Vendor Total:						\$161.14
BROWN, CHERYL L						
Check Group:						
Statistical Research Grade A		1	2202689	MAR22APCB 1/31/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$1,000.00
Institutional Leadership Grade A		1	2202689	MAR22APCB 1/31/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$1,000.00
Check #: 0						
PO/InvoiceTotal:						\$2,000.00
Vendor Total:						\$2,000.00
BSN SPORTS						
350492						
Check Group:						
493- ROYAL-DRY SHOWTIME PANT		43	2201377	915104578 12/10/2021	10.5.1501.491.0000.002.0036.0000 Uniforms	\$2,483.25
480- ROYAL-ACADEMY BACKPACK		30	2201377	915104578 12/10/2021	10.5.1501.491.0000.002.0036.0000 Uniforms	\$1,275.00
SHIPPING		1	2201377	915104578 12/10/2021	10.5.1501.491.0000.002.0036.0000 Uniforms	\$187.92
Check #: 0						
PO/InvoiceTotal:						\$3,946.17
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WILSON EVOLUTION BASKETBALL 29.5'		12	2201598	915162237 1/13/2022	10.5.1501.410.0000.002.0036.0000 General Supplies	\$839.88
WILSON EVOLUTION BASKETBALL 28.5'		12	2201598	915162237 1/13/2022	10.5.1501.410.0000.002.0036.0000 General Supplies	\$839.88
DETECTO GENERAL PURPOSE NTP SCALE		1	2201598	915162237 1/13/2022	10.5.1501.410.0000.002.0036.0000 General Supplies	\$1,166.99
SHIPPING		1	2201598	915162237 1/13/2022	10.5.1501.410.0000.002.0036.0000 General Supplies	\$199.29
Check #: 0						
PO/InvoiceTotal:						\$3,046.04
Vendor Total:						\$6,992.21
BUNN, GEORGE A						
Check Group:						
SALMON PASTA BOWLS		3	2202470	MAR22AP 12/3/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	21 \$45.00
LEMONADE		3	2202470	MAR22AP 12/3/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$9.00
Check #: 0						
PO/InvoiceTotal:						\$54.00
Vendor Total:						\$54.00
C & H Educational Consultants						
Check Group:						
consulting services from June 2021 thru September 2021		1	2202646	MAR22AP 2/3/2022	10.5.2520.310.0000.001.0012.0000 Professional & Technical Services	\$12,159.50
Check #: 0						
PO/InvoiceTotal:						\$12,159.50
Vendor Total:						\$12,159.50
CELTIC ENVIRONMENTAL CO	351012					
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SUPERVISION, LABOR AND DISPOSAL		1	2201552	CECP0124-1 2/2/2022	20.5.2540.550.0000.002.2000.0000 Capitalized Equipment	\$10,725.00
ALL APPLICABLE PERMIT FEES		1	2201552	CECP0124-1 2/2/2022	20.5.2540.550.0000.002.2000.0000 Capitalized Equipment	\$2,360.00
Check #: 0						
PO/InvoiceTotal:						\$13,085.00
Check Group:						
ROOM 243 INSTALL VCT FLOORING - SUPERVISION, LABOR, MATERIAL AND DISPOSAL		1	2201553	CECP0124-2 2/2/2022	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$3,000.00
NEW UNDERLAYMENT		1	2201553	CECP0124-2 2/2/2022	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$1,200.00
Check #: 0						
PO/InvoiceTotal:						\$4,200.00
Check Group:						
MATERIALS AND LABOR TO REPAIR STEAM PIPE LEAK		1	2201730	CECP0124 2/2/2022	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$1,600.00
Check #: 0						
PO/InvoiceTotal:						\$1,600.00
Check Group:						
ROOM 260 - MATERIALS AND LABOR, COOK COUNTY PERMIT AND INSPECTION FEE, AND EPA FEE FOR ASBESTOS ABATEMENT		1	2202126	CECP0124-3 2/2/2022	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$8,400.00
Check #: 0						
PO/InvoiceTotal:						\$8,400.00
Vendor Total:						\$27,285.00
CINTAS	353915					
Check Group:						
FIRST AID CABINET REFILL--SEPT.2021		1	2202253	5077617226 9/24/2021	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$279.92

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Check #: 0						
PO/InvoiceTotal:						\$279.92
Vendor Total:						\$279.92
COASTAL ENTERPRISES	358500					
Check Group:						
SMALL PE SHORTS PROVISO WEST		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$734.40
MEDIUM PE SHORTS PROVISO WEST		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$734.40
LARGE PE SHORTS PROVISO WEST		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$734.40
XLARGE PE SHORTS PROVISO WEST		48	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$728.16
small pe tee Proviso West		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$729.30
medium pe tee Proviso West		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$729.30
Large PE tee Proviso West		102	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$729.30
XL PE TEE PROVISO WEST		48	2201982	34343 2/3/2022	10.5.2900.492.0000.003.0376.0000 Uniforms (Gym Uniforms)	\$343.20
Check #: 0						
PO/InvoiceTotal:						\$5,462.46
Check Group:						
small gym shorts Proviso East High School		102	2201983	34374 2/15/2022	10.5.2900.492.0000.002.0376.0000 Uniforms (Gym Uniforms)	\$734.40
medium gym shorts Proviso East High School		102	2201983	34374 2/15/2022	10.5.2900.492.0000.002.0376.0000 Uniforms (Gym Uniforms)	\$734.40
SMALL PE TEES PROVISO EAST		102	2201983	34374 2/15/2022	10.5.2900.492.0000.002.0376.0000 Uniforms (Gym Uniforms)	\$729.30

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MEDIUM PE TEES PROVISO EAST		102	2201983	34374 2/15/2022	10.5.2900.492.0000.002.0376.0000 Uniforms (Gym Uniforms)	\$982.61
				Check #: 0		
					PO/InvoiceTotal:	\$3,180.71
					Vendor Total:	\$8,643.17
COMED						
Check Group:						
Electricity 12/9/22 - 2/14/22		1	2200490	0363134007-FEB EAST 2/14/2022	20.5.2540.466.0000.002.2000.0000 Electricity	\$30,745.94
				Check #: 0		
					PO/InvoiceTotal:	\$30,745.94
Check Group:						
Electricity 1/11/22 - 2/10/22		1	2200491	0277757007-MAR -WEST 2/10/2022	20.5.2540.466.0000.003.2000.0000 Electricity	\$21,210.51
				Check #: 0		
					PO/InvoiceTotal:	\$21,210.51
Check Group:						
Electricity Invoice 1/13/22 - 2/14/22		1	2200850	0366742010-MAR PMSA 2/14/2022	20.5.2540.466.0000.004.2000.0000 Electricity	\$20,597.84
				Check #: 0		
					PO/InvoiceTotal:	\$20,597.84
					Vendor Total:	\$72,554.29
D & P CONSTRUCTION COMPANY, INC.						
Check Group:						
1- 20 YARD TRAILER OF MULCH		1	213376	203042 7/21/2021	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$660.00
DELIVERY		1	213376	203042 7/21/2021	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$127.00

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Check #: 0						
PO/InvoiceTotal:						\$787.00
Vendor Total:						\$787.00
EDMUND FORST	367047					
Check Group:						
SATURDAY SCHOOL 1.22.22 - 1.29.22 - 2.5.22		9	2202466	MAR22AP 2/5/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$288.00
Check #: 0						
PO/InvoiceTotal:						\$288.00
Vendor Total:						\$288.00
ESKP BESTLECTERNS.COM	366096					
Check Group:						
PEDESTAL LECTERN WITH SOUND,SPEAKER AND MIC AND ACCESSORIES		1	2200534	102821 36 2/2/2022	20.5.2540.550.0000.004.2000.0000 Capitalized Equipment	\$3,978.00
Check #: 0						
PO/InvoiceTotal:						\$3,978.00
Check Group:						
PEDESTAL LECTERN WITH SOUND,SPEAKER,MIC AND ACCESSORIES		1	2200535	102821 37 2/2/2022	20.5.2540.550.0000.002.2000.0000 Capitalized Equipment	\$3,978.00
Check #: 0						
PO/InvoiceTotal:						\$3,978.00
Check Group:						
PEDESTAL LECTERN WITH SOUND,SPEAKER,MIC AND ACCESSORIES		1	2200598	102821 38 2/2/2022	20.5.2540.550.0000.003.2000.0000 Capitalized Equipment	\$3,978.00
Check #: 0						
PO/InvoiceTotal:						\$3,978.00
Vendor Total:						\$11,934.00
EVEREST ENVIRONMENTAL INC.	365668					

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Check Group:						
replace 2.5 sream boiler valves		1	2201620	21-399 11/23/2021	20.5.2540.551.0000.003.2000.0000 REPLACEMENT EQUIP.WEST.O&M	\$2,414.00
Check #: 0						
PO/InvoiceTotal:						\$2,414.00
Check Group:						
EMERGENCY WORK TO RE ROUTE DUCT WORK FOR HEATING COILS		1	2202495	22-132 2/4/2022	20.5.2540.320.0000.004.2000.0000 Repairs & Maintenance	\$7,549.25
Check #: 0						
PO/InvoiceTotal:						\$7,549.25
Check Group:						
CLOSED LOOP SODIUM NITRITE		3	2202496	22-133 2/4/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$379.62 26
SHIPPING		1	2202496	22-133 2/4/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$45.00
Check #: 0						
PO/InvoiceTotal:						\$424.62
Vendor Total:						\$10,387.87
FIRST STUDENT	352702					
Check Group:						
SY22 Home to School Transportation Service		1	2200911	223605 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$328.95
SY22 Home to School Transportation Service		1	2200911	223609 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$367.10
SY22 Home to School Transportation Service		1	2200911	223610 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$373.02
SY22 Home to School Transportation Service		1	2200911	223612 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$287.51
SY22 Home to School Transportation Service		1	2200911	223613 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$521.69

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SY22 Home to School Transportation Service		1	2200911	223614 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$353.95
SY22 Home to School Transportation Service		1	2200911	223615 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$251.33
SY22 Home to School Transportation Service		1	2200911	223616 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$361.84
SY22 Home to School Transportation Service		1	2200911	223617 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$365.13
SY22 Home to School Transportation Service		1	2200911	223618 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$304.61
SY22 Home to School Transportation Service		1	2200911	223619 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$350.66
SY22 Home to School Transportation Service		1	2200911	223620 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$221.73 27
SY22 Home to School Transportation Service		1	2200911	223621 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$323.69
SY22 Home to School Transportation Service		1	2200911	223622 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$358.55
SY22 Home to School Transportation Service		1	2200911	223623 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$356.58
SY22 Home to School Transportation Service		1	2200911	223624 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$532.44
SY22 Home to School Transportation Service		1	2200911	223626 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$321.06
SY22 Home to School Transportation Service		1	2200911	223627 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$482.22
SY22 Home to School Transportation Service		1	2200911	223628 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$335.53
SY22 Home to School Transportation Service		1	2200911	223629 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$230.28

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1310

03/15/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SY22 Home to School Transportation Service		1	2200911	223630 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$317.77
SY22 Home to School Transportation Service		1	2200911	223631 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$315.79
SY22 Home to School Transportation Service		1	2200911	223632 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$353.29
SY22 Home to School Transportation Service		1	2200911	223633 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$213.83
SY22 Home to School Transportation Service		1	2200911	223634 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$238.83
SY22 Home to School Transportation Service		1	2200911	223636 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$225.68
SY22 Home to School Transportation Service		1	2200911	223637 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$233.24 28
SY22 Home to School Transportation Service		1	2200911	223638 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$396.70
SY22 Home to School Transportation Service		1	2200911	223641 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$197.39
SY22 Home to School Transportation Service		1	2200911	223642 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$328.95
SY22 Home to School Transportation Service		1	2200911	223643 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$350.66
SY22 Home to School Transportation Service		1	2200911	223644 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$406.57
SY22 Home to School Transportation Service		1	2200911	223645 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$405.91
SY22 Home to School Transportation Service		1	2200911	223646 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$246.73
SY22 Home to School Transportation Service		1	2200911	223647 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$389.47

Proviso Township High School District 209

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SY22 Home to School Transportation Service		1	2200911	223648 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$217.12
SY22 Home to School Transportation Service		1	2200911	223649 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$371.71
SY22 Home to School Transportation Service		1	2200911	223650 1/27/2022	40.5.2550.330.0000.001.4000.0000 Transportation Services-Contract	\$231.60
Check #: 0						
PO/InvoiceTotal:						\$12,469.11
Vendor Total:						\$12,469.11
FITNESS EXPRESS INC.	366039					
Check Group:						
Preventative Maintenance Agreement		1	2202004	23000 2/18/2022	10.5.1100.320.0000.002.0322.0000 Repairs & Maintenance	\$1,750.00
Check #: 0						
PO/InvoiceTotal:						\$1,750.00
Vendor Total:						\$1,750.00
GARVEYS OFFICE PRODUCTS	355836					
Check Group:						
Extension Cord		4	2201507	PINV2176481 12/3/2021	10.5.1100.411.0000.004.0137.0000 Educational Supplies	\$54.16
Power Strip		6	2201507	PINV2176481 12/3/2021	10.5.1100.411.0000.004.0137.0000 Educational Supplies	\$59.94
Check #: 0						
PO/InvoiceTotal:						\$114.10
Check Group:						
Bostitch QuietSharp Exec Electric Pencil Sharpener - Desktop - 1 Hole(s) - 4.3" Height x 3.5" Width x 7.5" Depth - Black, Silver - 1 Each		2	2201537	PINV2177148 12/3/2021	10.5.1100.411.0000.003.0137.0000 Educational Supplies	\$46.38
Check #: 0						
PO/InvoiceTotal:						\$46.38

Proviso Township High School District 209

Voucher Detail Listing

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03/15/2022

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$160.48
GATOR CHEF	366816					
Check Group:						
Hatco Decorative Lamp		4	213885	1-701250-01 9/10/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$777.40
Lamp Bulb Clear Coat 250W		4	213885	1-701250-01 9/10/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$77.52
Lamp Toggle Switch 16amp		4	213885	1-701250-01 9/10/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$55.00
Decoactive Blue Color		4	213885	1-701250-01 9/10/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$354.20
Freight		1	213885	1-701250-01 9/10/2021	20.5.2540.413.0000.002.2000.0000 Maintenance Supplies	\$134.61
Check #: 0						30
PO/InvoiceTotal:						\$1,398.73
Vendor Total:						\$1,398.73
GIANT STEPS ILLINOIS INC.						
Check Group:						
January Tuition 1 Student, 20 Days of Attendance @ \$340.83		1	2202376	209-0122S 1/31/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$6,816.60
Check #: 0						
PO/InvoiceTotal:						\$6,816.60
Vendor Total:						\$6,816.60
GILBANE BUILDING COMPANY						
Check Group:						
FACILITY MASTER PLAN IMPLEMENTATION SERVICES THRU FEB. 15, 2022		1	2202668	202202-J403 2/17/2022	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$335,726.85
Check #: 0						
PO/InvoiceTotal:						\$335,726.85

Proviso Township High School District 209

Voucher Detail Listing

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03/15/2022

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$335,726.85
GOPHER SPORT	350125					
Check Group:						
Mikasa Volleyball Cart-Royal		4	2202010	IN136721 1/28/2022	10.5.1100.411.0000.002.0322.0000 Educational Supplies	\$716.00
shipping and handling		1	2202010	IN136721 1/28/2022	10.5.1100.411.0000.002.0322.0000 Educational Supplies	\$85.92
Check #: 0						
PO/InvoiceTotal:						\$801.92
Vendor Total:						\$801.92
Gordon food Service, Inc.						
Check Group:						
Food for Proviso East Nutrition Services Prog/Credit for Inv#215730352		1	2200237	16064661 1/6/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	(\$391.20) 31
Food for Proviso East Nutrition Services Program/CREDIT FOR INV#215897955		1	2200237	16090511 1/12/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	(\$9.88)
Food for Proviso East Nutrition Services Program/CRED FOR INV#216715759		1	2200237	16209475 2/16/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	(\$18.31)
Food for Proviso East Nutrition Services Program		1	2200237	215730352 1/5/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$4,914.88
Food for Proviso East Nutrition Services Program		1	2200237	215730359 1/5/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$74.46
Food for Proviso East Nutrition Services Program		1	2200237	215831375 1/10/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$2,617.45
Food for Proviso East Nutrition Services Program		1	2200237	215831376 1/10/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$57.19
Food for Proviso East Nutrition Services Program		1	2200237	215897948 1/12/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$201.34

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Voucher Detail Listing

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03/15/2022

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food for Proviso East Nutrition Services Program		1	2200237	215897955 1/12/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$2,096.31
Food for Proviso East Nutrition Services Program		1	2200237	216053092 1/19/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$241.57
Food for Proviso East Nutrition Services Program		1	2200237	216053094 1/19/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$1,745.88
Food for Proviso East Nutrition Services Program		1	2200237	216053096 1/19/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$1,781.25
Food for Proviso East Nutrition Services Program		1	2200237	216380740 2/2/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$3,578.45
Food for Proviso East Nutrition Services Program		1	2200237	216380742 2/2/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$304.98
Food for Proviso East Nutrition Services Program		1	2200237	216476911 2/7/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$123.05 32
Food for Proviso East Nutrition Services Program		1	2200237	216476912 2/7/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$972.34
Food for Proviso East Nutrition Services Program		1	2200237	216543786 2/9/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$1,324.13
Food for Proviso East Nutrition Services Program		1	2200237	216543791 2/9/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$256.20
Food for Proviso East Nutrition Services Program		1	2200237	216645845 2/14/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$3,403.03
Food for Proviso East Nutrition Services Program		1	2200237	216645864 2/14/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$436.05
Food for Proviso East Nutrition Services Program		1	2200237	216715756 2/16/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$285.16
Food for Proviso East Nutrition Services Program		1	2200237	216715759 2/16/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$4,541.56
Food for Proviso East Nutrition Services Program		1	2200237	216878825 2/23/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$1,264.34

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food for Proviso East Nutrition Services Program		1	2200237	216878829 2/23/2022	10.5.2560.410.0000.002.0800.0000 Food Purchases	\$101.70
Check #: 0						
						PO/InvoiceTotal: <u>\$29,901.93</u>
Check Group:						
Food for Proviso West Nutrition Services		1	2200238	216484535 2/7/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$419.42
Food for Proviso West Nutrition Services		1	2200238	216484543 2/7/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$5,906.40
Food for Proviso West Nutrition Services		1	2200238	216551160 2/9/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$600.51
Food for Proviso West Nutrition Services		1	2200238	216551189 2/9/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$1,012.34
Food for Proviso West Nutrition Services		1	2200238	216645846 2/14/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$588.44 ³³
Food for Proviso West Nutrition Services		1	2200238	216645853 2/14/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$4,067.07
Food for Proviso West Nutrition Services		1	2200238	216721336 2/16/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$3,275.13
Food for Proviso West Nutrition Services		1	2200238	216884510 2/23/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$1,860.78
Food for Proviso West Nutrition Services		1	2200238	216884511 2/23/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$283.14
Food for Proviso West Nutrition Services		1	2200238	770242617 2/14/2022	10.5.2560.410.0000.003.0800.0000 Food Purchases	\$46.93
Check #: 0						
						PO/InvoiceTotal: <u>\$18,060.16</u>
Check Group:						
Food for PMSA Nutrition Services/Credit for Inv#216484548		1	2200239	16175616 2/7/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	(\$12.42)

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Food for PMSA Nutrition Services		1	2200239	216380746 2/2/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$1,059.56
Food for PMSA Nutrition Services		1	2200239	216484540 2/7/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$101.70
Food for PMSA Nutrition Services		1	2200239	216484548 2/7/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$1,154.20
Food for PMSA Nutrition Services		1	2200239	216543782 2/9/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$560.70
Food for PMSA Nutrition Services		1	2200239	216543783 2/9/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$460.43
Food for PMSA Nutrition Services		1	2200239	216668491 2/14/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$48.15
Food for PMSA Nutrition Services		1	2200239	216668501 2/14/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$152.02 34
Food for PMSA Nutrition Services		1	2200239	216668503 2/14/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$1,628.21
Food for PMSA Nutrition Services		1	2200239	216715751 2/16/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$517.33
Food for PMSA Nutrition Services		1	2200239	216878832 2/23/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$105.52
Food for PMSA Nutrition Services		1	2200239	216878834 2/23/2022	10.5.2560.410.0000.004.0800.0000 Food Purchases	\$1,209.47

Check #: 0

PO/InvoiceTotal: \$6,984.87

Vendor Total: \$54,946.96

GRAINGER, INC. 350126

Check Group:

paint roller cover		10	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$58.00
coyote bird repeller		10	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$501.20

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
braided rope		2	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$156.06
paint brush		2	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$22.14
paint brush		5	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$86.15
paint brush		6	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$93.24
caulk gun		1	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$4.38
paint roller		3	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$21.66
painters tool		5	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$27.45 35
paint roller frame		10	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$13.10
paint roller frame		5	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$10.10
knee pads		1	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$22.60
masking tape		12	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$29.64
paint roller cover		5	2200057	9971087896 7/22/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$31.25
Check #: 0						
PO/InvoiceTotal:						\$1,076.97
Check Group:						
linear LED bulb		200	2200257	9025139032 8/17/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$2,570.00
linear fluorcent bulb		126	2200257	9025139032 8/17/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$995.40

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$3,565.40
Check Group:						
electronic lock		2	2201749	9217246470 2/18/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$776.28
electronic lock		1	2201749	9220459557 2/21/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$388.14
Check #: 0						
PO/InvoiceTotal:						\$1,164.42
Check Group:						
cordless backpack vacuum		1	2202264	9200314715 2/3/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$317.36
Check #: 0						36
PO/InvoiceTotal:						\$317.36
Check Group:						
battery		1	2202341	9214799976 2/16/2022	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$229.87
charger		1	2202341	9214799976 2/16/2022	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$124.36
Check #: 0						
PO/InvoiceTotal:						\$354.23
Vendor Total:						\$6,478.38
Greatline Commuincations						
Check Group:						
Labor- 80 hrs on onsite labor to verify and move telephone extensions, install new voice locations, and place phones.		1	2201149	14916 11/4/2021	10.5.2660.390.0000.001.0014.0000 Other Purchased Services	\$9,200.00
Materials		1	2201149	14916 11/4/2021	10.5.2660.390.0000.001.0014.0000 Other Purchased Services	\$750.00
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$9,950.00
Check Group:						
Greatline Communications		1	2202287	14877 9/21/2021	10.5.2660.310.0000.001.0014.0000 Professional & Technical Services	\$500.00
						Check #: 0
						PO/InvoiceTotal: \$500.00
						Vendor Total: \$10,450.00
Hackie Cement Corporation						
Check Group:						
parking lot concrete patch		1	2202378	INV-202201 1/6/2022	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$4,000.00
						Check #: 0
						PO/InvoiceTotal: \$4,000.00
						Vendor Total: \$4,000.00
HAUSER, IZZO, PETRARCA,	365976					
Check Group:						
Property Taxes Invoice 29808		1	2202647	29808 2/15/2022	10.5.2310.326.0000.001.0050.0000 PTAB	\$3,205.16
Litigation Invoice 29809		1	2202647	29809 2/15/2022	10.5.2310.318.0000.001.0050.0000 LEGAL	\$2,599.00
Retainer Invoice 29810		1	2202647	29810 2/15/2022	10.5.2310.318.0000.001.0050.0000 LEGAL	\$17,137.00
Collective Bargaining Invoice 29811		1	2202647	29811 2/15/2022	10.5.2310.318.0000.001.0050.0000 LEGAL	\$18,837.00
						Check #: 0
						PO/InvoiceTotal: \$41,778.16
						Vendor Total: \$41,778.16
HELPING HAND CENTER	364024					
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
January 2022 Tuition 1 Student @ 362.84 for 20 days		1	2202266	15413 1/31/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$7,256.80
Check #: 0						
						PO/InvoiceTotal: <u>\$7,256.80</u>
						Vendor Total: \$7,256.80
HILLEGONDS, CATHY DOROTHEA						
Check Group:						
1st Payment Master Reimbursement		1	2202690	MAR22APCH 8/24/2020	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$990.00
2nd Payment Master Reimbursement		1	2202690	MAR22APCH 8/24/2020	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$990.00
Check #: 0						
						PO/InvoiceTotal: <u>\$1,980.00</u>
						Vendor Total: \$1,980.00
JAMES L. HENDERSON						
Check Group:						
Chat N Chew Outback 01/09/22		1	2202552	010098 1/9/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$141.05
Check #: 0						
						PO/InvoiceTotal: <u>\$141.05</u>
Check Group:						
Chat N Chew Pappadeaux 01192022		1	2202553	03606B 1/19/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$62.34
Check #: 0						
						PO/InvoiceTotal: <u>\$62.34</u>
Check Group:						
Chat N Chew Gibsons 01/21/22		1	2202554	059488 1/21/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$135.29
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal:
						\$135.29
Check Group:						
Chat N Chew Lou Malnati's 01/24/22		1	2202555	7091775 1/24/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$75.39
						Check #: 0
						PO/InvoiceTotal:
						\$75.39
Check Group:						
Chat N Chew J Alexanders 02/10/22		1	2202556	097064 2/10/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$135.56
						Check #: 0
						PO/InvoiceTotal:
						\$135.56
Check Group:						
Chat N Chew Louies Grill 02/11/22		1	2202557	011676 2/11/2022	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$38.44
						Check #: 0
						PO/InvoiceTotal:
						\$38.44
						Vendor Total:
						\$588.07
JEANINE SCHULTZ MEMORIAL SCHOOL	363971					
Check Group:						
April 2021 Tuition Invoice 13 Students, 16 Days of Attendance @ \$212.21		1	2202343	04302111R 5/1/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$44,139.68
August 2021 Extended School Year (ESY) 4 Days, 19 Students @ \$212.21		1	2202343	0815219 8/15/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$16,127.96
						Check #: 0
						PO/InvoiceTotal:
						\$60,267.64
Check Group:						
January 2022 9 Students 18 Days of Attendance for 8 Students/17 Days of Attendance for 1 student @ \$212.51		1	2202500	01312208 2/1/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$34,214.11

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$34,214.11
Vendor Total:						\$94,481.75
JOHNSON CONTROLS, INC.	350177					
Check Group:						
Run cable and install administration telephone in Principal's office (Room 127) from old Main Office (Room 133).		1	2200699	88399459	20.5.2540.700.0000.001.2000.0000	\$1,387.00
				12/29/2021	Non-Capitalized Equipment	
Check #: 0						
PO/InvoiceTotal:						\$1,387.00
Vendor Total:						\$1,387.00
Keoncee Chambers						40
Check Group:						
ACADEMIC PRIOR LEARNING PORTFOLIO GRADE B		1	2202699	MAR22APKC 2/11/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$2,490.75
Check #: 0						
PO/InvoiceTotal:						\$2,490.75
Vendor Total:						\$2,490.75
KIMBERLY KNOWLES						
Check Group:						
SATURDAY SCHOOL 1.22.22-1.29.22-2.5.22		9	2202465	MAR22AP 2/5/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$288.00
Check #: 0						
PO/InvoiceTotal:						\$288.00
Vendor Total:						\$288.00
KINIKKA WADE						
Check Group:						
Global Child Advocacy Studies Grade A		1	2202694	MAR22APKW 2/1/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$1,000.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Elcce Intro to Race and Ethnicity Grade C		1	2202694	MAR22APKW 2/1/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$600.00
					Check #: 0	
						PO/InvoiceTotal: \$1,600.00
						Vendor Total: \$1,600.00
MAGNATAG	365968					
Check Group:						
CD14 Card Inserts 1 x4" 10SH/PKG		15	213888	615019 7/1/2021	10.5.1100.411.0000.002.0043.0000 Educational Supplies	\$139.35
CD 12 Card Inserts 1 x 2" 10SH/PKG		15	213888	615019 7/1/2021	10.5.1100.411.0000.002.0043.0000 Educational Supplies	\$139.35
CH 12 Cardholder Mag 1x2" 25/pkg		25	213888	615019 7/1/2021	10.5.1100.411.0000.002.0043.0000 Educational Supplies	\$525.00
Magnet Storage Box, small labeled		4	213888	615019 7/1/2021	10.5.1100.411.0000.002.0043.0000 Educational Supplies	\$45.96
Magnet Storage Box, large labeled		4	213888	615019 7/1/2021	10.5.1100.411.0000.002.0043.0000 Educational Supplies	\$51.16
					Check #: 0	
						PO/InvoiceTotal: \$900.82
						Vendor Total: \$900.82
MARCIA EBERHARD						
Check Group:						
WALTHER CHRISTIAN ACADEMY TUTORING JAN 4, 22 - JAN 20,22		12	2202468	MAR22AP 2/2/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$384.00
WALTHER CHRISTIAN ACADEMY TUTORING JAN 24,22 - FEB		10.5	2202468	MAR22AP 2/2/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$336.00
					Check #: 0	
						PO/InvoiceTotal: \$720.00
						Vendor Total: \$720.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MARTIN WHALEN OFFICE SOLUTIONS, INC.	365918					
Check Group:						
Martin Whalen Office Solutions, Inc.		1	2202645	IN3348169 2/14/2022	10.5.2660.310.0000.001.0014.0000 Professional & Technical Services	\$3,123.59
				Check #: 0		
					PO/InvoiceTotal:	\$3,123.59
					Vendor Total:	\$3,123.59
MEDINA-OLAGUE, DIANA M						
Check Group:						
EDU 6580, EDU 6565, EDU 6575, EDU 6590- Grade A		1	2202691	MAR22APDMO 2/10/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$2,000.00
				Check #: 0		
					PO/InvoiceTotal:	\$2,000.00
					Vendor Total:	\$2,000.00
MENTA ACADEMY OAK PARK						
Check Group:						
August 2021 Tuition 1 Student, attended 12 days @ \$180.86		1	2202363	SESINV-017087 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,170.32
August 2021 Tuition, 1 Student attended 9 days @ \$180.86		1	2202363	SESINV-017087 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,170.32
August 2021 Tuition, 1 student attended 2 days @ \$180.86		1	2202363	SESINV-017087 8/31/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$361.72
				Check #: 0		
					PO/InvoiceTotal:	\$4,702.36
					Vendor Total:	\$4,702.36
MICHAEL HYATT	367046					
Check Group:						
SATURDAY SCHOOL		9	2202463	MAR22AP 2/5/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$288.00

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Check #: 0						
PO/InvoiceTotal:						\$288.00
Vendor Total:						\$288.00
Milan Massey-Haley						
Check Group:						
Data and Information Management		1	2202698	MAR22APMMH 2/9/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$2,052.00
Check #: 0						
PO/InvoiceTotal:						\$2,052.00
Vendor Total:						\$2,052.00
MOTION SOLUTIONS LLC	364878					
Check Group:						
Elevator-Maintenance & Service		1	2200666	32233 4/1/2022	20.5.2540.310.0000.002.2000.0000 Professional & Technical Services	\$335.16
Elevator-Maintenance & Service		1	2200666	32233 4/1/2022	20.5.2540.310.0000.003.2000.0000 Professional & Technical Services	\$335.17
Elevator-Maintenance & Service		1	2200666	32233 4/1/2022	20.5.2540.310.0000.004.2000.0000 Professional & Technical Services	\$335.17
Check #: 0						
PO/InvoiceTotal:						\$1,005.50
Vendor Total:						\$1,005.50
NATIONAL BUSINESS FURNITURE	358007					
Check Group:						
Urban 72"H Five Shelf Bookcase		2	211909	ZK121761-TDQ 2/2/2021	10.5.1100.710.0000.001.0365.0000 Furniture-Over \$500	\$1,326.00
Check #: 0						
PO/InvoiceTotal:						\$1,326.00
Vendor Total:						\$1,326.00
NGO, STEPHEN JOSEPH						
Check Group:						

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Strategies in ED Leadership Grade A		1	2202692	MAR22APSN 2/22/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$1,206.00
School District Improvement Using Data Analysis Grade A		1	2202692	MAR22APSN 2/22/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$1,206.00
Check #: 0						
PO/InvoiceTotal:						\$2,412.00
Vendor Total:						\$2,412.00
Office of the UNIV BURSAR MC 0143						
Check Group:						
Please submit payment for the attached invoice		1	2202080	21-057159 11/19/2021	10.5.1100.411.0000.003.0227.0000 Educational Supplies	\$1,920.00
Check #: 0						
PO/InvoiceTotal:						\$1,920.00
Vendor Total:						\$1,920.00
OLYMPIA MAINTENANCE INC	356703					
Check Group:						
SEMI ANNUAL HOOD CLEANING IN CAFE--WINTER 2021		1	2202507	287414 1/4/2022	20.5.2540.390.0000.004.2000.0000 Other Purchased Services	\$1,525.00
TRIUCK CHARGE		1	2202507	287414 1/4/2022	20.5.2540.390.0000.004.2000.0000 Other Purchased Services	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$1,535.00
Vendor Total:						\$1,535.00
ONTISAR FREELAIN						
Check Group:						
Electricity I Grade A		1	2202695	MAR22APOF 1/20/2022	10.5.2640.230.0000.001.0325.0000 Tuition Reimbursement	\$507.00
Check #: 0						
PO/InvoiceTotal:						\$507.00

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Vendor Total:						\$507.00
OPTIMA PLUMBING SPLY	363579					
Check Group:						
1/2 nc mopd vlv coil		1	2201318	53168 1/2/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$478.69
repair kit		1	2201318	53168 1/2/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$193.64
shipping		1	2201318	53168 1/2/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$30.00
Check #: 0						
PO/InvoiceTotal:						\$702.33
Check Group:						
lavatory grid drain		25	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$546.00 45
v500AA		25	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$2,059.75
double offset		10	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$213.90
brass SJ nut		25	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$207.00
A-19-ALC		10	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$89.20
supply line		25	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$178.50
shipping		1	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$30.00
p-trap brass nuts		25	2202169	53154 2/15/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$592.25
Check #: 0						
PO/InvoiceTotal:						\$3,916.60

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$4,618.93
P. A. E. C. CENTER	350255					
Check Group:						
Education Fund		1	2202467	14242 2/15/2022	10.5.4220.670.0000.001.0342.0000 Tuition- PAEC	\$634,040.00
Operations and Maintenance Fund		1	2202467	14242 2/15/2022	20.5.4120.670.0000.001.0342.0000 Tuition	\$34,391.00
Transportation Fund		1	2202467	14242 2/15/2022	40.5.4120.331.0000.001.0342.0000 SPED Transportation- PAEC	\$32,647.00
Check #: 0						
PO/InvoiceTotal:						\$701,078.00
Vendor Total:						\$701,078.00
POINT AUTOMOTIVE INC.	364540					46
Check Group:						
2017 FORD TRANSIT 150 #4 - OIL CHANGE AND SAFETY INSPECTION		1	2200102	000065 8/19/2021	40.5.2550.320.0000.002.4000.0000 Repairs & Maintenance	\$202.50
Check #: 0						
PO/InvoiceTotal:						\$202.50
Check Group:						
SAFETY INSPECTION/ OIL CHANGE		1	2200182	000075 10/21/2021	20.5.2540.320.0000.004.2000.0000 Repairs & Maintenance	\$195.95
Check #: 0						
PO/InvoiceTotal:						\$195.95
Vendor Total:						\$398.45
PROJECT LEAD THE WAY, INC	365421					
Check Group:						
AltiTrak Altitude Tracker		2	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$43.00

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Carolina Visual Perception Kit (HBS 2.4.2)		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$165.00
Estes Industries ALPHA III E2X ROCKET		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$33.00
Flexible tape knife, 4" Steel blade, each		2	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$14.00
Glider Launcher		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$41.00
MODEL ROCKET ENGINES, TYPE C6-5, 24 PK		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$70.00
PVC 90 DEG ELBOW, 1 INCH DIAMTER		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$13.75
PVC COUPLING, 1 INCH DIAMETER		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$8.75 47
PVC PIPE, 1 INCH DIAMETER, 2 FT LENGTH		3	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$12.00
PVC PLUG, 1 INCH DIAMETER		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$12.50
POWDER-FREE DISPOSABLE NITRILE GLOVES, LARGE, 200 PK		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$38.00
PRECISION SCREWDRIVE SET, 6-PIECE		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$6.75
ROCKET BUILDER'S MARKING GUIDE		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$10.75
SELF-HEALING CUTTING MAT - 11.8 INCH X 8.7 INCH - PACK OF 6		2	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$72.00
UTILITY KNIFE, METAL, WITH 5X REPLACEMENT BLADES		9	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$35.55
VERNIER BASIC TURBINE BUILDING PARTS		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$97.50

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VERNIER DUAL RANGE FORCE SENSOR		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$625.00
VERNIER FORCE PLATE		1	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$306.00
VERNIER GO! LINK		5	2201785	325047 2/2/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$385.00
Check #: 0						
PO/InvoiceTotal:						\$1,989.55
Vendor Total:						\$1,989.55
PROVISO TOWNSHIP HIGH SCHOOLS						
Check Group:						
Explore Nontraditional Careers Toolkit - Non-Member Rate		5	211959	JUL21AP 7/1/2021	10.5.2120.411.0000.001.4745.0002 Educational Supplies	\$200.00
SHIPPING		1	211959	JUL21AP 7/1/2021	10.5.2120.411.0000.001.4745.0002 Educational Supplies	48 \$20.00
Check #: 0						
PO/InvoiceTotal:						\$220.00
Check Group:						
I-HOTEL AND CONFERENCE CENTER - IFACSTA ANNUAL CONFERENCE - JULY 19 - 20, 2021 - CHAMPAIGN, IL		1	213998	385135096 7/22/2021	10.5.2210.332.0000.002.3220.0002 Travel & Mileage (In State)	\$280.24
Check #: 0						
PO/InvoiceTotal:						\$280.24
Check Group:						
N'Joy Pure Sugar		1	2200002	384107090 7/13/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$8.48
International Delight French Vanilla Creamer		1	2200002	384107090 7/13/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$9.44
Chinet Comfort Cup Hot Cups & Lids		2	2200002	384107090 7/13/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$23.76

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Caribou Coffee Caribou Blends K-Cups Pods (100 ct.)		1	2200002	384107090 7/13/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$41.98
Check #: 0						
PO/InvoiceTotal:						\$83.66
Check Group:						
HOTEL - NB POINT LOMA - HARBOR DRIVE ANNEX - JULY 18 - 24, 2021		1	2200017	384401148 7/15/2021	10.5.2210.342.0000.003.4932.0002 Travel & Mileage (Out-of-State)	\$732.95
HOTEL - NB POINT LOMA - HARBOR DRIVE ANNEX - JULY 18 - 24, 2021		1	2200017	385469064 7/26/2021	10.5.2210.342.0000.003.4932.0002 Travel & Mileage (Out-of-State)	\$610.00
HOTEL - NB POINT LOMA - HARBOR DRIVE ANNEX - JULY 18 - 24, 2021		1	2200017	385469138 7/26/2021	10.5.2210.342.0000.003.4932.0002 Travel & Mileage (Out-of-State)	\$122.00
Check #: 0						49
PO/InvoiceTotal:						\$1,464.95
Check Group:						
conference for Vanessa Collins		1	2200032	384847303 7/20/2021	10.5.2210.312.0000.001.4745.0002 Professional Training & Development	\$750.00
Check #: 0						
PO/InvoiceTotal:						\$750.00
Check Group:						
starter		1	2200056	384015709 7/12/2021	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$175.26
Check #: 0						
PO/InvoiceTotal:						\$175.26
Check Group:						
PARTICIPANT OVERNIGHT		8	2200084	385664221 7/28/2021	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$2,920.00
ADVISOR OVERNIGHT		2	2200084	385664221 7/28/2021	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$730.00
Check #: 0						

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Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$3,650.00
Check Group:						
Red Velvet Cupcakes		40	2200085	384946709 7/21/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$92.00
Lemon Cupcakes		40	2200085	384946709 7/21/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$92.00
Strawberry Crunch Cupcakes		40	2200085	384946709 7/21/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$92.00
Delivery Charge		1	2200085	384946709 7/21/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$24.00
Check #: 0						
PO/InvoiceTotal:						\$300.00
Check Group:						
WASH AND VACUUM TRANSIT VANS#1 AND #7		1	2200144	385272350 7/23/2021	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$130.00
TIP		1	2200144	385272350 7/23/2021	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$28.34
SALES TAX		1	2200144	385272350 7/23/2021	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$11.70
Check #: 0						
PO/InvoiceTotal:						\$170.04
Check Group:						
La Croix Water		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$8.48
Frito Lay Classic Mix		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$13.98
Skinny Pop		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$12.98
Planters Nuts		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$9.98

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grandma's Cookies		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$11.98
Kellogg's Fun Mix		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$10.38
Lay's Mix		1	2200168	384547514 7/16/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$16.59
Check #: 0						
PO/InvoiceTotal:						\$84.37
Check Group:						
2021 National ACT State Organizations Virtual Conference		1	2200169	385272351 7/23/2021	10.5.2320.312.0000.001.0001.0000 Professional Employee Training & Development Servi	\$60.00
Check #: 0						
PO/InvoiceTotal:						\$60.00
Check Group:						
Hyatt Conference Room for Admin Retreat		1	2200170	384640122 7/19/2021	10.5.2310.690.0000.001.0050.0000 Miscellaneous Objects	\$9,964.64
Discount		1	2200170	384640122 7/19/2021	10.5.2310.690.0000.001.0050.0000 Miscellaneous Objects	(\$625.00)
Check #: 0						
PO/InvoiceTotal:						\$9,339.64
Check Group:						
Flight for Presenter for BOE Retreat		1	2200171	384946708 7/21/2021	10.5.2310.690.0000.001.0050.0000 Miscellaneous Objects	\$416.96
Check #: 0						
PO/InvoiceTotal:						\$416.96
Check Group:						
Flight balance for Presenter for District Institute		1	2200172	386353631 8/4/2021	10.5.2320.390.0000.001.0001.0000 Other Purchased Services	\$20.00
Flight balance for Presenter for District Institute		1	2200172	386353647 8/4/2021	10.5.2320.390.0000.001.0001.0000 Other Purchased Services	\$20.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$40.00
Check Group:						
Sam's Club/Dollar Tree - Member's Mark 10' Dinner Plates		1	2200202	386353630 8/4/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$208.91
Sam's Club/Dollar Tree - Member's Mark 10' Dinner Plates		1	2200202	386528321 8/5/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$13.00
Sam's Club/Dollar Tree - Member's Mark 10' Dinner Plates		1	2200202	386528322 8/5/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$82.63
Check #: 0						
PO/InvoiceTotal:						\$304.54
Check Group:						
Cheese Stadium Pizza		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$24.75 52
Pepperoni Stadium Pizza		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$28.00
Sausage Stadium Pizza		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$28.00
Veggie Stadium Pizza		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$29.63
1/2 Sausage and 1/2 Pepperoni Stadium Pizza		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$28.00
Delivery Charge		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$2.50
Tip		1	2200230	385605662 7/27/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$150.88
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Classic Chicken Sandwiches		13	2200231	385664222 7/28/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$51.87
Spicy Chicken Sandwiches		12	2200231	385664222 7/28/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$47.88
Regular Fries		25	2200231	385664222 7/28/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$49.75
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$149.50
Check Group:						
Turkey Box Lunches		25	2200232	385785435 7/26/2021	10.5.2410.323.0000.003.0011.0000 Food Non-Contracted	\$162.25
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$162.25
Check Group:						
Southwest Air_Walker Food Service Conf for Stephanie Garza		1	2200236	385980116 7/30/2021	10.5.2560.332.0000.001.0800.0000 Travel Employees	\$317.95
Holiday Inn Express_Walker Food Service Conf for Stephanie Garza		1	2200236	386528320 8/5/2021	10.5.2560.332.0000.001.0800.0000 Travel Employees	\$207.92
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$525.87
Check Group:						
Cochiaro's for July Board Meeting		1	2200358	384207826 7/14/2021	10.5.2310.323.0000.001.0050.0000 Food Non-Contracted	\$187.84
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$187.84
Check Group:						
Working Lunch Poor Boy 07/28/2021		1	2200363	386067772 8/2/2021	10.5.2320.323.0000.001.0001.0000 Food Non-Contracted	\$24.84
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$24.84
Check Group:						
Sable Hotel Room Reservation 7/23/2021-7/24/2021		1	2200478	384401224 7/15/2021	10.5.2310.690.0000.001.0050.0000 Miscellaneous Objects	\$3,672.00
Check #: 0						
PO/InvoiceTotal:						\$3,672.00
Check Group:						
VAN WASH AND WAX FOR BOARD RETREAT		1	2200528	385272349 7/23/2021	20.5.2540.390.0000.001.2000.0000 Other Purchased Services	\$75.85
Check #: 0						
PO/InvoiceTotal:						\$75.85
Check Group:						
Cheddar Jalapeno Poppers		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$75.50
Cream Jalapeno Poppers		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$7.50
Family Size Thin Crust Cheese Pizza		3	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$68.25
Family Size Thin Crust Cheese and Pepperoni Pizza		3	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$77.25
Family Size Thin Crust Cheese and Sausage Pizza		3	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$77.25
Large Stuffed Cheese Spinach Pizza		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$27.00
French Fries Full Pound		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$3.25
25% Discount Promo		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	(\$67.00)
Delivery Charge		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$3.99

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Catering Pizza Pa		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$82.50
Delivery Charge		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$3.99
Delivery Tip		1	2200856	384847319 7/20/2021	10.5.2230.323.0000.001.0008.0000 Food Non-Contracted	\$21.01
Check #: 0						
PO/InvoiceTotal:						\$312.49
Vendor Total:						\$22,601.18
QTRAK						
Check Group:						
ANNUAL PACKAGE TRACKING SUBSCRIPTION-SEPT.24, 2021 TO SEPT. 23,2022		1	2202534	22242865 9/24/2021	20.5.2540.390.0000.001.2000.0000 Other Purchased Services	\$1,995.00 55
Check #: 0						
PO/InvoiceTotal:						\$1,995.00
Vendor Total:						\$1,995.00
RESPONDUS INC.						
Check Group:						
Unlimited use of Lockdown Browser		1	2201488	SO-31616 11/30/2021	10.5.2210.328.0000.001.0010.0000 Digital Licenses	\$2,809.00
Check #: 0						
PO/InvoiceTotal:						\$2,809.00
Vendor Total:						\$2,809.00
RICMAR INDUSTRIES						
356252						
Check Group:						
react		3	2201280	5299933 RI 11/2/2021	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$439.10
thrust		3	2201280	5299933 RI 11/2/2021	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$378.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
react		1	2201280	5311603 RI 11/30/2021	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$115.56
					Check #: 0	
						PO/InvoiceTotal: \$932.66
						Vendor Total: \$932.66
RUSSO'S POWER EQUIPMENT	363000					
Check Group:						
garbage can 44gal red		20	2201282	SPI10974172 2/22/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$640.00
					Check #: 0	
						PO/InvoiceTotal: \$640.00
Check Group:						
CLEVIS PIN KIT		1	2202511	SPI10960777 2/2/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$19.59
COTTER PIN		1	2202511	SPI10960777 2/2/2022	20.5.2540.413.0000.004.2000.0000 Maintenance Supplies	\$0.29
					Check #: 0	
						PO/InvoiceTotal: \$20.28
						Vendor Total: \$660.28
SAMMY THOMPSON PLUMBING						
Check Group:						
demo dish washing room water,drain		1	2202311	2421 1/7/2022	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$4,400.00
					Check #: 0	
						PO/InvoiceTotal: \$4,400.00
						Vendor Total: \$4,400.00
SEAL OF ILLINOIS	363267					
Check Group:						
January 2022 Tuition 7 students @ 254.32 for 17 days		1	2202286	10606 1/31/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$30,264.08

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$30,264.08</u>
						Vendor Total: <u>\$30,264.08</u>
SNAP-ON INDUSTRIAL	350336					
Check Group:						
EHP SYS II 24IN WHEEL with lift gate		2	2200927	ARV/50105873 10/12/2021	10.5.1400.550.0000.003.3220.0001 Capitalized Equipment	\$10,495.80
PNEU BEAD ASST		2	2200927	ARV/50105873 10/12/2021	10.5.1400.700.0000.003.3220.0001 Non-Capitalized Equipment	\$2,713.20
LIFT GATE FOR SNAP-ON EQUIP 2		2	2200927	ARV/50105873 10/12/2021	10.5.1400.700.0000.003.3220.0001 Non-Capitalized Equipment	\$390.00
Check #: 0						
						PO/InvoiceTotal: <u>\$13,599.00</u>
						Vendor Total: <u>\$13,599.00</u>
SOARING EAGLE ACADEMY	366502					
Check Group:						
July 2021 Tuition 1 Student, 21 Days @ \$402.93		1	2202358	20982 7/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$8,461.53
August 2021 Extended School Year (ESY) 1 Student, 5 days @ \$402.93		1	2202358	21024 8/6/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$2,014.65
August 2021 Tuition 1 Student, 11 Days @ \$442.39		1	2202358	21072 3/3/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$4,866.29
September 2021 Tuition, 1 Student, 21 Days @ \$442.39		1	2202358	21116 9/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$9,290.19
October 2021 Tuition 1 Student, 21 Days @ \$442.39		1	2202358	21166 10/29/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$9,290.19
November 2021 Tuition 1 Student, 20 Days @ \$442.39		1	2202358	21211 11/30/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$8,847.80
December 2021 Tuition, 1 Student, 13 Days @ \$442.39		1	2202358	21257 12/17/2021	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$5,751.07

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
January 2022 Tuition 1 Student, 19 Days attended @ \$442.39		1	2202358	21304 1/31/2022	10.5.1912.670.0000.001.0394.0000 Tuition- OOD- Private	\$8,405.41
				Check #: 0		
					PO/InvoiceTotal:	\$56,927.13
					Vendor Total:	\$56,927.13
STUDENT DRIVER PRODUCTS	366026					
Check Group:						
Magnetic Side Door Sign		4	2200756	27849 9/29/2021	10.5.1700.411.0000.004.0087.0000 Educational Supplies	\$51.80
				Check #: 0		
					PO/InvoiceTotal:	\$51.80
					Vendor Total:	\$51.80
THOMAS, DEBRA D						
Check Group:						
Reimbursement for Staff Holiday Gifts		1	2202275	MAR22AP 12/16/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$40.50
Reimbursement for Staff Holiday Gifts		1	2202275	MAR22AP 12/16/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$111.82
Reimbursement for Staff Holiday Gifts		1	2202275	MAR22AP 12/16/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$84.58
Reimbursement for Staff Holiday Gifts		1	2202275	MAR22AP 12/16/2021	10.5.2410.410.0000.003.0011.0000 General Supplies	\$23.37
				Check #: 0		
					PO/InvoiceTotal:	\$260.27
					Vendor Total:	\$260.27
TIMEKA GARNETT	367045					
Check Group:						
SATURDAY SCHOOL 1.22.22-1.29.22-2.5.22		9	2202464	MAR22AP 2/5/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$288.00
				Check #: 0		

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						PO/InvoiceTotal: <u>\$288.00</u>	
						Vendor Total: <u>\$288.00</u>	
TRIMARK MARLINN LLC	366118						
Check Group:							
CHAFING DISH 2 GALLON		4	2201212	2772804 9/21/2021	10.5.1400.411.0000.002.3220.0001 Educational Supplies	\$2,035.66	
CHAFER FOOD PANS		2	2201212	2772804 9/21/2021	10.5.1400.411.0000.002.3220.0001 Educational Supplies	\$98.70	
FOOD PANS		2	2201212	2772804 9/21/2021	10.5.1400.411.0000.002.3220.0001 Educational Supplies	\$103.56	
CHAFER FOOD PANS		4	2201212	2772804 9/21/2021	10.5.1400.411.0000.002.3220.0001 Educational Supplies	\$104.20	
CHAFING DISH BOX		6	2201212	2789663 10/29/2021	10.5.1400.411.0000.002.3220.0001 Educational Supplies	\$585.54	
						Check #: 0	
						PO/InvoiceTotal: <u>\$2,927.66</u>	
Check Group:							
MANHATTAN CHAFER FULL SIZE ROMAN		2	2202476	2817105 1/11/2022	10.5.1400.411.0000.000.3220.0001 Educational Supplies	\$974.10	
						Check #: 0	
						PO/InvoiceTotal: <u>\$974.10</u>	
						Vendor Total: <u>\$3,901.76</u>	
UNIQUE PRODUCTS	356847						
Check Group:							
filter dust		2	2201923	423520 2/11/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$38.02	
						Check #: 0	
						PO/InvoiceTotal: <u>\$38.02</u>	
Check Group:							

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floor pad 14*24		6	2202179	423422-1 2/9/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$205.68
velcro pad		3	2202179	423422-1 2/9/2022	20.5.2540.413.0000.003.2000.0000 Maintenance Supplies	\$297.00
Check #: 0						
PO/InvoiceTotal:						\$502.68
Check Group:						
nitrile glove large		50	2202180	424463-1 2/9/2022	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$631.00
floor pad 14*24 red		5	2202180	424463-1 2/9/2022	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$171.40
nitrile glove small		25	2202180	424463-1 2/9/2022	20.5.2540.412.0000.003.2000.0000 Custodial Supplies	\$315.50
Check #: 0						60
PO/InvoiceTotal:						\$1,117.90
Check Group:						
LYSOL DISINFECTANT		34	2202274	416676 11/19/2021	20.5.2540.412.0000.004.2100.0000 Custodial Supplies	\$3,332.00
Check #: 0						
PO/InvoiceTotal:						\$3,332.00
Vendor Total:						\$4,990.60
VANESSA UELTZEN						
Check Group:						
WALTHER CHRISTIAN ACADEMY TUTORING 1/18/22-2/3/22		11	2202469	MAR22AP 2/3/2022	10.5.3700.390.0000.001.4300.0002 Purchased Svcs	\$352.00
Check #: 0						
PO/InvoiceTotal:						\$352.00
Vendor Total:						\$352.00
VISTA HIGHER LEARNING	365406					

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Descubre 2017 Level 1 Student Ed		20	2200007	SI229137 7/16/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,839.00
Descubre 2017 Level 2 Student Ed		20	2200007	SI229137 7/16/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,839.00
Descubre 2017 Level 3 Student Ed		20	2200007	SI229137 7/16/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$1,839.00
Shipping		1	2200007	SI229137 7/16/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$117.03
Check #: 0						
						PO/InvoiceTotal: \$5,634.03
Check Group:						
Daccord 2019 Level 1 Student Edition		90	2200038	SI1235287 9/2/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$8,275.50 61
Daccord 2019 Level 2 Student Ed		70	2200038	SI1235287 9/2/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$6,436.50
Daccord 2019 Level 3 Student Ed		10	2200038	SI1235287 9/2/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$919.50
Shipping		1	2200038	SI1235287 9/2/2021	10.5.2210.420.0000.001.0010.0000 Textbooks	\$295.17
Check #: 0						
						PO/InvoiceTotal: \$15,926.67
						Vendor Total: \$21,560.70
Walker Quality Services Co., LLC						
Check Group:						
standing order 7/1/21 thru 6/30/22 consulting services		1	2200197	10184 2/23/2022	10.5.2560.390.0000.001.0800.0000 Other Purchased Services	\$6,650.00
Check #: 0						
						PO/InvoiceTotal: \$6,650.00
						Vendor Total: \$6,650.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1310

03/15/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WAREHOUSE DIRECT	353427					
Check Group:						
Name Plates		10	2201171	5088192-0 10/29/2021	10.5.2310.410.0000.001.0050.0000 General Supplies	\$139.50
					Check #: 0	
						PO/InvoiceTotal: \$139.50
						Vendor Total: \$139.50
Washington Music Sales Center, Inc.						
Check Group:						
Series II Model 64 Jubilee Edition Tenor Saxophone		1	213608	SI264133 11/23/2021	10.5.1502.700.0000.003.0238.0000 Non-Capitalized Equipment	\$5,350.80
Selmer Paris Series II Model 52 Jubilee Edition Alto Saxophone		5	213608	SI264133 11/23/2021	10.5.1502.700.0000.003.0238.0000 Non-Capitalized Equipment	\$20,287.50 62
					Check #: 0	
						PO/InvoiceTotal: \$25,638.30
Check Group:						
Roche Thomas MI-T Disinfectant		25	2200626	SI1256745 10/7/2021	10.5.1502.411.0000.003.0238.0000 Educational Supplies	\$263.00
Roche Thomas MI-T Disinfectant		40	2200626	SI1256745 10/7/2021	10.5.1502.411.0000.003.0238.0000 Educational Supplies	\$330.00
					Check #: 0	
						PO/InvoiceTotal: \$593.00
						Vendor Total: \$26,231.30
WEX BANK	359157					
Check Group:						
standing order 7/1/21 thru 6/30/22 gas student proviso east		1	2200349	78328049-EAST 2/6/2022	40.5.2550.464.0000.002.4000.0000 Gasoline	\$3,430.81
					Check #: 0	
						PO/InvoiceTotal: \$3,430.81

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1310

03/15/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
standing order 7/1/21 thru 6/30/22		1	2200351	78328049-WEST 2/6/2022	40.5.2550.464.0000.003.4000.0000 Gasoline	\$4,844.93
				Check #: 0		
					PO/InvoiceTotal:	\$4,844.93
Check Group:						
standing order 7/1/21 thru 6/30/22 maintenance gas pmsa		1	2200352	78328049-PMSA 2/6/2022	20.5.2540.464.0000.004.2000.0000 Gasoline	\$788.42
				Check #: 0		
					PO/InvoiceTotal:	\$788.42
					Vendor Total:	\$9,064.16
William H. Sadlier Inc.						
Check Group:						
Voc Wkshp SB SE LvIE Gr 10		20	213694	INV91337 6/30/2021	10.5.1100.410.0000.001.0365.0000 General Supplies	\$542.56
Voc Wkshp SB SE LvIF Gr 11		215	213694	INV91337 6/30/2021	10.5.1100.410.0000.001.0365.0000 General Supplies	\$2,362.85
Voc Wkshp 2012 TstBk A LvIF Gr 11 10pk		1	213694	INV91337 6/30/2021	10.5.1100.410.0000.001.0365.0000 General Supplies	\$53.49
Voc Wkshp 2012 TstBk B LvIF Gr11 10pk		1	213694	INV91337 6/30/2021	10.5.1100.410.0000.001.0365.0000 General Supplies	\$53.49
				Check #: 0		
					PO/InvoiceTotal:	\$3,012.39
					Vendor Total:	\$3,012.39
YABLA INC. 366477						
Check Group:						
Annual Spanish		434	2200069	123352-20210722 7/22/2021	10.5.2210.328.0000.001.0010.0000 Digital Licenses	\$3,289.72
Annual French		202	2200069	123352-20210722 7/22/2021	10.5.2210.328.0000.001.0010.0000 Digital Licenses	\$1,680.64

Proviso Township High School District 209

Voucher Detail Listing

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03/15/2022

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
					Check #: 0	
						PO/InvoiceTotal: \$4,970.36
						Vendor Total: \$4,970.36
Youth Guidance	359781					
Check Group:						
Community Schools Coordination services		1	2201725	19854-1 11/19/2021	10.5.3000.302.0000.001.4300.0001 Professional Servies (Consultants)	\$6,599.53
					Check #: 0	
						PO/InvoiceTotal: \$6,599.53
						Vendor Total: \$6,599.53
						Grand Total: \$1,924,707.82

End of Report

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1283

02/11/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CRAIG PRYDE	364087					
Check Group:						
Basketball		1	2202156	FEB22AP 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
DANDRE STINNETTE	366867					
Check Group:						
Boys Basketball 010722		1	2202157	FEB22AP 1/7/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
DARRYL SHELTON	352903					
Check Group:						
Basketball		1	2202158	FEB22AP-1 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202159	FEB22AP 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$120.00
DOUG BARNES	363775					
Check Group:						
Boys Basketball 011422		1	2202131	FEB22AP 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00

Proviso Township High School District 209

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$67.00
						Vendor Total: <u> </u> \$67.00
ERIC PORTER	363920					
Check Group:						
Basketball		1	2202161	FEB22AP-1 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$92.00
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$92.00
Check Group:						
Boys Basketball 012222		1	2202162	FEB22AP 1/22/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$53.00
						Vendor Total: <u> </u> \$145.00
Hailey Houser						
Check Group:						
Girls Basketball 121721		2	2202137	FEB22AP 12/17/2021	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$103.00
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$103.00
						Vendor Total: <u> </u> \$103.00
HINSDALE CENTRAL HIGH SCHOOL						
Check Group:						
Wrestling S Invite 012922		1	2202130	FEB22AP 1/29/2022	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$150.00
						Check #: 0
						PO/InvoiceTotal: <u> </u> \$150.00
						Vendor Total: <u> </u> \$150.00

Proviso Township High School District 209

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HINSDALE SOUTH HIGH SCHOOL	350561					
Check Group:						
Wrestling JV Invite 012922		1	2202129	FEB22AP-1 1/29/2021	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
HURLEY, ROBERT J						
Check Group:						
ANNOUNCER		2	2202182	FEB22AP-1 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
ANNOUNCER		2	2202183	FEB22AP-3 1/12/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
ANNOUNCER		2	2202184	FEB22AP-2 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$240.00
KEVIN GRAYER	352462					
Check Group:						
Basketball		1	2202165	FEB22AP 1/7/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
KEVIN WHITE	351471					
Check Group:						
Boys Basketball 011422		1	2202132	FEB22AP 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
LAKESHORE RECYCLING SYSTEMS	366889					
Check Group:						
stand9ng order for trash removal at Proviso West		1	2200206	0004827553 10/25/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$2,085.74 68
stand9ng order for trash removal at Proviso West		1	2200206	0004827554 10/25/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$1,170.00
trash removal recycling Proviso East standing order		1	2200206	0004827555 10/25/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$1,151.58
standing order for trash removal at PMSA		1	2200206	0004827556 10/25/2021	20.5.2540.321.0000.004.2000.0000 Sanitation Services	\$983.23
stand9ng order for trash removal at Proviso West		1	2200206	0004846083 11/25/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$2,054.92
trash removal recycling Proviso East standing order		1	2200206	0004846084 11/25/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$1,074.80
standing order for trash removal at PMSA		1	2200206	0004846085 11/25/2021	20.5.2540.321.0000.004.2000.0000 Sanitation Services	\$968.70
stand9ng order for trash removal at Proviso West		1	2200206	0004862744 12/25/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$2,086.21
stand9ng order for trash removal at Proviso West		1	2200206	0004862745 12/25/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$617.55

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
trash removal recycling Proviso East standing order		1	2200206	0004862746 12/25/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$1,008.07
standing order for trash removal at PMSA		1	2200206	0004862747 12/25/2021	20.5.2540.321.0000.004.2000.0000 Sanitation Services	\$983.45
standing order for trash removal at Proviso West		1	2200206	0004900703 1/25/2022	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$2,117.03
standing order for trash removal at Proviso West/FINANCE CHRG		1	2200206	0004900704 1/25/2022	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$17.55
trash removal recycling Proviso East standing order		1	2200206	0004900705 1/25/2022	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$1,024.20
standing order for trash removal at PMSA		1	2200206	0004900706 1/25/2022	20.5.2540.321.0000.004.2000.0000 Sanitation Services	\$997.98
Check #: 0						69
PO/InvoiceTotal:						\$18,341.01
Vendor Total:						\$18,341.01
LAUTERBACH & AMEN LLP	365794					
Check Group:						
Certified public accountants services		1	2202284	59986 10/19/2021	10.5.2520.390.0000.001.0012.0000 Other Purchased Services	\$900.00
Check #: 0						
PO/InvoiceTotal:						\$900.00
Vendor Total:						\$900.00
LEXISNEXIS RISK SOLUTIONS	365051					
Check Group:						
address verification services/11/30-12/30		1	2200373	1551526-2021113 0 11/30/2021	10.5.2190.390.0000.001.0102.0000 Other Purchased Services	\$150.00
address verification services/JAN 2022		1	2200373	1551526-2022013 1 1/31/2022	10.5.2190.390.0000.001.0102.0000 Other Purchased Services	\$150.00

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
address verification services 12/31-1/30		1	2200373	15515262021123 1 12/31/2021	10.5.2190.390.0000.001.0102.0000 Other Purchased Services	\$150.00
				Check #: 0		
					PO/InvoiceTotal:	\$450.00
					Vendor Total:	\$450.00
MATT FRUTH	354960					
Check Group:						
Wrestling 011422		1	2202133	FEB22AP 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$109.00
				Check #: 0		
					PO/InvoiceTotal:	\$109.00
					Vendor Total:	\$109.00
MCLANE J. LOMAX	365580					
Check Group:						
Boys Basketball 011022		1	2202134	FEB22AP-1 1/10/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
Boys Basketball 011422		1	2202134	FEB22AP-1 1/10/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$106.00
Check Group:						
Boys Basketball 012122		1	2202167	FEB22AP-2 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$159.00
Michael T. Jaslowski						
Check Group:						

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys Basketball 121821		1	2202138	FEB22AP 12/18/2021	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
Check #: 0						
						PO/InvoiceTotal: <u> </u>
						\$53.00
						Vendor Total: <u> </u>
						\$53.00
ORKIN PEST CONTROL	365544					
Check Group:						
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	215858348 8/27/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	218505888 10/8/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	218505890 10/15/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	218505891 10/22/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	219921753 11/24/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$156.00
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	219921857 11/5/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	219921858 11/12/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	219921859 11/18/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	219921860 11/24/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	221301739 12/8/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$156.00
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	221301740 12/15/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$156.00

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	221301741 12/22/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$156.00
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	221301847 12/3/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	221301848 12/10/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	221301849 12/15/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	221301850 12/23/2021	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	221302738 12/1/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$156.00
STANDING ORDER 7/1/21 THRU 6/30/22		1	2200375	222433014 1/7/2022	20.5.2540.321.0000.002.2000.0000 Sanitation Services	\$127.68
STANDING ORDER 7/1/21 THRU 06/30/22 PEST CONTROL SERVICES		1	2200375	224762306 11/3/2021	20.5.2540.321.0000.003.2000.0000 Sanitation Services	\$208.92
Check #: 0						
PO/InvoiceTotal:						\$2,648.76
Check Group:						
MICE EXCLUSION AND MASS TRAPPING		1	2201513	225727232 12/3/2021	20.5.2540.390.0000.002.2000.0000 Other Purchased Services	\$3,320.00
Check #: 0						
PO/InvoiceTotal:						\$3,320.00
Vendor Total:						\$5,968.76
PAMELA OLIVER	357488					
Check Group:						
Basketball		1	2202170	FEB22AP-1 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
PAMELA YOUNG	363252					
Check Group:						
Basketball		1	2202171	FEB22AP-1 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
RAINCOAT ROOF MAINTENANCE	358382					
Check Group:						
Repairs to Jurassic Park Room		1	2201132	20-1474 11/23/2021	20.5.2540.700.0000.002.2000.0000 Non-Capitalized Equipment	\$2,870.91 73
					Check #: 0	
						PO/InvoiceTotal: \$2,870.91
Check Group:						
labor and materials		1	2201751	30993 3/29/2021	20.5.2540.390.0000.003.2000.0000 Other Purchased Services	\$1,249.00
					Check #: 0	
						PO/InvoiceTotal: \$1,249.00
Check Group:						
EMERENCY REPAIRS TO ROOF		1	2202269	20-1726 12/30/2021	20.5.2540.320.0000.004.2000.0000 Repairs & Maintenance	\$2,561.33
					Check #: 0	
						PO/InvoiceTotal: \$2,561.33
						Vendor Total: \$6,681.24
RAMES JAMES						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Wrestling 011822		1	2202135	FEB22AP 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$101.00
				Check #: 0		
					PO/InvoiceTotal:	\$101.00
					Vendor Total:	\$101.00
SCOTTIE WARE	359027					
Check Group:						
HOST		2	2202175	FEB22AP-3 1/12/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
BOOK		2	2202176	FEB22AP-2 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
CLOCK		2	2202177	FEB22AP-1 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
SCORE		2	2202178	FEB22AP-4 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$320.00

Tyler Johnson

Check Group:

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys Basketball 011422		1	2202136	FEB22AP 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
VERNON REED	366877					
Check Group:						
Basketball		1	2202181	FEB22AP 1/7/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
WILLIE ROSS JR.						75
Check Group:						
Basketball		2	2202186	FEB22AP-2 1/19/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
TIMER		2	2202187	FEB22AP-3 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
Check Group:						
TIMER		2	2202188	FEB22AP-4 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
				Check #: 0		
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$240.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1283 02/11/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$34,856.01

End of Report

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1284

02/17/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IL DEPT EMPLOYMENT SECURITY	350158					
Check Group:						
6/30/21 QUARTERLY REPORT ACCOUNT 0805462 6/30/21 ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY QUARTERLY PAYMENT		1	2202455	CNXXX1XX567X4 X88 2/8/2022	10.5.2363.232.0000.001.0050.0000 Unemployment Compensation	\$13,682.94
9/30/21 QUARTERLY REPORT		1	2202455	CNXXX1XX567X4 X88 2/8/2022	10.5.2363.232.0000.001.0050.0000 Unemployment Compensation	\$16,676.02
12/31/21 QUARTERLY REPORT		1	2202455	CNXXX1XX567X4 X88 2/8/2022	10.5.2363.232.0000.001.0050.0000 Unemployment Compensation	\$19,039.22
					Check #: 0	
					PO/InvoiceTotal:	\$49,398.18
					Vendor Total:	\$49,398.18
INTERNAL REVENUE SERVICE						
Check Group:						
adjusted employer's quarterly federal tax return 941-x		1	2202456	MAR22AP 2/7/2022	51.5.1100.214.0000.001.0000.0000 Medicare Only	\$4,552.11
					Check #: 0	
					PO/InvoiceTotal:	\$4,552.11
					Vendor Total:	\$4,552.11
					Grand Total:	\$53,950.29

End of Report

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1290

02/18/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AARON JANOVSKY	366486					
Check Group:						
Athletic Worker: 10 Games		10	2202327	MAR22AP 2/4/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$400.00
					Check #: 2098008301	
						PO/InvoiceTotal: \$400.00
						Vendor Total: \$400.00
ALAYNE PIERCE-COLLINS						
Check Group:						
Basketball		1	2202402	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008302	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
Albert Hampton						
Check Group:						
Basketball		1	2202428	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008303	
						PO/InvoiceTotal: \$67.00
Check Group:						
Basketball		1	2202429	MAR22AP-1 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008303	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$134.00
Anthony Cianciolo						
Check Group:						
Basketball		1	2202196	MAR22AP-1 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 2098008304						
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball		1	2202197	MAR22AP 1/31/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008304						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$134.00
ANTONIO BATTEE	366386					
Check Group:						
Basketball		1	2202328	MAR22AP 2/4/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$103.00
Check #: 2098008305						79
PO/InvoiceTotal:						\$103.00
Vendor Total:						\$103.00
Ayana Cole						
Check Group:						
TRAINER		49	2202404	MAR22AP-1 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$980.00
Check #: 2098008306						
PO/InvoiceTotal:						\$980.00
Check Group:						
TRAINER		8	2202405	MAR22AP 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$320.00
Check #: 2098008306						
PO/InvoiceTotal:						\$320.00
Check Group:						
TRAINER		10	2202439	MAR22AP-2 2/4/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$400.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 2098008306						
PO/InvoiceTotal:						\$400.00
Vendor Total:						\$1,700.00
Bernard Hughes						
Check Group:						
Basketball HOLIDAY TOURN		1	2202320	MAR22AP-1 12/28/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
Check #: 2098008307						
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball HOLIDAY TOURN		1	2202321	MAR22AP-2 12/28/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
Check #: 2098008307						80
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball HOLIDAY TOURN		1	2202322	MAR22AP 12/28/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
Check #: 2098008307						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$201.00
BRITTANY WHITE 366370						
Check Group:						
Girls Basketball 013122		1	2202330	MAR22AP 1/31/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008308						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
CHRISTOPHER SELWEY						
Check Group:						

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
STATS CREW		20	2202451	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$1,200.00
					Check #: 2098008309	
					PO/InvoiceTotal:	\$1,200.00
					Vendor Total:	\$1,200.00
Clarence Cooper Jr.						
Check Group:						
Basketball		1	2202208	MAR22AP 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008310	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Clarence Rak						81
Check Group:						
Basketball		1	2202445	MAR22AP-1 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008311	
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202446	MAR22AP 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008311	
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202447	MAR22AP-2 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008311	
					PO/InvoiceTotal:	\$67.00
Check Group:						

Proviso Township High School District 209

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball		1	2202448	MAR21AP 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008311	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$268.00
Corbin Doss						
Check Group:						
Basketball		1	2202398	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008312	
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
CORPORATE MASTERCARD	362919					82
Check Group:						
ACTIVITY 01.06.22-02.05.22		1	2202292	MAR22AP 2/5/2022	10.5.2520.399.0000.001.0012.0000 Credit Card	\$27,649.13
					Check #: 2098008313	
						PO/InvoiceTotal: \$27,649.13
						Vendor Total: \$27,649.13
D & J COACH TOURS	365218					
Check Group:						
Coach Bus (balance)		1	2202336	2121-1 12/27/2021	10.5.1401.392.0000.002.0320.0000 Other Purchased Sevices II (Coach Buses)	\$5,900.00
					Check #: 2098008314	
						PO/InvoiceTotal: \$5,900.00
						Vendor Total: \$5,900.00
DARRYL SHELTON	352903					
Check Group:						
Basketball		1	2202298	MAR22AP 1/27/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 2098008315						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
DEDRICK SHANNON						
Check Group:						
Basketball		1	2202452	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008316						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
Derrick Dale						
Check Group:						
Basketball		1	2202316	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$92.00
Check #: 2098008317						
PO/InvoiceTotal:						\$92.00
Vendor Total:						\$92.00
DIANA SEALS						
Check Group:						
Basketball		1	2202450	MAR22AP 1/12/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$103.00
Check #: 2098008318						
PO/InvoiceTotal:						\$103.00
Vendor Total:						\$103.00
DWAYNE CHANDLER	365854					
Check Group:						
Basketball		1	2202299	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008319						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
FREDERIC E NORDEN	350730					
Check Group:						
Girls Basketball 013122		1	2202338	MAR22AP 1/31/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 2098008320
						PO/InvoiceTotal: \$53.00
						Vendor Total: \$53.00
FREDERICK ANDERSON						
Check Group:						
Basketball		1	2202437	MAR22AP 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00 84
						Check #: 2098008321
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
GAIL GILBERT	366419					
Check Group:						
Girls Basketball 012822		1	2202339	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Girls Basketball/ S 020122		1	2202339	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
Girls Basketball/ V 020122		1	2202339	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 2098008322
						PO/InvoiceTotal: \$187.00
						Vendor Total: \$187.00
George Courts.						
Check Group:						

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1290

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball		1	2202431	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008323	
					PO/InvoiceTotal:	\$67.00
Check Group: Basketball		1	2202432	MAR22AP-1 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008323	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$134.00
GEORGE SOMOGYI						
Check Group: Basketball		1	2202454	MAR22AP 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
					Check #: 2098008324	
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
HURLEY, ROBERT J						
Check Group: ANNOUNCER		4	2202308	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$160.00
					Check #: 2098008325	
					PO/InvoiceTotal:	\$160.00
Check Group: ANNOUNCER		4	2202424	MAR22AP-1 2/9/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$160.00
					Check #: 2098008325	
					PO/InvoiceTotal:	\$160.00
					Vendor Total:	\$320.00

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Voucher Detail Listing

Voucher Batch Number: 1290

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
James C. Gotti						
Check Group:						
Boys Basketball 012122		1	2202195	MAR22AP 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
Check #: 2098008326						
PO/InvoiceTotal:						\$53.00
Check Group:						
Basketball		1	2202426	MAR22AP-1 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
Check #: 2098008326						
PO/InvoiceTotal:						\$53.00
Vendor Total:						\$106.00
						86
JAMES EARL HOBSON						
Check Group:						
Basketball		1	2202440	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008327						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
JASON MCGRUFF CULYER						
Check Group:						
Basketball		1	2202443	MAR22AP 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
Check #: 2098008328						
PO/InvoiceTotal:						\$53.00
Vendor Total:						\$53.00
Jason Shook						
Check Group:						
Basketball		1	2202427	MAR22AP 2/1/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00

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Voucher Detail Listing

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02/18/2022

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 2098008329						
						PO/InvoiceTotal: <u> </u>
						\$53.00
						Vendor Total: <u> </u>
						\$53.00
JIMMY SMITH						
Check Group:						
ANNOUNCER		24	2202453	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$480.00
Check #: 2098008330						
						PO/InvoiceTotal: <u> </u>
						\$480.00
						Vendor Total: <u> </u>
						\$480.00
JOHN J HUGHES						
358254						
Check Group:						
Boys Basketball 020422		1	2202344	MAR22AP 2/4/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008331						
						PO/InvoiceTotal: <u> </u>
						\$67.00
						Vendor Total: <u> </u>
						\$67.00
JOHN KRNSWICKI						
Check Group:						
Basketball		1	2202312	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008332						
						PO/InvoiceTotal: <u> </u>
						\$67.00
						Vendor Total: <u> </u>
						\$67.00
Johnny Jackson						
Check Group:						
Basketball		1	2202399	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008333						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
Justin Johnson						
Check Group:						
Basketball		1	2202203	MAR22AP-1 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 2098008334
						PO/InvoiceTotal: \$53.00
Check Group:						
Basketball		1	2202204	MAR22AP 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 2098008334
						PO/InvoiceTotal: \$53.00
Check Group:						
Basketball VARSITY/SOPHOMORE		1	2202430	MAR22AP-2 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$103.00
						Check #: 2098008334
						PO/InvoiceTotal: \$103.00
						Vendor Total: \$209.00
KAYLA MCCLLOUD						
Check Group:						
STATS		14	2202444	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$840.00
						Check #: 2098008335
						PO/InvoiceTotal: \$840.00
						Vendor Total: \$840.00
Keith Langston						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball HOLIDAY TOURN		1	2202318	MAR22AP-1 12/27/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
					Check #: 2098008336	
					PO/InvoiceTotal:	\$67.00
Check Group: Basketball HOLIDAY TOURN		1	2202319	MAR22AP 12/27/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
					Check #: 2098008336	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$134.00
Kenneth Johnson						
Check Group: Basketball		1	2202206	MAR22AP 1/7/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008337	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Kevin T. Moore						
Check Group: Basketball		1	2202198	MAR22AP 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008338	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
KRISTIN KELLER						
Check Group: STATS		15	2202441	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$900.00
					Check #: 2098008339	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$900.00
						Vendor Total: \$900.00
Latonya McHugh						
Check Group:						
registration fee 2021-22 refund for crystal mchugh student id 424574		1	2202459	MAR22AP 10/26/2021	10.4.0000.000.1310.003.0000.0000 Registration.West	\$100.00
						Check #: 2098008340
						PO/InvoiceTotal: \$100.00
						Vendor Total: \$100.00
LEON GEARLDS	359660					
Check Group:						
Girls Basketball 013122		1	2202345	MAR22AP-1 1/31/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00 90
						Check #: 2098008341
						PO/InvoiceTotal: \$67.00
Check Group:						
Basketball		1	2202346	MAR22AP 2/4/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 2098008341
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$134.00
Les O'Connor						
Check Group:						
Boys Basketball 012122		1	2202199	MAR22AP 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 2098008342
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
Mark Shoults						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Basketball HOLIDAY TOURN		1	2202323	MAR22AP 12/28/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
Check #: 2098008343						
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball		1	2202433	MAR21AP 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008343						
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball		1	2202434	MAR22AP-1 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00 91
Check #: 2098008343						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$201.00
MARVIN SYKES						
Check Group:						
Basketball		1	2202209	MAR22AP-1 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008344						
PO/InvoiceTotal:						\$67.00
Check Group:						
Basketball		1	2202210	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 2098008344						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$134.00
MICHAEL JULIAN						
362985						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: Basketball		1	2202302	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$92.00
					Check #: 2098008345	
					PO/InvoiceTotal:	\$92.00
					Vendor Total:	\$92.00
Michael Terrell						
Check Group: Boys Basketball 012122		1	2202403	MAR22AP 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008346	
					PO/InvoiceTotal:	\$67.00
Check Group: Basketball		1	2202436	MAR22AP-1 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 2098008346	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$134.00
Mike Skrabis						
Check Group: Basketball HOLIDAY TOUR		1	2202324	MAR22AP 12/28/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$67.00
					Check #: 2098008347	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
P. A. E. C. CENTER	350255					
Check Group: Education Fund		1	2202350	14236 1/14/2022	10.5.4220.670.0000.001.0342.0000 Tuition- PAEC	\$634,040.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Operations and Maintenance Fund		1	2202350	14236 1/14/2022	20.5.4120.670.0000.001.0342.0000 Tuition	\$34,391.00
Transportation Fund		1	2202350	14236 1/14/2022	40.5.4120.331.0000.001.0342.0000 SPED Transportation- PAEC	\$32,647.00
Check #: 2098008348						
PO/InvoiceTotal:						\$701,078.00
Vendor Total:						\$701,078.00
PATRICK WEBER						
Check Group:						
Basketball		1	2202193	MAR22AP 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
Check #: 2098008349						
PO/InvoiceTotal:						\$53.00
Vendor Total:						\$53.00
PERKINS & WILL, INC. 366688						
Check Group:						
SERVICES THRU JANUARY 28,2022--WEST PARKING LOT IMPROVEMENTS		1	2202352	0188606 2/8/2022	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$25,780.75
SEVICES THRU JANUARY 28,2022--CAPITAL PROJECTS		1	2202352	0188604 2/8/2022	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$7,416.40
Check #: 2098008350						
PO/InvoiceTotal:						\$33,197.15
Check Group:						
SERVICES THRU OCTOBER 29,2021--CAPITAL PROJECTS		1	2202353	0186486 11/8/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$76,716.75
Check #: 2098008350						
PO/InvoiceTotal:						\$76,716.75
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SERVICES THRU NOV. 26,2021--CONSULTANTS/ REIMBURSABLES		1	2202354	0187180 12/3/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$6,669.77
SERVICES THRU NOV. 26,2021--CAPITAL PROJECTS		1	2202354	0187181 12/3/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$13,184.40
SERVICES THRU NOV. 26,2021--ADDITIONAL ON SITE OBSERVATION		1	2202354	0187191 12/3/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$10,400.00
SERVICES THRU NOV. 26,2021--PHASE 2 CAPITAL PROJECTS		1	2202354	0187192 12/3/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$324,095.00
Check #: 2098008350						
PO/InvoiceTotal:						<u>\$354,349.17</u>
Check Group:						
ADDITIONAL CHARGES TO INVOICE# 0185564		1	2202355	0185564-1 9/10/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$5,737.54
SERVICES THRU AUG. 27,2021---ADDITIONAL ON SITE OBSERVATION		1	2202355	0185566 9/10/2021	60.5.2532.540.0000.001.0700.0000 Site Improvements & Infrastructure	\$5,676.28
Check #: 2098008350						
PO/InvoiceTotal:						<u>\$11,413.86</u>
Vendor Total:						<u>\$475,676.93</u>
Quiana Morehead						
Check Group:						
refund behind the wheel cancelled due to pandemic student Aumarion Morehead-Willingham		1	2202458	MAR22AP 11/1/2021	10.4.0000.000.1831.003.0087.0000 Workbk Sale. Dr Ed.West	\$175.00
Check #: 2098008351						
PO/InvoiceTotal:						<u>\$175.00</u>
Vendor Total:						<u>\$175.00</u>
RALPH PIERRE						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys Basketball 012222		1	2202192	MAR22AP 1/22/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 2098008352		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
RAMES JAMES						
Check Group:						
Wrestling 012022		1	2202191	MAR22AP 1/20/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$109.00
				Check #: 2098008353		
					PO/InvoiceTotal:	\$109.00
					Vendor Total:	\$109.00
REGINALD JOHNSON						
Check Group:						
Boys Basketball 011922		2	2202190	MAR22AP 1/19/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.00
				Check #: 2098008354		
					PO/InvoiceTotal:	\$106.00
Check Group:						
Basketball		1	2202425	MAR22AP-1 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 2098008354		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$159.00
REUBEN NORRIS						
Check Group:						
ASSIGNER		48.5	2202449	MAR22AP 12/30/2021	10.5.1501.390.0000.003.0036.0000 Other Purchased Services	\$970.00
				Check #: 2098008355		

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$970.00
						Vendor Total: \$970.00
RICHARD WILLIAMS						
Check Group:						
Basketball		1	2202400	MAR22AP-1 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 2098008356
						PO/InvoiceTotal: \$67.00
Check Group:						
Basketball		1	2202401	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 2098008356
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$134.00
ROB KNAPP						
Check Group:						
Basketball		1	2202207	MAR22AP 1/7/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 2098008357
						PO/InvoiceTotal: \$53.00
						Vendor Total: \$53.00
ROBERT HARRIGAN						
Check Group:						
Basketball		1	2202435	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 2098008358
						PO/InvoiceTotal: \$53.00
						Vendor Total: \$53.00
Rosaura Yanez						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: registration refund for jesse yanez student id 424599		1	2202457	MAR22AP 9/1/2021	10.4.0000.000.1310.003.0000.0000 Registration.West	\$100.00
					Check #: 2098008359	
					PO/InvoiceTotal:	\$100.00
					Vendor Total:	\$100.00
SCOTTIE WARE	359027					
Check Group: BOOK		2	2202305	MAR22AP 1/27/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 2098008360	
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$80.00
SHEENA LOWERY						
Check Group: BOOK		9	2202442	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$180.00
					Check #: 2098008361	
					PO/InvoiceTotal:	\$180.00
					Vendor Total:	\$180.00
STEVEN BUSA						
Check Group: Basketball		2	2202200	MAR22AP-3 1/11/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 2098008362	
					PO/InvoiceTotal:	\$80.00
Check Group: TIMER		2	2202201	MAR22AP-2 1/15/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 2098008362	

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$80.00
Check Group: TIMER		2	2202202	MAR22AP-1 1/13/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
						Check #: 2098008362
						PO/InvoiceTotal: \$80.00
Check Group: TIME CLOCK		4	2202314	MAR22AP 2/17/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$160.00
						Check #: 2098008362
						PO/InvoiceTotal: \$160.00
						Vendor Total: \$400.00 98
Tyler Johnson						
Check Group: Boys Basketball 011922		2	2202205	MAR22AP 1/19/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.00
						Check #: 2098008363
						PO/InvoiceTotal: \$106.00
						Vendor Total: \$106.00
US BANK	353426					
Check Group: STANDING ORDER 7/1/21 THRU 6/30/22		1	2200380	457921294 11/12/2021	10.5.2660.301.0000.001.0014.0000 Lease	\$15,970.48
						Check #: 2098008364
						PO/InvoiceTotal: \$15,970.48
						Vendor Total: \$15,970.48
VICTOR DUBOIS						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CLOCK		2	2202189	MAR22AP 1/12/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 2098008365	
						PO/InvoiceTotal: \$80.00
						Vendor Total: \$80.00
WILLIE ROSS JR.						
Check Group:						
TIMER		4	2202310	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$160.00
					Check #: 2098008366	
						PO/InvoiceTotal: \$160.00
						Vendor Total: \$160.00
ZACHARY BASILE						99
Check Group:						
STATS		13	2202438	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$780.00
					Check #: 2098008367	
						PO/InvoiceTotal: \$780.00
						Vendor Total: \$780.00
						Grand Total: \$1,239,643.54

End of Report

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IL DEPT EMPLOYMENT SECURITY	350158					
Check Group:						
UNEMPLOYMENT INSURANCE PAYMENT ACCOUNT 0805462		1	2202549	0805462-1 2/23/2022	10.5.2363.232.0000.001.0050.0000 Unemployment Compensation	\$104.45
				Check #: 0		
					PO/InvoiceTotal:	\$104.45
					Vendor Total:	\$104.45
					Grand Total:	\$104.45

End of Report

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANDY BOLE						
Check Group:						
Boys Basketball 012622		1	2202542	MAR22AP 1/26/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
AT&T 351015						
Check Group:						
phone blanket order-INSTRATE BILLING		1	2200747	S664079079-2128 2/13/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$2,769.21
phone blanket order/INSTRATE CHRG		1	2200747	S664079079-2131 2/13/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$2,458.49
phone blanket order/INSTRATE CHRG		1	2200747	S664079079-2134 2/13/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$2,493.92
phone blanket order/INSTRATE CHRG		1	2200747	S664079079-2201 2/13/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$2,535.58
phone blanket order		1	2200747	S664079079-2204 2/13/2022	20.5.2540.340.0000.001.2000.0000 Communications	\$2,575.93
Check #: 0						
PO/InvoiceTotal:						\$12,833.13
Vendor Total:						\$12,833.13
Charles Smith						
Check Group:						
Boys Basketball 121822		1	2202548	MAR22AP 12/18/2021	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						
PO/InvoiceTotal:						\$67.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$67.00
Chris S. Head						
Check Group:						
Basketball		1	2202388	MAR22AP 1/2/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202389	MAR22AP-1 12/25/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						102
Basketball		1	2202390	MAR22AP-2 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202391	MAR22AP-3 12/27/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						
Basketball		1	2202392	MAR22AP-4 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball		1	2202393	MAR22AP-5 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
Check Group: Basketball		1	2202394	MAR22AP-6 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$469.00
Clarence Rak						
Check Group: Boys Basketball 011422		1	2202473	MAR22AP-3 1/14/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
David Hamill						
Check Group: Basketball		1	2202385	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
David P. Cronin						
Check Group: Boys Basketball 012622		1	2202547	MAR22AP 1/26/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
Drew Matzen						
Check Group:						
Boys Basketball 010722		1	2202536	MAR22AP 1/7/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 0
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
Earl Norris						
Check Group:						
Basketball		1	2202386	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00 104
						Check #: 0
						PO/InvoiceTotal: \$67.00
						Vendor Total: \$67.00
EAST ST LOUIS SENIOR HIGH SCHOOL 355243						
Check Group:						
GTF Jackie Joyner Relays 0401-0402		1	2202475	JACKIEJOYNER0 42022 8/30/2021	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$300.00
						Check #: 0
						PO/InvoiceTotal: \$300.00
						Vendor Total: \$300.00
Edward Avinger						
Check Group:						
Boys Basketball 010622		1	2202545	MAR22AP 1/6/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 0
						PO/InvoiceTotal: \$67.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$67.00
Gerald Feeney						
Check Group:						
Boys Basketball 020522		2	2202377	MAR22AP 2/5/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.00
Check #: 0						
PO/InvoiceTotal:						\$106.00
Vendor Total:						\$106.00
HURLEY, ROBERT J						
Check Group:						
ANNOUNCER		4	2202362	MAR22AP-2 2/4/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$160.00
Check #: 0						105
PO/InvoiceTotal:						\$160.00
Vendor Total:						\$160.00
JAMES BUCKELS	350965					
Check Group:						
Basketball		1	2202418	MAR22AP 1/28/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
Jason James						
Check Group:						
Wrestling 011522		1	2202383	MAR22AP 1/15/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$109.00
Check #: 0						
PO/InvoiceTotal:						\$109.00
Vendor Total:						\$109.00
JERREL OLIVER						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
MLK Boys basketball Shoot-Out		2	2202369	MAR22AP 1/24/2022	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$100.00
					Check #: 0	
					PO/InvoiceTotal:	\$100.00
					Vendor Total:	\$100.00
JIM PATER						
Check Group:						
Girls Basketball 020122		1	2202374	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
JUDE MCKENNA						
Check Group:						
Girls Basketball 013122		1	2202375	MAR22AP 1/31/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
					Check #: 0	
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
JUSTIN FAHY						
Check Group:						
Boys Basketball 020422		1	2202371	MAR22AP 2/4/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Justin Johnson						
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Boys Basketball 020422		1	2202379	MAR22AP-3 2/4/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
				Check #: 0		
					PO/InvoiceTotal:	\$53.00
					Vendor Total:	\$53.00
KEVIN GORDON						
Check Group:						
Basketball		1	2202387	MAR22AP 12/30/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Kevin T. Moore						107
Check Group:						
Boys Basketball 012122		1	2202537	MAR22AP-1 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Melvin Robinson						
Check Group:						
Basketball		1	2202397	MAR22AP 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
				Check #: 0		
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
Michael Costello						
Check Group:						
Boys Basketball 011022		1	2202381	MAR22AP 1/10/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298

02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$53.00
Vendor Total:						\$53.00
MICHAEL J PIERCE	354855					
Check Group:						
Boys Basketball 012622		1	2202347	MAR22AP 1/26/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
MICHAEL JULIAN	362985					
Check Group:						
Boys Basketball 012522		2	2202348	MAR22AP-1 1/25/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.008
Check #: 0						
PO/InvoiceTotal:						\$106.00
Vendor Total:						\$106.00
Morton College						
Check Group:						
GBB - Morton College Christmas Tournament 12/27-12/30		1	2202546	MAR22AP 12/17/2021	10.5.1501.642.0000.002.0036.0000 Entry Fees	\$500.00
Check #: 0						
PO/InvoiceTotal:						\$500.00
Vendor Total:						\$500.00
PAMELA OLIVER	357488					
Check Group:						
Girls basketball 013122		1	2202351	MAR22AP 1/31/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298

02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal:
						\$67.00
						Vendor Total:
						\$67.00
PAUL MOSELEY						
Check Group:						
Basketball		1	2202395	MAR22AP 12/28/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 0
						PO/InvoiceTotal:
						\$67.00
Check Group:						
Basketball		1	2202396	MAR22AP-1 12/29/2021	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 0
						PO/InvoiceTotal:
						\$67.00
						Vendor Total:
						\$134.00
Peter Negoski						
Check Group:						
Boys Basketball 010722		1	2202382	MAR22AP 1/7/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
						Check #: 0
						PO/InvoiceTotal:
						\$53.00
						Vendor Total:
						\$53.00
RANDY BROWNLEE						
Check Group:						
Girls Basketball/ S 020122		1	2202544	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
Girls Basketball/V 020122		1	2202544	MAR22AP 2/1/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
						Check #: 0
						PO/InvoiceTotal:
						\$120.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298

02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$120.00
RASHIDA FEARN	365902					
Check Group:						
Girls Basketball 012822		1	2202356	MAR22AP 1/28/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
Check #: 0						
PO/InvoiceTotal:						\$67.00
Vendor Total:						\$67.00
REGINALD JOHNSON						
Check Group:						
Boys Basketball 012522		2	2202370	MAR22AP-2 1/25/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.00
Check #: 0						110
PO/InvoiceTotal:						\$106.00
Vendor Total:						\$106.00
SCOTTIE WARE	359027					
Check Group:						
BOOK		2	2202419	MAR22AP-2 2/1/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
Check #: 0						
PO/InvoiceTotal:						\$80.00
Check Group:						
BOOK		2	2202420	MAR22AP-1 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
Check #: 0						
PO/InvoiceTotal:						\$80.00
Vendor Total:						\$160.00
SHARIF WALKER	366437					
Check Group:						

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298

02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Basketball		1	2202421	MAR22AP 2/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$103.00
					Check #: 0	
						PO/InvoiceTotal: \$103.00
						Vendor Total: \$103.00
SHERRIA TONEY	365956					
Check Group:						
Athletic Worker: 45 Games		45	2202357	MAR22AP 1/21/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$1,800.00
					Check #: 0	
						PO/InvoiceTotal: \$1,800.00
						Vendor Total: \$1,800.00
Shimera Jones						111
Check Group:						
Girls Basketball 012822		1	2202543	MAR22AP 1/28/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
					Check #: 0	
						PO/InvoiceTotal: \$53.00
						Vendor Total: \$53.00
TAURA ABDULLAH-JONES						
Check Group:						
Girls Basketball 012822		1	2202372	MAR22AP 1/28/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$53.00
					Check #: 0	
						PO/InvoiceTotal: \$53.00
						Vendor Total: \$53.00
TRACY SYKES	360576					
Check Group:						
Athletic Worker: 11 Games		11	2202359	MAR22AP 1/28/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$440.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298

02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
					Check #: 0	
					PO/InvoiceTotal:	\$440.00
					Vendor Total:	\$440.00
Tyler Johnson						
Check Group:						
Boys Basketball 020522		2	2202380	MAR22AP-1 2/5/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$106.00
					Check #: 0	
					PO/InvoiceTotal:	\$106.00
					Vendor Total:	\$106.00
Wade Bent						
Check Group:						
Boys Basketball 010722		1	2202541	MAR22AP 1/7/2022	10.5.1501.319.0000.002.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$67.00
WANDA NORRIS	365160					
Check Group:						
Basketball		1	2202361	MAR22AP-2 2/1/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$103.00
					Check #: 0	
					PO/InvoiceTotal:	\$103.00
Check Group:						
Basketball		1	2202422	MAR22AP 1/8/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$67.00
					Check #: 0	
					PO/InvoiceTotal:	\$67.00
					Vendor Total:	\$170.00

Proviso Township High School District 209

Voucher Detail Listing

Voucher Batch Number: 1298 02/28/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WILLIE ROSS JR.						
Check Group:						
TIME CLOCK		2	2202367	MAR22AP-1 2/4/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 0	
					PO/InvoiceTotal:	\$80.00
Check Group:						
TIME CLOCK		2	2202368	MAR22AP-2 2/1/2022	10.5.1501.319.0000.003.0036.0000 Other Professional & Technical Services	\$80.00
					Check #: 0	
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$160.00
					Grand Total:	\$19,506.13

End of Report

CASH DISBURSEMENT REPORT

Date Range: 2/1/2022 through 3/8/2022
 Bank Code Range: ALL

Check #	Check Date	Void Date	Check Type	Vendor	Vendor Name	Check Amount
BANK CODE: A - Checking Acct						
29305	02/17/22		C	ADKINSTRA	AdkinsTrak Timing Associates	925.00
29306	02/17/22		C	ADKTRAK	ADKINS TRAK TIMING ASSOC	1,700.00
29307	02/17/22		C	THEMUSEU	THE MUSEUM OF SCIENCE INDUSTRY	250.00
29308	02/17/22		C	HILDEB	Hildebrand Sporting Goods	1,050.00
29309	02/17/22		C	ALUMINUM	Aluminum Athletic Equipment Co	322.10
* 29311	02/24/22		C	WORLDSFI	World's Finest Chocolates, Inc	9,634.71
* 29314	02/24/22		C	AMAZON	Amazon Capital Services	184.79
29315	02/24/22		C	CUSTOMINK	Custom Ink	910.26
Total for Bank A						14,976.86
REPORT TOTAL						14,976.86

COMPUTER CHECK JOURNAL

Check #	Check Date	Check Amount	Vendor Code and Name	Inv Amount	Account # and Description
Invoice #	Inv Date	PO #	Purpose	Inv Amount	Account # and Description
Batch No.: CC08-002					
Bank Code: A Checking Acct					
29305	02/17/22	925.00	ADKINSTRAK - AdkinsTrak Timing Associates		
INV11893	02/11/22	11893	Girls Track & Field TEAM	925.00	2-10-213 Girls Track East
Subtotal for Check # 29305				925.00	
29306	02/17/22	1,700.00	ADKTRAK - ADKINS TRAK TIMING ASSOC		
787	02/11/22	11907	Proviso East Boys Track East	1,700.00	2-10-290 Boys Track East
Subtotal for Check # 29306				1,700.00	
29307	02/17/22	250.00	THEMUSEUM - THE MUSEUM OF SCIENCE INDUS		
6383A497	02/11/22	11897	Medical Club	250.00	3-40-304 Pre-Med Club
Subtotal for Check # 29307				250.00	
29308	02/17/22	1,050.00	HILDEB - Hildebrand Sporting Goods		
39585	02/17/22	11905	PW FOOTBALL C/O SCOTTIE	375.00	3-10-302 Panther Club West
40643-408	02/17/22	11915	PIRATEERS/SENIOR NIGHT	150.00	2-10-202 Athletics East
40643-408	02/17/22	11915	BOY'S BB/PIRATEERS SENIOR NIGHT	525.00	2-10-202 Athletics East
Subtotal for Check # 29308				1,050.00	
29309	02/17/22	322.10	ALUMINUM - Aluminum Athletic Equipment Co		
INV-10921	02/17/22	11895	Girls Track & Field	45.00	2-10-213 Girls Track East
INV-10921	02/17/22	11895	Girls Track & Field	56.10	2-10-213 Girls Track East
INV-10921	02/17/22	11895	Girls Track & Field	102.00	2-10-213 Girls Track East
INV-10921	02/17/22	11895	Girls Track & Feild Awards	119.00	2-10-213 Girls Track East
Subtotal for Check # 29309				322.10	
Subtotal for Bank Code A				4,247.10	

COMPUTER CHECK JOURNAL

Check #	Check Date	Check Amount	Vendor Code and Name	Inv Amount	Account # and Description
Batch No.: CC08-003					
Bank Code: A Checking Acct					
29311	02/24/22	9,634.71	WORLDSFINE - World's Finest Chocolates, Inc		
91321027	10/28/21	11916	Fundraiser	(360.29)	4-30-519 Class of 2022 - PMSA
91321027	10/28/21	11916	Fundraiser	9,995.00	4-30-519 Class of 2022 - PMSA
			Subtotal for Check # 29311	9,634.71	
29314 02/24/22 184.79 AMAZON - Amazon Capital Services					
1PX6-MHK	02/24/22	11851	ROBOTICS TEAM	184.79	4-20-508 Robotics Team PMSA
			Subtotal for Check # 29314	184.79	
29315 02/24/22 910.26 CUSTOMINK - Custom Ink					
53246563	02/24/22	11847	NHS Club	910.26	3-20-337 National Honor Society West
			Subtotal for Check # 29315	910.26	
			Subtotal for Bank Code A	10,729.76	

Vendor	Total
P. A. E. C. CENTER	\$701,078.00
GILBANE BUILDING COMPANY	\$335,726.85
JEANINE SCHULTZ MEMORIAL SCHOOL	\$44,139.68
AT & T	\$38,022.28
JEANINE SCHULTZ MEMORIAL SCHOOL	\$34,214.11
COMED	\$30,745.94
SEAL OF ILLINOIS	\$30,264.08
Washington Music Sales Center, Inc.	\$25,638.30
BRITTEN SCHOOL	\$21,695.04
COMED	\$21,210.51
COMED	\$20,597.84
HAUSER, IZZO, PETRARCA,	\$18,837.00
AMITA GLENOAKS SCHOOL PHEASANT	\$18,707.40
AMITA GLENOAKS SCHOOL PHEASANT	\$18,707.40
HAUSER, IZZO, PETRARCA,	\$17,137.00
JEANINE SCHULTZ MEMORIAL SCHOOL	\$16,127.96
VISTA HIGHER LEARNING	\$15,926.67
AMITA GLENOAKS SCHOOL PHEASANT	\$14,769.00
SNAP-ON INDUSTRIAL	\$13,599.00
CELTIC ENVIRONMENTAL CO	\$13,085.00
BRITTEN SCHOOL	\$12,856.32
BRITTEN SCHOOL	\$12,856.32
AMITA GLENOAKS SCHOOL PHEASANT	\$12,799.80
C & H Educational Consultants	\$12,159.50
AMITA GLENOAKS SCHOOL PHEASANT	\$11,815.20
BARNES & NOBLE	\$10,966.35
BRITTEN SCHOOL	\$10,445.76
Greatline Commuincations	\$9,950.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$9,339.64
SOARING EAGLE ACADEMY	\$9,290.19
SOARING EAGLE ACADEMY	\$9,290.19
SOARING EAGLE ACADEMY	\$8,847.80
SOARING EAGLE ACADEMY	\$8,461.53
SOARING EAGLE ACADEMY	\$8,405.41
CELTIC ENVIRONMENTAL CO	\$8,400.00
EVEREST ENVIRONMENTAL INC.	\$7,549.25

HELPING HAND CENTER	\$7,256.80
GIANT STEPS ILLINOIS INC.	\$6,816.60
Walker Quality Services Co., LLC	\$6,650.00
Youth Guidance	\$6,599.53
AMITA GLENOAKS SCHOOL PHEASANT 	\$6,498.36
Gordon food Service, Inc.	\$5,906.40
SOARING EAGLE ACADEMY	\$5,751.07
VISTA HIGHER LEARNING	\$5,634.03
BARNES & NOBLE	\$5,521.80
COASTAL ENTERPRISES	\$5,462.46
YABLA INC.	\$4,970.36
Gordon food Service, Inc.	\$4,914.88
SOARING EAGLE ACADEMY	\$4,866.29
WEX BANK	\$4,844.93
MENTA ACADEMY OAK PARK	\$4,702.36
Gordon food Service, Inc.	\$4,541.56
SAMMY THOMPSON PLUMBING	\$4,400.00
CELTIC ENVIRONMENTAL CO	\$4,200.00
Gordon food Service, Inc.	\$4,067.07
Hackie Cement Corporation	\$4,000.00
ESKP BESTLECTERNS.COM	\$3,978.00
ESKP BESTLECTERNS.COM	\$3,978.00
ESKP BESTLECTERNS.COM	\$3,978.00
BSN SPORTS	\$3,946.17
OPTIMA PLUMBING SPLY	\$3,916.60
ASHLAND LOCK & SECURITY SOLUTIONS	\$3,740.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$3,672.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$3,650.00
Gordon food Service, Inc.	\$3,578.45
GRAINGER, INC.	\$3,565.40
AT & T	\$3,482.40
WEX BANK	\$3,430.81
Gordon food Service, Inc.	\$3,403.03
UNIQUE PRODUCTS	\$3,332.00
Gordon food Service, Inc.	\$3,275.13
HAUSER, IZZO, PETRARCA,	\$3,205.16
COASTAL ENTERPRISES	\$3,180.71

MARTIN WHALEN OFFICE SOLUTIONS, I	\$3,123.59
BSN SPORTS	\$3,046.04
William H. Sadlier Inc.	\$3,012.39
RESPONDUS INC.	\$2,809.00
BARNES & NOBLE	\$2,652.60
Gordon food Service, Inc.	\$2,617.45
HAUSER, IZZO, PETRARCA,	\$2,599.00
ASHLAND LOCK & SECURITY SOLUTIONS	\$2,515.00
Keonce Chambers	\$2,490.75
EVEREST ENVIRONMENTAL INC.	\$2,414.00
NGO, STEPHEN JOSEPH	\$2,412.00
ASHLAND LOCK & SECURITY SOLUTIONS	\$2,395.00
TRIMARK MARLINN LLC	\$2,342.12
Gordon food Service, Inc.	\$2,096.31
Milan Massey-Haley	\$2,052.00
ASHLAND LOCK & SECURITY SOLUTIONS	\$2,015.00
SOARING EAGLE ACADEMY	\$2,014.65
MEDINA-OLAGUE, DIANA M	\$2,000.00
BROWN, CHERYL L	\$2,000.00
QTRAK	\$1,995.00
PROJECT LEAD THE WAY, INC	\$1,989.55
HILLEGONDS, CATHY DOROTHEA	\$1,980.00
ACME AUTO LEASING LLC	\$1,945.00
Office of the UNIV BURSAR MC 0143	\$1,920.00
Gordon food Service, Inc.	\$1,860.78
Gordon food Service, Inc.	\$1,781.25
FITNESS EXPRESS INC.	\$1,750.00
Gordon food Service, Inc.	\$1,745.88
ALTORFER INDUSTRIES INC.	\$1,735.00
Gordon food Service, Inc.	\$1,628.21
CELTIC ENVIRONMENTAL CO	\$1,600.00
KINIKKA WADE	\$1,600.00
OLYMPIA MAINTENANCE INC	\$1,535.00
GATOR CHEF	\$1,398.73
JOHNSON CONTROLS, INC.	\$1,387.00
BARNES & NOBLE	\$1,342.80
NATIONAL BUSINESS FURNITURE	\$1,326.00

Gordon food Service, Inc.	\$1,324.13
Gordon food Service, Inc.	\$1,264.34
Gordon food Service, Inc.	\$1,209.47
Gordon food Service, Inc.	\$1,154.20
UNIQUE PRODUCTS	\$1,117.90
GRAINGER, INC.	\$1,076.97
Gordon food Service, Inc.	\$1,059.56
Gordon food Service, Inc.	\$1,012.34
MOTION SOLUTIONS LLC	\$1,005.50
TRIMARK MARLINN LLC	\$974.10
Gordon food Service, Inc.	\$972.34
ASHLAND LOCK & SECURITY SOLUTIONS	\$962.50
ACCURATE BIOMETRICS	\$903.00
MAGNATAG	\$900.82
RICMAR INDUSTRIES	\$817.10
GOPHER SPORT	\$801.92
WEX BANK	\$788.42
D & P CONSTRUCTION COMPANY, INC.	\$787.00
GRAINGER, INC.	\$776.28
PROVISO TOWNSHIP HIGH SCHOOLS	\$750.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$732.95
MARCIA EBERHARD	\$720.00
OPTIMA PLUMBING SPLY	\$702.33
RUSSO'S POWER EQUIPMENT	\$640.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$610.00
Gordon food Service, Inc.	\$600.51
Washington Music Sales Center, Inc.	\$593.00
Gordon food Service, Inc.	\$588.44
TRIMARK MARLINN LLC	\$585.54
ASHLAND LOCK & SECURITY SOLUTIONS	\$562.50
Gordon food Service, Inc.	\$560.70
FIRST STUDENT	\$532.44
FIRST STUDENT	\$521.69
Gordon food Service, Inc.	\$517.33
Bob's Dairy	\$513.39
ONTISAR FREELAIN	\$507.00
UNIQUE PRODUCTS	\$502.68

Greatline Commuincations	\$500.00
Bob's Dairy	\$498.60
FIRST STUDENT	\$482.22
Gordon food Service, Inc.	\$460.43
Gordon food Service, Inc.	\$436.05
AMAZON	\$424.75
EVEREST ENVIRONMENTAL INC.	\$424.62
Bob's Dairy	\$420.04
Gordon food Service, Inc.	\$419.42
PROVISO TOWNSHIP HIGH SCHOOLS	\$416.96
Bob's Dairy	\$411.78
FIRST STUDENT	\$406.57
FIRST STUDENT	\$405.91
FIRST STUDENT	\$396.70
FIRST STUDENT	\$389.47
GRAINGER, INC.	\$388.14
FIRST STUDENT	\$373.02
FIRST STUDENT	\$371.71
FIRST STUDENT	\$367.10
FIRST STUDENT	\$365.13
FIRST STUDENT	\$361.84
FIRST STUDENT	\$358.55
FIRST STUDENT	\$356.58
GRAINGER, INC.	\$354.23
FIRST STUDENT	\$353.95
FIRST STUDENT	\$353.29
VANESSA UELTZEN	\$352.00
FIRST STUDENT	\$350.66
FIRST STUDENT	\$350.66
FIRST STUDENT	\$335.53
ALPHA BAKING COMPANY	\$331.66
FIRST STUDENT	\$328.95
FIRST STUDENT	\$328.95
Bob's Dairy	\$326.41
FIRST STUDENT	\$323.69
FIRST STUDENT	\$321.06
PROVISO TOWNSHIP HIGH SCHOOLS	\$317.95

FIRST STUDENT	\$317.77
GRAINGER, INC.	\$317.36
FIRST STUDENT	\$315.79
PROVISO TOWNSHIP HIGH SCHOOLS	\$312.49
Bob's Dairy	\$311.63
Gordon food Service, Inc.	\$304.98
FIRST STUDENT	\$304.61
PROVISO TOWNSHIP HIGH SCHOOLS	\$300.00
Bob's Dairy	\$299.74
Bob's Dairy	\$298.29
Bob's Dairy	\$296.84
Brinks Incorporated	\$293.01
ALPHA BAKING COMPANY	\$292.85
MICHAEL HYATT	\$288.00
TIMEKA GARNETT	\$288.00
KIMBERLY KNOWLES	\$288.00
EDMUND FORST	\$288.00
FIRST STUDENT	\$287.51
Gordon food Service, Inc.	\$285.16
Gordon food Service, Inc.	\$283.14
PROVISO TOWNSHIP HIGH SCHOOLS	\$280.24
CINTAS	\$279.92
Bob's Dairy	\$274.52
ALPHA BAKING COMPANY	\$273.98
THOMAS, DEBRA D	\$260.27
ACCURATE BIOMETRICS	\$258.00
Gordon food Service, Inc.	\$256.20
FIRST STUDENT	\$251.33
ALPHA BAKING COMPANY	\$249.05
Bob's Dairy	\$248.58
FIRST STUDENT	\$246.73
ALPHA BAKING COMPANY	\$243.90
Gordon food Service, Inc.	\$241.57
FIRST STUDENT	\$238.83
ALPHA BAKING COMPANY	\$237.02
Brinks Incorporated	\$236.51
ALPHA BAKING COMPANY	\$233.40

FIRST STUDENT	\$233.24
ALPHA BAKING COMPANY	\$232.06
FIRST STUDENT	\$231.60
BLICK ART MATERIAL	\$231.29
FIRST STUDENT	\$230.28
ALPHA BAKING COMPANY	\$227.00
ALPHA BAKING COMPANY	\$225.72
FIRST STUDENT	\$225.68
FIRST STUDENT	\$221.73
PROVISO TOWNSHIP HIGH SCHOOLS	\$220.00
FIRST STUDENT	\$217.12
ALPHA BAKING COMPANY	\$216.20
FIRST STUDENT	\$213.83
PROVISO TOWNSHIP HIGH SCHOOLS	\$208.91
PROVISO TOWNSHIP HIGH SCHOOLS	\$207.92
ALPHA BAKING COMPANY	\$205.74
ALPHA BAKING COMPANY	\$205.20
POINT AUTOMOTIVE INC.	\$202.50
Gordon food Service, Inc.	\$201.34
Bob's Dairy	\$199.59
FIRST STUDENT	\$197.39
POINT AUTOMOTIVE INC.	\$195.95
ALPHA BAKING COMPANY	\$193.20
PROVISO TOWNSHIP HIGH SCHOOLS	\$187.84
BLICK ART MATERIAL	\$184.11
PROVISO TOWNSHIP HIGH SCHOOLS	\$175.26
PROVISO TOWNSHIP HIGH SCHOOLS	\$170.04
ALPHA BAKING COMPANY	\$164.50
ALPHA BAKING COMPANY	\$163.48
PROVISO TOWNSHIP HIGH SCHOOLS	\$162.25
ALPHA BAKING COMPANY	\$157.51
Gordon food Service, Inc.	\$152.02
PROVISO TOWNSHIP HIGH SCHOOLS	\$150.88
ALPHA BAKING COMPANY	\$149.88
Bob's Dairy	\$149.87
PROVISO TOWNSHIP HIGH SCHOOLS	\$149.50
ALPHA BAKING COMPANY	\$143.16

JAMES L. HENDERSON	\$141.05
WAREHOUSE DIRECT	\$139.50
ALPHA BAKING COMPANY	\$137.42
JAMES L. HENDERSON	\$135.56
JAMES L. HENDERSON	\$135.29
ALPHA BAKING COMPANY	\$134.04
ALPHA BAKING COMPANY	\$130.80
ALPHA BAKING COMPANY	\$129.12
ALPHA BAKING COMPANY	\$123.72
Gordon food Service, Inc.	\$123.05
PROVISO TOWNSHIP HIGH SCHOOLS	\$122.00
RICMAR INDUSTRIES	\$115.56
GARVEYS OFFICE PRODUCTS	\$114.10
ALPHA BAKING COMPANY	\$110.30
ALPHA BAKING COMPANY	\$109.62
Gordon food Service, Inc.	\$105.52
Gordon food Service, Inc.	\$101.70
Gordon food Service, Inc.	\$101.70
BROADVIEW TRUE VALUE HARDWARE	\$96.16
PROVISO TOWNSHIP HIGH SCHOOLS	\$84.37
PROVISO TOWNSHIP HIGH SCHOOLS	\$83.66
BLICK ART MATERIAL	\$83.26
PROVISO TOWNSHIP HIGH SCHOOLS	\$82.63
AT & T	\$80.60
ALPHA BAKING COMPANY	\$77.60
PROVISO TOWNSHIP HIGH SCHOOLS	\$75.85
JAMES L. HENDERSON	\$75.39
Gordon food Service, Inc.	\$74.46
ALPHA BAKING COMPANY	\$73.56
BARNES & NOBLE	\$72.00
BROADVIEW TRUE VALUE HARDWARE	\$64.98
ALPHA BAKING COMPANY	\$62.44
JAMES L. HENDERSON	\$62.34
PROVISO TOWNSHIP HIGH SCHOOLS	\$60.00
Gordon food Service, Inc.	\$57.19
BUNN, GEORGE A	\$54.00
STUDENT DRIVER PRODUCTS	\$51.80

AT & T	\$51.49
ALPHA BAKING COMPANY	\$49.28
Gordon food Service, Inc.	\$48.15
BLICK ART MATERIAL	\$48.14
Gordon food Service, Inc.	\$46.93
GARVEYS OFFICE PRODUCTS	\$46.38
ALPHA BAKING COMPANY	\$43.78
ALPHA BAKING COMPANY	\$42.80
JAMES L. HENDERSON	\$38.44
UNIQUE PRODUCTS	\$38.02
PROVISO TOWNSHIP HIGH SCHOOLS	\$24.84
RUSSO'S POWER EQUIPMENT	\$20.28
PROVISO TOWNSHIP HIGH SCHOOLS	\$20.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$20.00
PROVISO TOWNSHIP HIGH SCHOOLS	\$13.00
Gordon food Service, Inc.	-(\$9.88)
Gordon food Service, Inc.	-(\$12.42)
Gordon food Service, Inc.	-(\$18.31)
Gordon food Service, Inc.	-(\$391.20)

\$1,924,707.82

PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209

3/15/2022

EDUCATION	10	\$1,287,183.03
O & M	20	\$248,203.59
BOND & INTEREST	30	0
TRANSPORTATION	40	\$53,594.35
SITE CONSTRUCTION	60	\$335,726.85
LIFE SAFETY	90	-
GRAND TOTAL		\$1,924,707.82

Student Activity Checks	2/01/22 - 2/28/22	\$14,976.86
Non Check Voucher	2/01/22 - 2/28/22	\$54,054.74
Special Checks	2/01/22 - 2/28/22	\$1,294,005.68
Gross Payrolls	2/01/22 - 2/28/22	\$3,077,994.32
Board Share TRS	2/01/22 - 2/28/22	\$45,516.00
Board Share THIS	2/01/22 - 2/28/22	\$20,796.47
Board Share IMRF	2/01/22 - 2/28/22	\$45,498.97
Grant Share Federal-TRS	2/01/22 - 2/28/22	\$0.00
Board Share FICA-Social Security	2/01/22 - 2/28/22	\$58,734.10
Board Share FICA-Medicare	2/01/22 - 2/28/22	\$42,705.42
Ameritas Group Dental	2/01/22 - 2/28/22	\$35,454.30
Blue Cross Blue Shield of IL	2/01/22 - 2/28/22	\$858,988.39
TelaDoc	2/01/22 - 2/28/22	\$1,296.00
TOTAL :		\$5,550,021.25

PAYROLL:

Date	Gross	Deductions	Net
2/11/2022	\$1,500,630.62	\$464,149.76	\$1,036,480.86
2/25/2022	\$1,577,363.70	\$483,174.91	\$1,094,188.79
SUB-TOTAL	\$ 3,077,994.32	\$ 947,324.67	\$ 2,130,669.65

	# OF EMPLOYEES		
Administrator	58	\$945,538.97	\$706,587.60
Teachers	280	\$1,259,946.98	\$561,124.71
Support Staff	112	\$86,596.88	\$411,052.20
Operation/Maintenance	66	\$658,104.41	\$231,498.74
NJROTC	5	\$78,228.35	\$98,348.81
Other Contractual Staff	65	\$49,578.74	\$122,057.58
	586	\$ 3,077,994.32	\$ 2,130,669.65

THE UNDERSIGNED DO HEREBY CERTIFY THAT THE ACCOUNTS PAYABLE LISTING AND OTHER CLAIMS PRESENTED ABOVE IN THE AMOUNT OF \$7,474,729.07 WERE APPROVED FOR PAYMENT AT THE MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT #209, COOK COUNTY, ILLINOIS HELD 03/15/2022 AND DO HEREBY AUTHORIZE THE SCHOOL TREASURER OF TOWNSHIP 39, RANGE 12 TO PAY THE SAME.

BUSINESS MANAGER

PRESIDENT

SECRETARY

Action Item

Subject:

Policy Manual Updates

Administration's Analysis

The Board of Education contracted with the Illinois Association of School Boards (IASB) to develop its policy manual. Included in the services provided by IASB are periodic updates for the boards to consider that include all pertinent changes in the law, etc. This service allows the District's policies to stay current. Once the changes are adopted, IASB will forward new copies of the policy manual to the District. An updated electronic version will also be posted. Additional policy updates are also brought forth by the Board or recommended by the administration.

The following policies are presented for **approval on first reading**:

2:105	Ethics and Gift Ban
2:110	Qualifications, Term, and Duties of Board Officers
2:120	Board Member Development
2:20	Power and Duties of Board of Education; Indemnification
2:220	Board of Education Meeting Procedure
2:260	Uniform Grievance Procedure
3:40	Superintendent
3:50	Administrative Personnel Other Than the Superintendent
3:60	Administrative Responsibility of the Building Principal
4:120	Food Services
4:160	Environmental Quality of Buildings and Grounds
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
4:170	Safety
4:60	Purchases and Contracts
5:10	Equal Employment Opportunity and Minority Recruitment
5:100	Staff Development Program
5:120	Ethics and Conduct
5:125	Personal Technology and Social Media; Usage and Conduct
5:150	Personnel Records
5:185	Family and Medical Leave
5:20	Workplace Harassment Prohibited
5:200	Terms and Conditions of Employment and Dismissal
5:220	Substitute Teachers
5:250	Leaves of Absence
5:30	Hiring Process and Criteria
5:330	Sick Days, Vacation, Holidays, and Leaves
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:90	Abused and Neglected Child Reporting
6:120	Education of Children with Disabilities
6:135	Accelerated Placement Program
6:15	School Accountability

6:20	School Year Calendar and Day
6:300	Graduation Requirements
6:340	Student Testing and Assessment Program
6:50	School Wellness
7:150	Agency and Police Interviews
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:20	Harassment of Students Prohibited
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Support Services
7:260	Exemption from Physical Activity
7:290	Suicide and Depression Awareness and Prevention
7:30	Student Assignment and Intra-District Transfer
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy and Security
7:60	Residence
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/Observance

Superintendent’s Recommendation:

The Board of Education of Proviso Township High Schools District 209 accepts the Superintendent’s recommendation to approve the first reading of the Policy Manual Update as noted.

Document Status: Draft Update

BOARD OF EDUCATION

2:105 Ethics and Gift Ban

Prohibited Political Activity

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

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

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

Limitations on Receiving Gifts

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

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

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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

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

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

Enforcement

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

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not

that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

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

"Political activity" means:

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

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

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;

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

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

Complaints of Sexual Harassment Made Against Board Members by Elected Officials

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

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

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

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

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

LEGAL REF.:

[105 ILCS 5/22-90 \(final citation pending\)](#), [PRESSPlus1](#)

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

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

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

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, bans high school guidance counselors from intentionally soliciting or accepting gifts from a *prohibited source*, narrowly defined as “any person who is employed by an institution of higher education or is an agent or spouse of or an immediate family member living with a person employed by an institution of higher education.” Exceptions exist for certain circumstances, e.g., gifts from a relative or based on a personal friendship. A guidance counselor does not violate this law if he or she promptly takes reasonable action to return the gift to the prohibited source or donates the gift or an amount equal to its value to a tax exempt charity. **Issue 108, November 2021**

Document Status: Draft Update

BOARD OF EDUCATION

2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board of Education elects a President from its members for a one-year term. The duties of the President are:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Sign official District documents requiring the President's signature and Secretary's signature, including Board minutes and Certificate of Tax Levy;
6. Call special meetings of the Board;
7. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
8. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act; [PRESSPlus1](#)
9. Administer the oath of office to new Board members;
10. Serve as or appoint the Board's official spokesperson to the media; ~~and~~
11. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
12. Ensure that the fingerprint-based criminal history records information checks and/or screenings required by State law and policy 5:30, *Hiring Process and Criteria*, is completed for the Superintendent. [PRESSPlus2](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The Board of Education elects a Vice President from its members for a one-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or

3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a majority vote of the Board.

Secretary

The Secretary shall be a member of the Board who serves a one-year term. The duties of the Secretary are to:

1. Keep meeting minutes for all Board meetings and keep the verbatim record for all closed meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;
8. Sign official District documents requiring the President's signature and Secretary's signature; and
9. Maintain Board policy and such other official documents as directed by the Board.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by a majority vote of the Board.

Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer

Qualifications, appointments, and duties of the Treasurer for the School District shall be as provided in the School Code.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, [5/10-21.9](#), and [5/17-1](#), and [5/21B-85](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:220 (Board of Education

Meeting Procedure)

Adopted: December 10, 2019

PRESSPlus Comments

PRESSPlus 1. Updated to reflect changes to 5 ILCS 120/7, amended by P.A. 101-640, permitting public bodies to meet remotely without a quorum physically present at the meeting location during a public health emergency. **Issue 108, November 2021**

PRESSPlus 2. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see the subhead entitled Screening in policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and the subhead entitled Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

Document Status: Draft Update

BOARD OF EDUCATION

2:120 Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. [PRESSPlus1](#)
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, 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, i.e., *Senate Bill 100 training topics*.

Board Self-Evaluation

The Board of Education will conduct periodic self-evaluations with the goal of continuous

improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board of Education members includes:

1. The Board President or Superintendent or their designees shall give each new Board of Education member a copy of or online access to the Board of Education Policy Manual, the Board of Education's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board of Education's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend: (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

Adopted: February 12, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16a, amended by P.A. 102-638. See 105 ILCS 5/10-16a(b-5) for the required and recommended elements of the training regarding trauma-informed practices. **Issue 108, November 2021**

Document Status: Draft Update

BOARD OF EDUCATION

2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by [325 ILCS 5/](#), and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct

or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred. [PRESSPlus1](#)
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction. [PRESSPlus2](#)
21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), [5/21B-85](#), and [5/27-1](#).

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

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

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), [4:165 \(Awareness and Prevention of Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), 5:10 (Equal Employment Opportunity and Minority Recruitment), [5:30 \(Hiring Process and Criteria\)](#), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:290 \(Employment Termination and Suspensions\)](#), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: March 10, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS ¹⁴¹5/21B-85(a). **Issue 108, November 2021**

Document Status: Draft Update

BOARD OF EDUCATION

2:220 Board of Education Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board of Education action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. [5 ILCS 120/2\(c\)](#) (1), amended by P.A. 99-646.. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of “abstain” or “present,” or a vote other than “yea” or “nay,” or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence of casting votes shall be alphabetical by last name with the Board President voting last.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board of Education member may request that his or her vote be changed before the President

announces the result.

Any Board member may include a written explanation of his/her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

~~At least semi-annually~~ Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) ~~decides~~ determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. [PRESSPlus1](#) The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum. Provided a quorum is physically present, a Board member, provided he or she has received permission from the Board President, may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President of the request and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes¹⁴⁵ of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

[5 ILCS 120/2a](#), [120/2.02](#), [120/2.05](#), [120/2.06](#), and [120/7](#).

[105 ILCS 5/10-6](#), [5/10-7](#), [5/10-12](#), and [5/10-16](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. Required by 5 ILCS 120/2.06(d), amended by P.A. 102-653. If a board is unable to conduct the review every six months, it must do so as soon after as is practicable, taking into account the nature and meeting schedule of the board. A board may also conduct the review more frequently. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c) (21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this policy's exhibits use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

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 policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#); Illinois Human Rights Act, [775 ILCS 5/](#); and Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) *et seq.* (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180/](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112/](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#)
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, [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 may first attempt to resolve complaints without resorting to this grievance procedure if deemed appropriate. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. Any person 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. In the case of a complaint against the Superintendent, the Board President shall receive the complaint. The Board President shall immediately provide all members of the Board of Education and legal counsel of the Board of Education said complaint verbatim, and shall direct legal counsel for the Board of Education to take any and all actions deemed advisable based upon the complaint and prior to the Board of Education being able to meet to discuss said complaint.

The Board of Education shall determine the appropriate person(s) or entity(ies) to investigate the complaint on its behalf and to direct the manner in which the complaint will be investigated. The Board of Education will determine the merits of any complaint against the Superintendent.

With respect to complaints against the Superintendent, the Board of Education shall strive to make a determination regarding the complaint within sixty (60) days of its filing. If additional time is needed, the Board of Education will notify the complainant of the need for additional time. The decision of the Board of Education with respect to a complaint against the Superintendent shall be final and not subject to further appeal before it.

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.¹⁴⁸ The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, of 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 or 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 first class U.S. mail registered mail, return receipt requested, and/or personal delivery [PRESSPlus1](#) 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 of Education 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 of Education.

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 first class U.S. mail 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 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. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

Nondiscrimination Coordinator:

Human Resources

708-338-5971

Complaint Managers:

Human Resources

708-338-5971

Complaints regarding the Superintendent:

Rodney Alexander

ralexander@pths209.org

708.338.5910

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. Age Discrimination in Employment Act,

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

29 U.S.C. §2612, Family and Medical Leave Act.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act.

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

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act.

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

~~Americans With Disabilities Act, 42 U.S.C. §12101 et seq.~~ Americans With Disabilities Act.

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

~~Equal Pay Act, 29 U.S.C. §206(d).~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

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, 5/24-4, 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.

~~Illinois Genetic Information Privacy Act, 410 ILCS 513/.~~ Ill. Genetic Information Privacy Act.

~~Illinois Whistleblower Act, 740 ILCS 174/.~~ Whistleblower Act.

740 ILCS 175/. Ill. False Claims Act.

~~Illinois Human Rights Act, 775 ILCS 5/.~~ Ill. Human Rights Act.

~~Victims' Economic Security and Safety Act, 820 ILCS 180/.~~ Victims' Economic Security and Safety Act; 56 Ill.Admin.Code Part 280.

~~Equal Pay Act of 2003, 820 ILCS 112/.~~ Equal Pay Act of 2003.

~~Employee Credit Privacy Act, 820 ILCS 70/.~~ Employee Credit Privacy Act, 70/10(b), and 70/25.

23 Ill.Admin.Code §§1.240, and 200.40, 226.50, and 226.570.

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: June 7, 2021

PRESSPlus Comments

PRESSPlus 1. Optional; using a delivery method that allows the district to verify the date of receipt is a best practice. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*.¹ The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. This includes formulating and implementing any and all necessary requirements and/or procedures necessary to provide educational services and/or to permit individuals to be on school property during any period of time in which the Governor or the Director of the Illinois Department of Public Health has issued a declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act while any portion of the District area is covered by the disaster area. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board of Education policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The Board of Education will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board of Education members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board of Education and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board of Education and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, ¹⁵²5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and

5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to the General Assembly's focus on resolving Educator Misconduct. 105 ILCS 5/10-21.9(e-5), amended by P.A.102-552, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

The Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board of Education.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board of Education will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board of Education at such a time that will allow the Board to consider contract renewal and nonrenewable issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

[105 ILCS 5/10-21.4a](#), [5/10-23.8a](#), [5/10-23.8b](#), [5/21B](#), and [5/24A-4](#).

[23 Ill.Admin.Code §§1.310](#), [1.705](#), [50.300](#); and [Parts 25](#)¹⁵⁴ and [29](#).

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions) [PRESSPlus1](#)

Adopted: December 10, 2019

PRESSPlus Comments

PRESSPlus 1. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

Document Status: Draft Update

GENERAL SCHOOL ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal

Duties and Authority

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training.

Each Building Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals that complies with [Section 24A-15 of the School Code](#) and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

[10 ILCS 5/4-6.2.](#)

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

[10 ILCS 5/4-6.2, Election Code.](#) [PRESSPlus1](#)

105 ILCS 127/, [School Reporting of Drug Violations Act.](#)

[23 Ill.Admin.Code Parts 35](#) and [50](#), Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [4:175 \(Convicted Child Sex Offender; Screening; Notifications\)](#), [5:90 \(Abused and Neglected Child Reporting\)](#), [5:120 \(Employee Ethics; Conduct; and Conflict of Interest\)](#), [5:150 \(Personnel Records\)](#), [5:210 \(Resignations\)](#), [5:250 \(Leaves of Absence\)](#), [5:290 \(Employment Termination and Suspensions\)](#) [PRESSPlus2](#)

Adopted: September 8, 2020

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

PRESSPlus 2. The Cross References are updated in response to the General Assembly's focus on resolving Educator Misconduct. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

OPERATIONAL SERVICES

4:120 Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

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

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

[7 C.F.R. Parts 210](#) and [220](#), Nutrition Standards in the National School Lunch and School Breakfast Programs.

[105 ILCS 125/](#).

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: March 10, 2015

Document Status: Draft Update

OPERATIONAL SERVICES

4:160 Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds.

The Superintendent shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

Pesticides

Restricted use pesticides will not be applied on or within 500 feet of school property during normal school hours. [PRESSPlus1](#) Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, [225 ILCS 235/](#), and the Lawn Care Products Application and Notice Act, [415 ILCS 65/](#).

Coal Tar Sealant [PRESSPlus2](#)

Beginning on 1-1-23, before coal tar-based sealant products or high polycyclic aromatic hydrocarbon sealant products are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students in writing or by telephone as required by the Coal Tar Sealant Disclosure Act.

LEGAL REF.:

105 ILCS 5/10-20.17a; 5/10-20.48.

29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.700(b).

29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.

20 ILCS 3130/, Green Buildings Act.

~~105 ILCS 5/10-20.17a; 5/10-20.48.~~

105 ILCS 135/, Toxic Art Supplies in Schools Act.

105 ILCS 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 60/14, Illinois Pesticide Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

[820 ILCS 255/](#), Toxic Substances Disclosure to Employees Act. (*inoperative*)

[23 Ill.Admin.Code §1.330.](#)

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

Adopted: June 11, 2019

PRESSPlus Comments

PRESSPlus 1. The Illinois Pesticide Act (415 ILCS 60/14 3.F., amended by P.A. 102-548) makes it unlawful to apply a restricted use pesticide on or within 500 feet of school property during normal hours, except for whole structure fumigation, and if the pesticide application information listed on the pesticide label is more restrictive than the law, then the more restrictive provision applies. *Normal school hours* means Monday through Friday from 7 a.m. until 4 p.m., excluding days when classes are not in session. The statute prohibits restricted pesticide applications during *normal hours* but defines *normal school hours*. This policy uses normal school hours. *State Restricted Pesticide Use* is defined as any pesticide use which the Director (Ill. Dept. of Agriculture or his or her authorized representative) determines, subsequent to public hearing, that an additional restriction for that use is needed to prevent unreasonable adverse effects. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 170(a)(1)-(4), added by P.A. 102-242, eff. 1-1-23, requires schools to provide written or telephonic notification to employees and parents/guardians of students prior to any application of a coal tar-based sealant product or a high polycyclic aromatic hydrocarbon sealant product. Written notifications must: (1) be included in newsletters, bulletins, calendars, or other correspondence currently published by the district (this is the only prong of written notice that is permissive); (2) be given at least 10 business days before the application and should identify the intended date and location of the application of the coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant; (3) include the name and telephone contact number for the school or day care center (if the district has one) personnel responsible for the application; and (4) include any health hazards associated with coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product, as provided by a corresponding safety data sheet.

Districts may want to include numbers (3) and (4) in their student handbooks. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with PRESS material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update - New

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

New/Unpublished Section

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. [PRESSPlus1](#)

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

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the District.
2. Train District employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;
 - b. Evidence-informed [PRESSPlus2](#) content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*;; and
 - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs [PRESSPlus3](#) of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes: [PRESSPlus4](#)
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, [PRESSPlus5](#) appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
- c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

LEGAL REF.:

105 ILCS 5/10-23.13, 5/27-9.1a, and 5/27-13.2.

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

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

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

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

PRESSPlus Comments

PRESSPlus 1. This policy is created in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610, which requires districts to adopt and implement a policy addressing sexual abuse of children that includes an age-appropriate and evidence-informed curriculum for preK-12 students, evidence-informed training for school personnel on child sexual abuse, and evidence-informed educational information for parents/guardians in school handbooks. For more information, see this policy's footnotes and the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. Two Illinois laws address "evidence-informed." *Evidence-informed per Erin's Law* means modalities that were created utilizing components of evidence-based treatments or curriculums. 105 ILCS 5/10-23.13(a), added by P.A. 102-610. Contrast with National Sex Education Standards (NSES) at 105 ILCS 5/27-9.1a(a), added by P.A. 102-552, which defines an *evidence-informed program* as "a program that uses the best available research and practice knowledge to guide program design and implementation." **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b) and (b)(1); warning signs and *likely* warning signs are mentioned twice in the law. This policy uses likely in the purpose introduction. The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

PRESSPlus 4. This information is listed in 7:190-~~192~~¹⁹² *Student Handbook Checklist*, available at

PRESSPlus 5. Providing information to parents/guardians about how to recognize grooming behaviors is not in *Erin's Law*, it only addresses informing parents/guardians about the methods for increasing their awareness and knowledge of grooming behaviors. 105 ILCS 5/10-23.13(b)(1). This policy requires the district to provide information to parents/guardians about how to recognize grooming behaviors to: (1) effect the purpose of *Erin's Law*, (2) align with the intent of the following statutes: 105 ILCS 110/3 (Critical Health Problems and Comprehensive Health Education Act); 105 ILCS 5/27-9.1a(b), added by P.A. 102-552 (requires comprehensive health and safety and comprehensive sexual health education a/k/a NSES); and 105 ILCS 5/27-13.2 (educating all students to recognize and avoid sexual abuse and assault) and (3) align with the notification requirements in 105 ILCS 5/27-13.2 (parents/guardians of K-8 students prior to commencing instruction in recognizing and avoiding sexual abuse). **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:170 Safety

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act ([105 ILCS 128/](#)):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement **lockdown** drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators, school support personnel, or a parent/guardian. [PRESSPlus1](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act ([105 ILCS 128/](#)) and the Joint Rules of the Office of the State Fire Marshal and the Ill. State Board of Education

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

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by [725 ILCS 120/3](#) that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Lead Testing in Water

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings. ¹⁶⁵

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

LEGAL REF.:

[105 ILCS 5/10-20.2](#), [5/10-20.57](#), [5/18-12](#), and [5/18-12.5](#).

105 ILCS 128/, School Safety Drill Act; ~~implemented by~~ 29 Ill.Admin.Code Part 1500.

[210 ILCS 74/](#), Physical Fitness Facility Medical Emergency Preparedness Act.

[225 ILCS 320/35.5](#), Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness; **Management; and Recovery**), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Adopted: February 12, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 128/20(c), amended by P.A. 102-395. While 105 ILCS 128/20(c) uses both *lockdown drill* and *walk-through lockdown drill*, the terms are synonymous. For brevity, this material uses the term *lockdown drill*. Schools must (1) notify parents/guardians in advance of any lockdown drill that involves student participation, and (2) allow parents/guardians to exempt their child(ren) from participating for any reason. For students who do not participate in the lockdown drill, districts must provide alternative safety education and instruction related to an active threat or active shooter event. For students who do participate in the lockdown drill, districts must allow them to ask questions related to it.

Law enforcement may only run an active shooter simulation, including simulated gun fire drills, on school days when students are not present. 105 ILCS 128/20(c)(5)-(8), added by P.A. 102-395. **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. [PRESSPlus1](#) He or she shall take appropriate action based on the result of any criminal background check and/or screen. [PRESSPlus2](#)

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: February 15, 2017

PRESSPlus Comments

PRESSPlus 1. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors. 105 ILCS 5/10-21.9. Many districts delegate this task in the hiring process to a human resources department. For more information, see Investigations in policy 5:30, *Hiring Process Criteria*. **Issue 108, November 2021**

PRESSPlus 2. When a criminal sexual offense is committed or alleged to have been committed by a district employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the superintendent. This transmission will occur either upon the superintendent's request or, if the law enforcement agency knows the offender/alleged offender is employed by a district, automatically. 725 ILCS 191/15, added by P.A. 102-652. See sample administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

OPERATIONAL SERVICES

4:60 Purchases and Contracts

Adoption of the annual budget authorizes the Superintendent or Business Manager to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board approval, except in an emergency.

Bidding

All contracts for supplies, materials, or work involving expenditure in excess of \$25,000 shall be made in accordance with the applicable federal and State law bidding procedure, unless specifically exempted. Building projects shall have a limit of \$50,000. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or Business Manager shall prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The following are exceptions to bidding requirements by State law; however, whenever possible the District will solicit at least three (3) written quotations:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- Contracts for the printing of finance committee reports and departmental reports;
- Contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness;
- Contracts for the purchase of perishable foods and perishable beverages;
- Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions; not the fault of the contractor for materials and work; must be revised, causing expenditures not in excess of 10% of the contract price;
- Contracts for the maintenance or servicing of or repair parts for equipment which are made with the manufacturer or authorized service agent of the equipment.

Awards for purchases of up to \$5,000 shall be made at the discretion of the Administration.

Purchases shall be made from an approved purchasing cooperative in which the District is enrolled, if the items to be purchased are available from an approved cooperative. Otherwise, competitive quotations shall be obtained where feasible.

Purchases of over \$5,000, but under \$25,000 shall be made at the discretion of the administration. Purchases shall be made from an approved purchasing cooperative in which the District is enrolled, if the items to be purchased are available from an approved cooperative. Otherwise, the purchase award shall have the support of at least three (3) written competitive quotations. Awards for goods or

services available only from a single supplier may be made without written competitive quotations, but must include a statement from the administrator approving the purchase verifying that the chosen vendor is the sole source of those goods or services. Awards or rejections shall be made by the Administration.

Contracts that are exempt from competitive bidding pursuant to [Section 20.21 of the School Code](#) do not have to be formally bid. However, at least three (3) written quotations should be sought when feasible.

The Superintendent shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable [federal and](#) State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b-10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more

student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Department of Public Health rules or order of a local health official.

9. After 1-1-23, any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act. [PRESSPlus1](#)
10. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable, and any terms of the award. [PRESSPlus2](#)

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:

2 C.F.R. Part 200.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

30 ILCS 708/, Grant Accountability and Transparency Act.

410 ILCS 170/, Coal Tar Sealant Disclosure Act.

820 ILCS 130/, Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

Adopted: March 10, 2020

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 170/10(b), added by P.A. 102-242, eff. 1-1-23. **Issue 108, November 2021**

PRESSPlus 2. 2 C.F.R. §§200.318-200.327; 30 ILCS 708/. The Grant Accountability and Transparency Act (GATA) adopts the federal uniform guidance for all grants, unless the Office of the Governor grants an exception. 30 ILCS 708/55; 44 Ill.Admin.Code §7000.60. For information about the scope of GATA as it pertains to grants administered by ISBE, see www.isbe.net/gata. **Issue 108, November 2021**

Document Status: Draft Update

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, [PRESSPlus1](#) use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence, or any other crime of violence, [PRESSPlus2](#) 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 Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

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

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:

Human Resources

708-338-5971

Complaint Managers:

Human Resources

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. §621](#) *et seq.*, Age Discrimination in Employment Act.

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

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

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

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

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

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

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

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

[III. 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/](#), III. 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, III. 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), 5:20 (Sexual Harassment), 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: September 14, 2021

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

PRESSPlus 2. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) (or similar provision of the Criminal Code of 1961). 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:100 Staff Development Program

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO.

For employees not covered by this agreement:

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

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training as follows (see policies 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, and 5:90, Abused and Neglected Child Reporting): [PRESSPlus1](#)

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, 2023, and every year after, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

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

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

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or ¹⁷⁵sexual violence.

3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades 9 through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. ~~Abused and Neglected Child Reporting Act (ANGRA), School Code, and Erin's Law Training as follows:~~
 - a. ~~Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, Abused and Neglected Child Reporting).~~
 - b. ~~Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years (see policy 5:90, Abused and Neglected Child Reporting).~~
 - c. ~~Informing educators about the recommendation in the Erin's Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting).~~
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with [105 ILCS 25/1.15](#). Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
10. 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.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on

the safe handling and use of such materials.

14. For nurses, administrators, [schoolguidance](#) [PRESSPlus2](#) counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols.
15. For all District staff, annual sexual harassment prevention training.
16. Title IX requirements for training as follows (see policy 2:265, *Title IX Sexual Harassment Grievance Procedure*):
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.

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

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

LEGAL REF.:

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

[42 U.S.C. §1758b](#), [Pub. L. 111-296](#), Healthy, Hunger-Free Kids Act of 2010; [7 C.F.R. Parts 210 and 235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 150/25](#), Seizure Smart School Act.

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

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 49/](#), Good Samaritan Act.

[775 ILCS 5/2-109](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20, 226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Sexual Harassment Grievance Procedure), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), [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 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-23.12, amended by P.A. 101-531; 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604; and *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610.

Mandated reporter training may be in-person or web-based and must include, at a minimum, information on the following topics: (1) indicators for recognizing child abuse and child neglect; (2) the process for reporting suspected child abuse and child neglect and the required documentation; (3) responding to a child in a trauma-informed manner; (4) understanding the response of child protective services and the role of the reporter after a call has been made; and (5) implicit bias.

Implicit bias means the attitudes or internalized stereotypes that affect people's perceptions, actions, and decisions in an unconscious manner and that exist and often contribute to unequal treatment of people based on race, ethnicity, gender identity, sexual orientation, age, disability, and other characteristics. The implicit bias topic must include, at a minimum: (1) information on implicit bias; (2) information on racial and ethnic sensitivity; and (3) tools to adjust automatic patterns of thinking and ultimately eliminate discriminatory behaviors. 325 ILCS 5/4(j), amended by P.A.s 101-564 and 102-604.

Districts must provide mandated reporter training through either DCFS, an entity authorized to provide continuing education through the Dept. of Financial and Professional Regulation, the Ill. State Board of Education, the Ill. Law Enforcement Training Standards Board, the Ill. State Police, or an organization approved by DCFS to provide mandated reporter training. *Child-serving organizations*, which are not defined in ANCRA, are "encouraged to provide in-person annual trainings." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, ¹⁷⁸social-emotional, and college and career

Document Status: Draft Update

PERSONNEL

5:120 Ethics and Conduct

Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, [PRESSPlus1](#) or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. [PRESSPlus2](#) Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors [PRESSPlus3](#) to include, at a minimum, sexual misconduct. Sexual misconduct [PRESSPlus4](#) is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - a. A sexual or romantic invitation
 - b. Dating, or soliciting a date
 - c. Engaging in sexualized or romantic dialog
 - d. Making sexually suggestive comments that are directed toward or with a student
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. [PRESSPlus5](#) Such expectations shall establish guidelines for specific areas, including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the

Elementary and Secondary Education Act (20 U.S.C. § 7926):

5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; [PRESSPlus6](#) and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

The Superintendent shall develop and implement a system for training all personnel on best practices regarding customer service, monitoring the experience of parents and other stakeholders in interacting with school and district personnel, and reporting on that experience to the Board on an annual basis.

Statement of Economic Interests

The following employees must file a “Statement of Economic Interests” as required by the [Illinois](#) Governmental Ethics Act:

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

Ethics and Gift Ban

Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

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

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

the contract:

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

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

Guidance Counselor Gift Ban [PRESSPlus7](#)

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

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

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

Outside Employment

Employees shall not engage in any other employment or in any private business during regular

working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 5:120-E (~~Exhibit~~ Code of Ethics for Illinois Educators)

LEGAL REF.:

[U.S. Constitution, First Amendment.](#)

[2 C.F.R. §200.318\(c\)\(1\).](#)

[5 ILCS 420/4A-101](#), Ill. Governmental Ethics Act.

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

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

[50 ILCS 135/](#), Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, [5/10-23.13](#), and 5/22-5, and 5/22-90 (final citation pending).

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

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

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

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

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

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

Adopted: December 10, 2019

PRESSPlus Comments

PRESSPlus 1. *Erin's Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 2. Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*, available at **PRESS** Online by logging in at www.iasb.com. These items are subjects of mandatory collective bargaining. Consult the board attorney for advice before establishing them. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 4. This definition of *sexual misconduct* is adapted from HB 1975, legislation that did not pass in the first half of the 102nd Ill. General Assembly; however, it includes the results of collaboration to implement some of the recommendations of the *Make Sexual and Severe Physical Abuse Fully Extinct (Make S.A.F.E.) Taskforce* and was endorsed by Stop Educator Sexual Abuse Misconduct & Exploitation (S.E.S.A.M.E.), a national organization working to prevent sexual exploitation, abuse, and harassment of students by teachers and other school staff. See www.sesamenet.org/ for further information.

As of **PRESS** Issue 108's publication, HB 1975 is still pending in the 102nd General Assembly and is expected to become law. Its enactment could close significant legal loopholes related to combating grooming by broadening the definition of grooming prohibited by the Criminal Code of 2012 and authorizing the Ill. Dept. of Children and Family Services to investigate grooming allegations under the Abused and Neglected Child Reporting Act. **Issue 108, November 2021**

PRESSPlus 5. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. Sample expectations and guidelines are contained in administrative procedure 5:120-AP2, E, *Expectations and Guidelines for Employee-Student Boundaries*, available at **PRESS** Online by logging in at www.iasb.com. Establishing guidelines specific to #3(a), (b), and (c) is not currently required but is a requirement in HB 1975 (See PRESS Plus Comment 4, above). **Issue 108, November 2021**

PRESSPlus 6. 105 ILCS 5/10-23.13(b), amended by P.A. 102-610. **Issue 108, November 2021**

PRESSPlus 7. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-327, eff. 1-1-22. *Guidance counselor* means a person employed by a school district and working in a high school to offer students advice and assistance in making career or college plans. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees, board members and volunteers who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** ~~appropriate school relationships~~ required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.
6. Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance ~~Comply~~

with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Neither friend students on Facebook or other similar media nor text students regarding personal issue or any issues not specifically school-related and pertinent to their roles with the District.
11. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, commits requests of an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law* ~~employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.~~
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

Nothing in Policy 5:125 is intended to conflict or interfere with District employee rights under Policy 2:260, *Uniform Grievance Procedure*.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

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

820 ILCS 55/10, Right to Privacy in the Workplace Act.

~~Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.~~

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

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

~~ADOPTED: August 14, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:150 Personnel Records

~~Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO; and~~

~~Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and the Proviso Support Staff Council of the West Suburban Teachers Union, Local 571, American Federation of Teachers.~~

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance [PRESSPlus1](#)

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall [PRESSPlus2](#)

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, [PRESSPlus3](#) but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

Maintenance and Access to Records [PRESSPlus4](#)

~~Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO; and~~

~~Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and the Proviso Support Staff Council of the West Suburban Teachers Union, Local 571, American Federation of Teachers.~~

For employees not covered by these agreements:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board of Education policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given

the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

LEGAL REF.:

[20 U.S.C. §7926](#).

[325 ILCS 5/4](#), Abused and Neglected Child Reporting Act.

[745 ILCS 46/10](#), Employment Record Disclosure Act.

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

[23 Ill.Admin.Code §1.660](#).

CROSS REF.: 2:250 (Access to District Public Records), [5:90 \(Abused and Neglected Child Reporting\)](#), 7:340 (Student Records)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information, see the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 2. Required by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. §7926). On 6-27-2018, the U.S. Dept. of Education issued a *Dear Colleague Letter* stating that school policies must explicitly state this requirement. See the resources portion for the letter at: www2.ed.gov/policy/elsec/leg/essa/index.html. Consult the board attorney about what "or has probable cause to believe, has engaged in sexual misconduct" means. For guidance, policy 5:90, *Abused and Neglected Child Reporting* defines an "alleged incident of sexual abuse" as an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, 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. **Issue 108, November 2021**

PRESSPlus 3. Consult the board attorney in these situations for help about what the superintendent may or may not say. Questions exist whether the superintendent says nothing, provides a neutral reference, or whether a *recommendation* could mean positive or negative statements. **Issue 108, November 2021**

PRESSPlus 4. Subheadings are added for clarity. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:185 Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Board policies and rules. [PRESSPlus1](#) In addition, a All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a

combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000~~250~~^{PRESSPlus2} hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), *et seq.*, or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is

requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.:

~~Family and Medical Leave Act~~, 29 U.S.C. §2601 et seq., Family and Medical Leave Act, 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: December 12, 2017~~

PRESSPlus Comments

PRESSPlus 1. In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf. **Issue 108, November 2021**

PRESSPlus 2. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

Document Status: Draft Update

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, PRESSPlus1 disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

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

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

Nondiscrimination Coordinator:

Human Resources

708-338-5971

Complaint Managers:

Human Resources

708-338-5971

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 policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Conduct, and Conflict of Interest*, 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 policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, 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 policy 2:260, *Uniform Grievance Procedure*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

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

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

Recourse to State and Federal Fair Employment Practice Agencies

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

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

LEGAL REF.:

~~Title VII of the Civil Rights Act of 1964~~, 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.

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

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

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

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. 775 ILCS 5/2-102(A), amended by P.A. 102-233. *Work authorization status* means the status of being a person born outside of the United States, and not a U.S. citizen, who is authorized by the federal government to work in the United States. 775 ILCS 5/2-101(L), added by P.A. 102-233. Under the Ill. Human Rights Act, it is a civil rights violation for an employer to refuse to honor a legal work authorization; however, employers are not required to sponsor any applicant or employee to obtain or modify work authorization status, unless required by federal law. 775 ILCS 5/2-102(G), amended by P.A. 102-233; 775 ILCS 5/2-104(D), added by P.A. 102-233. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or PRESSPlus1 collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year and Teacher Workday, Salary, Assignments, Dismissal, Evaluation

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO.

Duty-Free Lunch

Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

School Social Worker Services Outside of District Employment

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

Nursing Mothers

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

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

820 ILCS 260/, Nursing Mothers in the Workplace Act ~~et seq.~~

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudemill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: April 13, 2021

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:220 Substitute Teachers

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

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and present a certificate of authorization from the appropriate Intermediate Service Center showing that he or she is approved to substitute teach. Substitute teachers with a substitute license may teach only when an appropriate, fully-licensed teacher is unavailable. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows: A substitute teacher may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding a Professional Educator License or Educator License with Stipulations may substitute teach for any one licensed teacher under contract with the District for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [PRESSPlus1](#)

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, [PRESSPlus2](#) a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. [PRESSPlus3](#)

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

Also, please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO.

Short-Term Substitute Teachers

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

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/21B-20(4).

PRESSPlus 2. Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

PRESSPlus 3. 40 ILCS 5/16-118, amended by P.A.s 101-645 (specifying permissible paid days and hours for TRS annuitants) and 102-537, and 16-150.1, amended by P.A.s 101-49 and 102-440 (TRS annuitants may return to teaching in a subject shortage area until 6-30-24).

Document Status: Draft Update

PERSONNEL

5:250 Leaves of Absence

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

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Maternity Leave, Extended Leave of Absence, Leave of Absence for Advanced Study, Leave of Absence

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and Proviso Teachers Union Local 571, American Federation of Teachers, AFL-CIO.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification. [PRESSPlus1](#)

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

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

any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leaves for Service in the Military

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

General Assembly

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

School Visitation Leave

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

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

Leaves for Victims of Domestic Violence, Sexual Violence, ~~or~~ Gender Violence, or Other Crime of Violence [PRESSPlus3](#)

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

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

Leave to Serve as an Election Judge

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

[10 ILCS 5/13-2.5](#).

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

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

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

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

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

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

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/24-6, amended by P.A. 102-275, overturned the Illinois Supreme Court's decision in Dynak v. Bd. of Educ. of Wood Dale Sch. Dist. 7, 164 N.E.3d 1226 (Ill. 2020) (finding that a teacher was not entitled to use 30 days of sick leave for birth consecutively before and after an intervening summer break). It is unclear from the language of the statute if an employee can be prohibited from *intermittent* use of 30 working sick days for birth, e.g., such as taking leave once a week). Consult the board attorney for guidance on this issue. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board of Education's approval. No individual will be employed who has been convicted of a criminal offense listed in [105 ILCS 5/21B-80\(c\)](#). [PRESSPlus1](#) Members of the Board of Education shall refrain from making hiring suggestions and recommendations to District employees involved in the hiring process. However, this shall not restrict any Board Member from debating or discussing the potential hire of any candidate at a properly noticed meeting of the Board of Education or any of its committees for that purpose.

All applicants must complete a District application in order to be considered for employment. No individual shall begin full time, part time, club, stipend-compensated work, or any other work until receiving written approval from the Office of Human Resources. Any individual who is found to be in violation will be subject to disciplinary consequences including suspension and forfeiture of payment. It is the responsibility of the individual who has sought employment to ensure that official approval from the Office of Human Resources has been granted prior to beginning any type of employment.

Supervisors of clubs, activities, athletics, and departmental and building administrators are responsible for monitoring, supervising and ensuring that all persons have appropriate clearance from the Office of Human Resources to work before they allow any individual to begin service.

While volunteers are not paid employees of the District, these approval guidelines, as well as policy 6:250 *Volunteers*, will also apply to all volunteers.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant

is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, ~~or for purposes of clarifying the information,~~ the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. [PRESSPlus2](#) The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [105 ILCS 5/21B-80](#) or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, a licensed advanced practice registered nurse, or a ~~licensed~~ licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The

employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Also, please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, County of Cook, in the State of Illinois and Service Employees International Union Local No. 73, AFL-CIO, CLC.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

Training in New Assignments

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, County of Cook, in the State of Illinois and Service Employees International Union Local No. 73, AFL-CIO, CLC.

LEGAL REF.:

42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b, 5/21B-10, 5/21B-80, 5/21B-85, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

~~Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.~~

~~Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.~~

~~Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.~~

Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482 (Ill. 1987).

Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984).

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Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:10 (School District Governance), 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Duties and Qualifications)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. For additional information regarding implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656 (employment decisions based on conviction records), see footnotes 5 and 6 of the sample policy, available at **PRESS** Online by logging in at www.iasb.com. Footnote 5 is updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-103.1(c), added by P.A. 101-656, with a discussion regarding application of the IHRA's *interactive assessment* requirement for disqualifying offenses listed in 105 ILCS 5/21B-80, and footnote 6 is updated in response to Ill. Dept. of Human Rights (IDHR) guidance for implementation of 775 ILCS 5/2-103.1, added by P.A. 101-656, at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/21B-85, amended by P.A. 102-552, requires a board to provide prompt written notice to the board of trustees of the Teachers' Retirement System of the State of Illinois (TRS) when it learns that any teacher has been convicted of a felony offense (which provides for a sentence of death or imprisonment for one year or more). The notice to TRS is limited to (1) the name of the license holder, (2) fact of conviction, (3) name and location of the court in which the conviction occurred, and (4) the assigned case number from the court. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

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

Sick Leave, Bereavement Leave, Vacation, Holidays, Personal Leave/Personal Business Leave, IMRF Service Credit Plan

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and the Proviso Support Staff Council of the West Suburban Teachers Union, Local 571, American Federation of Teachers; and

Agreement between Board of Education, Proviso Township High Schools District No. 209, County of Cook, in the State of Illinois and Service Employees International Union Local No. 73, AFL-CIO, CLC.

Union Business Leave, Leave of Absence

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, Cook County, Illinois and the Proviso Support Staff Council of the West Suburban Teachers Union, Local 571, American Federation of Teachers.

Unpaid Leaves of Absence, Leaves due to Employee Disability, Military Reservists

Please refer to the current Agreement between Board of Education, Proviso Township High Schools District No. 209, County of Cook, in the State of Illinois and Service Employees International Union Local No. 73, AFL-CIO, CLC.

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

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

Emergency Leave Due to School(s)/District Closure

If, by reason of a weather emergency or situation beyond the control of the District, the schools and District office are closed on a regularly scheduled school and/or business day, twelve (12) month personnel and/or ten (10) month personnel who are scheduled to work but who will not be required to make-up the work day, shall not be docked, nor be required to utilize paid time off in order to be paid for the day of the emergency closure of the District.

If, by reason of a weather emergency or situation beyond the control of the District, a school(s) or the District office is closed, but a school(s) or the District office at which the individual(s) is not regularly assigned is open for a school or business day, such twelve (12) month personnel and/or ten (10) month personnel who are scheduled to work but who will not be required to make-up the work day may be required to report to the open school(s) or the District office for work. Such work assigned at this alternate location shall be consistent with the individual(s) normal job duties. If the twelve (12) month personnel and/or ten (10) month personnel who are scheduled to work, but who will not be required to

make-up the work day, do NOT report to the building he/she is assigned work for that day, the individual(s) will be required to utilize paid time off in order to be paid for the day. If the individual(s) fail to report to the building he/she is assigned to work for the day, and he/she does not utilize paid time off, the individual(s) shall be not be paid for that work day.

For any individual(s) who is not a twelve (12) month employee and whose pay is based upon school days or a specific number of work days that a school(s) or the District office is open, the individual(s) shall make up the work day for which the school(s) or District office are closed due to a weather emergency or situation beyond the control of the District, on the make-up day that is determined to be for the purpose of the day for which the school(s) or District office was closed. However, the individual(s) shall not be permitted to utilize paid time off, nor shall the individual(s) be paid for the day(s) for which the school(s) or District office is closed due to a weather emergency or situation beyond the control of the District, as it would be in excess of the regularly scheduled number of work days assigned for the individual(s). If, on the make-up day that is determined to be for the purpose of the day for which the school(s) or District office was closed, the individual(s) does not report to work, individual(s) will be required to utilize paid time off in order to be paid for the day. If the individual(s) fail to report to work on the make-up day and he/she does not utilize paid time off, the individual(s) shall not be paid for that work day.

Other Leaves

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

1. Leaves for Service in the Military ~~and General Assembly~~.
2. Leave for Service in the General Assembly. [PRESSPlus1](#)
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, or Other Crime of Violence. [PRESSPlus2](#)
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

LEGAL REF.:

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

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

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

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

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

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

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

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All District workplaces are drug- and alcohol-free workplaces.

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call* for the District:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, [105 ILCS 5/22-33](#). The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests ~~the~~ specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position listed in the Cannabis Regulation and Tax Act (CRTA).

Upon the Superintendent or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Superintendent or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. [PRESSPlus1](#) State law protects the District from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test. [PRESSPlus2](#)

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, *District premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds*

means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of ~~the~~ **this** Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco ~~shall have~~ **has** the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis ~~shall have~~ **has** the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

LEGAL REF.:

[42 U.S.C. §12114](#), Americans With Disabilities Act, [42 U.S.C. §12114](#).

[21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15](#), Controlled Substances Act, [21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15](#).

[41 U.S.C. §8101 et seq.](#), Drug-Free Workplace Act of 1988, [41 U.S.C. §8101 et seq.](#)

[20 U.S.C. §7101 et seq.](#), Safe and Drug-Free School and Communities Act of 1994, [20 U.S.C. §7101 et seq.](#)

[30 ILCS 580/](#), Drug-Free Workplace Act.

[105 ILCS 5/10-20.5b](#).

[410 ILCS 82/](#), Smoke Free Illinois Act.

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

[410 ILCS 705/1-1 et seq.](#), Cannabis Regulation and Tax Act.

[720 ILCS 675](#), Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

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

[21 C.F.R. Parts 1100, 1140, and 1143](#).

[23 Ill.Admin.Code §22.20](#).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. 410 ILCS 705/10-50(d). If the board will not communicate to employees what will happen when reasonable suspicion exists, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

PRESSPlus 2. 410 ILCS 705/10-50(e)(1), amended by P.A. 101-593, protects the district from liability for actions described in this sentence. If the board will not communicate this information to its employees, strike this sentence and select "Adopted with Additional District Edits" as the Save Status. **Issue 108, November 2021**

Document Status: Draft Update

PERSONNEL

5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22⁺, [PRESSPlus1](#) an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial

employment and at least every three years after that date.

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors, and boundary violations as required by law and policy 5:100, *Staff Development Program*. ~~PRESSPlus2 The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.~~

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A](#), 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.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

~~The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing~~ When the Superintendent he or she has reasonable cause to believe that a license holder committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA, and that act resulted in the license holder's dismissal or resignation from the District, he or she shall notify the State Superintendent and the Regional Superintendent in writing, providing the III. Educator Identification Number as well as a brief description of the misconduct alleged ~~was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child.~~ The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under [105 ILCS 5/21B](#), has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in policy 2:20, Powers and Duties of the Board of Education; Indemnification. [PRESSPlus3](#)

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, and 5/21B-85.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

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

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. State child and disabled adult protection laws define the same class of individuals differently, but with the same goal: to protect an adult student with a disability, not living in a DCFS licensed facility, who is still finishing school with an Individual Education Plan (IEP). The Dept. of Human Services Act (DHS Act) defines “adult student with a disability” as an adult student, age 18 through 21, inclusive (through the day before the student’s 22nd birthday), with an IEP other than a resident of a facility licensed by DCFS. 20 ILCS 1305/1-17(b).

However, 105 ILCS 5/14-1.02, amended by P.A. 102-172, provides that a student who turns 22 years old during the school year shall be eligible for IEP services through the end of the school year. This statutory definition is the basis for this sample policy’s language. **Issue 108, November 2021**

PRESSPlus 2. *Erin’s Law*, 105 ILCS 5/10-23.13, amended by P.A. 102-610. For additional *Erin’s Law* requirements and definitions, see policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; and 6:60, *Curriculum Content*. See also the footnotes of these policies at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/21B-85(a) and (b), amended by P.A. 102-552. Because felony charges often arise out of abuse and neglect investigation, this board duty is listed here for convenience. See policy 2:20, *Powers and Duties of the School Board*, *Indemnification* for more information. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:120 Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 14~~3~~ (or has graduated from 8th grade)[PRESSPlus1](#) and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education's (ISBE) *Special Education* rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.[PRESSPlus2](#)

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's ~~disabled~~ students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

[20 U.S.C. §1400](#) *et seq.*, Individuals With Disabilities Education Improvement Act of 2004.

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

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

[34 C.F.R. Part 106](#).

34 C.F.R. [§Part 300](#).

[105 ILCS 5/14-1.01](#) et seq., [5/14-7.02](#), and [5/14-7.02b](#).

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

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

Adopted: November 27, 2018

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/14-1.02, amended by P.A. 102-172. IDEA funds cannot be used to provide services for students beyond the age of 21. See ISBE's *Frequently Asked Questions: Public Act 102-0172 and Public Act 102-0173* (July 2021), at www.isbe.net/Documents/FAQ-HB-40-HB-2748.pdf. Consult the board attorney for further guidance. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; and (b) other grade-level acceleration. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; ~~and~~
3. Assessment processes that include multiple valid, reliable indicators; ~~and~~
4. By the fall of 2023, the automatic enrollment, in the following school term, of a student into the next most rigorous level of advanced coursework offered by the high school if the student meets or exceeds State standards in English language arts, mathematics, or science on a State assessment administered under 105 ILCS 5/2-3.64a-5, as follows: [PRESSPlus1](#)
 - a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
 - b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
 - c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of students and families who have been historically underrepresented in accelerated placement programs and advanced coursework. [PRESSPlus2](#) Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

[105 ILCS 5/14A.](#)

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209, for all districts, including elementary-only districts. Though not explained in the statute, this is likely because State assessments in English language arts, mathematics, and science are required in grades 3 through 8 (105 ILCS 5/2-3.64a-5) and a student's State assessment results may place the student in high school courses. Consult the board attorney about practical implementation issues for an elementary school district, e.g., what to do if the elementary school district does not have a program for students to enroll in high school courses (If the Board has not adopted policy 6:315, *High School Credit for Students in Grade 7 or 8*, the sample can be found at **PRESS** Online by logging in at www.iasb.com.), or if the elementary school district would like to offer advanced coursework not offered by the high school.

A district must provide the parents/guardians of a student eligible for automatic enrollment with the option to instead enroll in alternative coursework that better aligns with the student's postsecondary education or career goals. For a student entering grade 12, the next most rigorous level of advanced coursework in English language arts or mathematics must be a *dual credit course* (as defined in the Dual Credit Quality Act, 110 ILCS 27/5), an *Advanced Placement course* (as defined in the College and Career Success for All Students Act, 105 ILCS 302/10), or an International Baccalaureate course. The same is true for all other subjects, except that the next most rigorous level of advanced coursework may also include an honors class, an enrichment opportunity, a gifted program, or another program offered by the district. 105 ILCS 5/14A-32(a-5), added by P.A. 101-654 and amended by P.A. 102-209. See 6:135-AP, *Accelerated Placement Program Procedures*, at **PRESS** Online. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/14A-32(b)(1), amended by P.A. 101-654, permits, but does not require this notification. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:15 School Accountability

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

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

Quality Assurance

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

1. Preparing each school's annual recognition application and quality assurance appraisal, whether internal or external, to monitor each school's process for continuous school improvement.
2. Submitting School Improvement Plans for Board approval that comply with State law and contain:
 - District student learning objectives;
 - Assessment systems for measuring students' progress in the fundamental learning areas; and
 - Reporting systems for informing the community and the State of assessment results.
3. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
4. Publishing a school report card in accordance with State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 9 through 12 and teachers.

The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [PRESS 224](#), [5/10-21.3a](#), and [5/27-1](#).

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

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

Adopted: July 16, 2019

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:20 School Year Calendar and Day

School Calendar

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

Commemorative Holidays

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

School Day

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

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

[5 ILCS 490/](#), [State Commemorative Dates Act](#), [PRESSPlus1](#)

[23 Ill.Admin.Code §1.420\(f\)](#).

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

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

INSTRUCTION

6:300 Graduation Requirements

The Board of Education determines high school graduation requirements that will provide each student ample opportunity to achieve the purpose for which the School District exists and that meet the minimum graduation requirements contained in State law. Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Completing all District graduation and course requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, [105 ILCS 5/27-22](#).
3. Completing all minimum requirements for graduation as specified in State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student’s parent/guardian must file one of these documents on the student’s behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student’s parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

Twenty-Two (22) credits are required for graduation from Proviso East and Proviso West High School. Students must adhere to the expected graduation requirement of their class. Public Act 93-857 requires that students with junior status must take the SAT, unless exempted due to special circumstances, as a condition of graduation.

Courses	For Graduation 2020
English	4
Mathematics	3
Science	3
Social Studies*/Civics/US History/**Black History	3
Health	.5
Foreign Language/Fine Arts/Career Technical Education (CTE) 227	1
Consumer Education***	.5

Physical Education	3.5
Electives	3.5
TOTAL	22

* One of which must be selected from among World Civilization, Geography, or AP World History.

***Effective for Class of 2022. One semester of Black History is required. The Black History graduation requirement may also be satisfied by African American History or African American Studies.

** The Consumer Education graduation requirement may be satisfied by the following course: consumer education, consumer math, consumer economics, criminal justice (class of 2020, 2021 only) or by passing the State proficiency examination for consumer education.

In addition, all students from Proviso Township High Schools District 209 must complete forty (40) hours or 10 hours per school year of community service during their high school career.

The Proviso Mathematics and Science Academy follows an inquiry model of study requiring 25 Carnegie units of credit for graduation or 27.5 Carnegie units of credit for graduation *with distinction*.

Graduation		Graduation with Distinction	
Academic Area	Required Credits	Academic Area	Required Credits
Science & Technology	4.0	Science & Technology	4.0
Mathematics & Computer Science	5.0	Mathematics & Computer Science	5.0
English	4.0	English	4.0
Fine Arts/Pre-engineering	2.0	Fine Arts/Pre-engineering	2.0
Wellness & Personal Development	4.0	Wellness & Personal Development	4.0
Research	1.0	Research	3.5
*Social Studies	3.0	Social Studies	3.0

World Languages	2.0	World Languages	2.0
TOTAL	25.0	TOTAL	27.5

*Effective for Class of 2022. One semester of Black History is required. The Black History graduation requirement may also be satisfied by African American History or African American Studies.

The Superintendent or designee is responsible for: (1) maintaining a description of all course offerings that comply with the above graduation requirements, (2) notifying students and their parents/guardians of graduation requirements, (3) developing the criteria for determining when a student accomplishes number 5 as well as a method for recording that fact in the student’s school record, and (4) taking all other actions needed or necessary to implement this policy.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish seven semesters of high school and meet all graduation requirements.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Superintendent or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma

The District will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/22-27](#), [5/22-87](#), [PRESSPlus1 5/27-3](#), [5/27-22](#), and [5/27-22.10](#).

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

[23 Ill.Admin.Code §1.440](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: August 3, 2021

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:340 Student Testing and Assessment Program

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

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

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

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

LEGAL REF.:

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

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

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

[23 Ill. Admin. Code §1.30\(b\) and §375.10](#). [PRESSPlus1](#)

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

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

INSTRUCTION

6:50 School Wellness

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

The Superintendent will ensure:

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

Goals for Nutrition Education and Nutrition Promotion

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

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

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policies 6:60, *Curriculum Content* [PRESSPlus1](#) and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

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

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

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

Exempted Fundraising Day (EFD) Requests

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

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

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan [PRESSPlus2](#)

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

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall ²⁰⁵provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the

policy (a triennial report). This triennial report must include without limitation each of the following:

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

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

Community Involvement

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

Recordkeeping

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

LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

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

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

~~ADOPTED: March 13, 2018~~

PRESSPlus Comments

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content*'s text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~[PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (final citation pending)

[55 ILCS 80/1](#) et seq., Children's Advocacy Center Act.

[325 ILCS 5/1](#) et seq., Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) et seq., Interference with Public Officers Act.

[725 ILCS 120/1](#) et seq., Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

Adopted: April 13, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

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

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

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

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

Definitions from (105 ILCS 5/27-23.7)

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

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

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

meant to be illustrative and non-exhaustive. [PRESSPlus1](#)

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, 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. [PRESSPlus2](#)

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance [PRESSPlus3](#) counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
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.

Anonymous Tip Lines:

Proviso East 708.202.1731

Proviso West 708.202.6351

Proviso Math & Science Academy 708.338.4188

Nondiscrimination Coordinator:

Human Resources

708-338-5971

Complaint Managers:

Human Resources

708-338-5971

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

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

6. The Superintendent or designee shall use interventions to address bullying, which may include,

but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person student'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 [PRESSPlus4](#) with regard to students ~~treated as bullying for purposes of determining any consequences or other appropriate remedial actions.~~
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have knowingly making a falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided ing knowingly 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~~ must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation: [PRESSPlus5](#)
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be

provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

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, III. Human Rights Act.

~~105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.~~

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Behavior), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:315 (Restrictions on Publications; High Schools)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. All definitions are directly from 105 ILCS 5/27-23.7. See also resources from Cyberbullying Research Center, available at: cyberbullying.org/, and the U.S. School Safety Clearinghouse website at www.SchoolSafety.gov. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-23.7(b), amended by P.A. 102-241. **Issue**

108, November 2021

PRESSPlus 3. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

PRESSPlus 4. Consult the board attorney about the potential conflict of 105 ILCS 5/27-23.7(b)(7) (allowance of suspension and/or expulsion of students for reprisal/retaliation against reports of bullying) with 105 ILCS 5/10-22.6(b-20) (districts must resolve threats, address disruptions, and minimize the length (and implementation of) suspensions and expulsions to the greatest extent practicable). For more information, see sample policy 7:200, *Suspension Procedures*, at f/n 8 and sample policy 7:210, *Expulsion Procedures*, at f/ns 11 and 13, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

PRESSPlus 5. All districts must have a policy on bullying, monitor it, review and re-evaluate it, and file it with the Ill. State Board of Education (ISBE) every two years. 105 ILCS 5/27-23.7. See ISBE's *School Policies for Bullying Prevention* at: www.isbe.net/Documents/Bullying-Prev-Policy-Req.pdf. **Issue 108, November 2021**

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; 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 policies 2:265, *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:

Human Resources

708-338-5971

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Complaint Managers:

Human Resources

708-338-5971

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 policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

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

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

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

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

Enforcement

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 policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

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

LEGAL REF.:

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

105 ILCS 5/10-20.12, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 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), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Sexual Harassment), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a. A threat to school safety, or
 - b. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:

- a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c. That the student's continuing presence in school would either:
 - i. Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii. Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

~~105 ILCS 5/10-22.6.~~

Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).

~~Sieck v. Oak Park River Forest High School~~, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

~~ADOPTED: July 13, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the

student.

- d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

~~105 ILCS 5/10-22.6(a).~~

Goss v. Lopez, ~~95 S.Ct. 729~~ 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 5/10-22.6.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: July 14, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:240 Conduct Code for Participants in Extracurricular Activities

The Building Principal, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. [PRESSPlus1](#) The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board of Education.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 9 through 12 participating in these programs.

Performance Enhancing Drug Testing of High School Student Athletes

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).

Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: July 16, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snap*s on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:250 Student Support Services

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

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

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

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

LEGAL REF.:

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

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

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

~~105 ILCS 5/10-20.58.~~

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

Adopted: July 16, 2019

PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at www.iasb.com, for more information on Children's Advocacy Centers. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:260 Exemption from Physical Activity

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 9-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;

2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6](#).

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions)

Adopted: July 16, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:290 Suicide and Depression Awareness and Prevention

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

Suicide and Depression Awareness and Prevention Program

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

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#)
Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. ~~Board policy~~ 6:65, *Student Social and Emotional Development*, implementing the goals

and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);

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

Illinois Suicide Prevention Strategic Planning Committee

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

Monitoring

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

Information to Staff, Parents/Guardians, and Students

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

required by State law. [PRESSPlus2](#)

Implementation

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

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

LEGAL REF.:

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

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.73](#) (final citation pending), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/10-20.75](#) (final citation pending), [5/14-1.01 et seq.](#), [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7.](#)

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

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

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

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

Adopted: February 12, 2019

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts’ websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH),

at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:30 Student Assignment and Intra-District Transfer

Attendance Areas

The School District is divided into school attendance areas. The Superintendent will:

1. Review the boundary lines annually and recommend to the Board of Education any changes or revisions for existing units; or
2. Create new units using a lens that considers preventing segregation and the elimination of separating students in the District's schools because of color, race, or nationality to the Board of Education. [PRESSPlus1](#)

The Superintendent or designee shall maintain a map of the District showing current school attendance areas. All records pertaining to the creation, alteration, or revision of attendance units are open to the public. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.

Transfers Within the District

Intra-District transfers will only be permitted when mandated by the Unsafe School Choice Option covered in Board policy 4:170, *Safety*.

Class Assignments

The Building Principal shall assign students to classes.

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

~~ADOPTED: January 9, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Changes to the policy reflect better alignment with the School Code's text, which also align with the IASB's 6th Strategic Priority: "Initiate, advocate for, and support efforts to ensure EQUITY, Diversity, Inclusion and Racial Justice within IASB, its membership and PK-12 Schools." 105 ILCS 5/10-21.3 requires school attendance areas to be periodically revised, if necessary, to prevent or eliminate segregation by color, race, or nationality. Note that the law uses the term units, but that these are often referred to as attendance areas; this

policy uses both terms. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:340 Student Records

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

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 [PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, The District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable,~~ without notice to, or the consent of, the student's parent/guardian [or eligible student.](#) [PRESSPlus2](#) Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

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

Student Biometric Information Collection

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

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

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

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

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

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

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

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

105 ILCS 5/10-20.1224b, [5/20.37](#), [5/10-20.40](#), and 5/14-1.01 *et seq.*

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

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

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

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

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

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

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

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

Adopted: June 8, 2021

PRESSPlus Comments

minors arrested or taken into custody before their 18th (formerly 17th) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Director of Technology to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, [105 ILCS 85/](#), amended by P.A. 101-516, eff. 7-1-21.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

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

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

[23 Ill. Admin. Code Part 380](#). [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

Adopted: June 8, 2021

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise [PRESSPlus1](#) provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days six months [PRESSPlus2](#) after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a ~~non-resident~~ student ~~is~~ attending ~~school on a tuition-free basis~~ ~~is a nonresident of the District for whom tuition is required to be charged~~ ~~school~~, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due ~~and immediately begin proceedings to ban the student from future attendance.~~ [PRESSPlus3](#) The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

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

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5,~~ [and 5/10-22.5a](#).

105 ILCS 45/, [Education for Homeless Children Act](#) ~~and 70/~~.

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

23 Ill.Admin.Code §1.240.

[Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High Sch.](#) ~~ee/~~ Dist. 200, ~~601 N.E.2d 1264~~ [235 Ill.App.3d 652](#) ([Ill.App.1, 5th Dist.](#) 1992).

[Joel R. v. Board of Education of Manheim School District 83](#), ~~686 N.E.2d 650~~ [292 Ill.App.3d 607](#) ([Ill.App.1, 1st Dist.](#) 1997).

[Kraut v. Rachford](#), ~~366 N.E.2d 497~~ [51 Ill.App.3d 206](#) ([Ill.App.1, 1st Dist.](#) 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

~~ADOPTED: February 13, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades 9 through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, [PRESSPlus1](#) including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), [PRESSPlus2](#) observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours (10 ILCS 5/7-42 and 5/17-15)*, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. [PRESSPlus3](#)

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff

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

6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
8. A process for the collection and review of chronic absence data and to: [PRESSPlus4](#)
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor for or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

[105 ILCS 5/26-1 through 186](#).

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior),

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

Document Status: Draft Update

STUDENTS

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day.~~ The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

The Superintendent or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons ~~and include a list of religious holidays on which a student shall be excused from school attendance,~~ including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

~~ADOPTED: March 12, 2013~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

Action Item

Subject:

Course additions to the Curriculum Handbook for 2022-2023

Background:

Proviso High School District 209 continually stresses the importance of offering high level, post-secondary courses in order to prepare our students to be college and career ready. The Educational Services Team is recommending the addition of the following courses for the 2022 – 2023 school year: College Reading and Writing, OneGoal College Seminar, French and Spanish Ab Initio for IB students.

Administration's Analysis:

College Reading and Writing: Based on entry scores at Triton College, Proviso students are lagging behind their peers in college ready skills in English. In order to bolster our students' college readiness, we will offer the transitional English course for identified rising seniors at all three campuses. Ongoing articulation with Triton College will be required for the teachers of this course and college ready skills will be emphasized in the classroom to increase the number of students eligible to take RHT101 upon acceptance to Triton College.

One Goal College Seminar: Our district has a received an ISBE grant whereas students will be offered the opportunity to take advantage of a credit bearing course in the junior and senior year combined that will serve as two (2) elective credits preparing students to be college and career ready and preparing them the tools to successfully enter post-secondary opportunities. The school will identify teacher(s) to teach the course. Costs associated with the program will be funded by the grant from ISBE for the first two (2) years of the program and will be sustained afterward with Federal Funds.

French Ab Initio and Spanish Ab Initio: PEHS or PWHS students who did not take French or Spanish during their freshman and/or sophomore year must take an Ab Initio course to satisfy the International Baccalaureate's language acquisition requirement of the IB Diploma. Students identified as not having taken a world language course based on their academic transcript would not have access to the full IB Diploma Programme at PEHS or PWHS. To ensure equity and access, the recommendation is to adopt the French Ab Initio and Spanish Ab Initio courses at Proviso East and Proviso West High Schools.

Superintendent's Recommendation:

That the Board of Education of Proviso Township High School District 209 accepts the Superintendent's recommendation to add the four (4) courses to the 2022-2023 Curriculum Handbook with its ISBE course codes and descriptions.

Course Descriptions for New Courses
Proviso East, Proviso West, PMSA, PEMSA, and PWMSA

OneGoal Year 1

Grade: 11

Length: 2 semesters

Credit: 1.0 (Elective credit only)

Prerequisite: None

One Goal is a two-year course (11th-12th grade) that provides students with opportunities and resources to consider college as a viable, realistic, attainable, post-secondary path. OneGoal's mission is college graduation period. The course focuses not only on preparing students for college admission, but college completion. The two-year program follows an intensive post-secondary success curriculum which includes goal setting, completion of interest inventories, SAT test preparation, identifying college match, applying for scholarships, writing college applications and personal statements, and completing the Free Application for Federal Financial Aid (FAFSA). One Goal supports students into their first year of college as a means of ensuring college persistence.

OneGoal Year 2

Grade: 12

Length: 2 semesters

Credit: 1.0 (Elective credit only)

Prerequisite: One Goal Year 1

OneGoal is a two-year course (11th-12th grade) that provides students with opportunities and resources to consider college as a viable, realistic, attainable, post-secondary path. OneGoal's mission is college graduation period. The course focuses not only on preparing students for college admission, but college completion. The two-year program follows an intensive post-secondary success curriculum which includes goal setting, completion of interest inventories, SAT test preparation, identifying college match, applying for scholarships, writing college applications and personal statements, and completing the Free Application for Federal Financial Aid (FAFSA). OneGoal supports students into their first year of college as a means of ensuring college persistence.

French

IB Language Ab Initio French SL Year 1

Grade: 11

Length: 2 semesters

Credit: 1.0

Prerequisite: New to language, IB application submitted

French Ab Initio courses prepare students to take the International Baccalaureate exam. This course focuses on developing the linguistic abilities of students with little or no experience with the language of study. Course content includes the study of individuals and society, leisure and work, and urban and rural environments. This course also provides students with the opportunity to practice and explore this language.

IB Language Ab Initio French Year 2

Grade: 12

Length: 2 semesters

Credit: 1.0

Prerequisite: IB Language Ab Initio French SL Year 1

Students continue to develop the ability to communicate in French through the study of language, themes and texts. They also develop conceptual understandings of how language works. Communication is evidenced through receptive, productive and interactive skills across a range of contexts and purposes that are appropriate to the level of the course. The language ab initio syllabus is organized into five prescribed themes: identities, experiences, human ingenuity, social organization and sharing the planet. The language ab initio syllabus prescribes four topics for each of the five prescribed themes for a total of 20 topics that must be addressed in the language ab initio course. The internal assessment is an individual oral interview completed during the second year of the course. Students are also required to sit the IB examinations in May which include text-handling exercises, a written exercise, and a separate section for listening.

Spanish

IB Language Ab Initio Spanish SL Year 1

Grade: 11

Length: 2 semesters

Credit: 1.0

Prerequisite: New to language, IB application submitted

Spanish Ab Initio courses prepare students to take the International Baccalaureate exam. This course focuses on developing the linguistic abilities of students with little or no experience with the language of study. Course content includes the study of individuals and society, leisure and work, and urban and rural environments. This course also provides students with the opportunity to practice and explore this language.

IB Language Ab Initio Spanish SL Year 2

Grade: 12

Length: 2 semesters

Credit: 1.0

Prerequisite: IB Language Ab Initio Spanish SL Year 1

Students continue to develop the ability to communicate in Spanish through the study of language, themes and texts. They also develop conceptual understandings of how language works. Communication is evidenced through receptive, productive and interactive skills across a range of contexts and purposes that are appropriate to the level of the course. The language ab initio syllabus is organized into five prescribed themes: identities, experiences, human ingenuity, social organization and sharing the planet. The language ab initio syllabus prescribes four topics for each of the five prescribed themes for a total of 20 topics that must be addressed in the language ab initio course. The internal assessment is an individual oral interview completed during the second year of the course. Students are also required to sit the IB examinations in May which include text-handling exercises, a written exercise, and a separate section for listening.

College Reading and Writing

Grade: 12

Length: 2 semesters

Credit: 1.0

Prerequisite: 3 years of English and Teacher Recommendation

This course is designed to introduce students to the conventions of academic writing and critical thinking to prepare for the rigor of college rhetoric coursework. In this writing-intensive course, students read, analyze, discuss and critically respond to nonfiction texts centered around themes, critical issues, and larger ideas. Students write in a variety of modes, both formal and informal, for a variety of audiences, developing a sense of personal style and an ability to analyze arguments and synthesize information. A grade of C or better both semesters will exempt students from taking the English placement exam with Triton College. [See Memorandum of Understanding included]

Memorandum of Understanding

TRANSITIONAL ENGLISH PARTNERSHIP AGREEMENT BETWEEN

Triton Community College District 504 (“COLLEGE”)

AND

Proviso Township High School District 209 (“DISTRICT”)

THIS TRANSITIONAL ENGLISH PARTNERSHIP AGREEMENT (“Agreement”) is entered as of the date of execution by both the College and the District for the establishment, implementation, and delivery of transitional English instruction to the District’s students in accordance with the Postsecondary and Workforce Readiness Act (“PWR Act”) (110 ILCS 148 et seq) and the Statewide Transitional English Course Parameters, Competencies, and Policies jointly agreed upon by the Illinois State Board of Education (“ISBE”), the Illinois Community College Board (“ICCB”), and the Illinois Board of Higher Education (“IBHE”), (the “Statewide Course Parameters and Competencies”). In this Agreement, both the College and the District are referred to as the “Parties,” and each, a “Party.”

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The Parties agree as follows:

1. Transitional English Courses

- A. Course Offerings. In accordance with the terms of this Agreement, the PWR Act, and the Statewide Course Parameters and Competencies, the Parties agree to collaboratively establish transitional English coursework in accordance with this Agreement to be delivered by the District at the following high schools:

High School(s) Where Offered	High School Course Title
Proviso East High School	College Reading and Writing
Proviso West High School	College Reading and Writing
Proviso Mathematics and Science Academy	College Reading and Writing

- B. Approved Curriculum Documentation, Assessment Structure, and Grading Policies. The District will ensure that each transitional English course is offered in accordance with the curriculum documentation, assessment structure, pacing, and grading policies (collectively, “Course Documentation”) approved by the Parties. Course Documentation must meet the requirements of the Statewide Course Parameters and Competencies and any additional requirements established by the Statewide portability panel for portability approval established pursuant to the PWR Act (the “Statewide Portability Panel”). Upon approval by both Parties, the Course Documentation will be deemed to be incorporated into this Agreement. The Course Documentation will adhere to the following grading and assessment policies:

- a. **GRADING POLICY**

- i. Grading and assessment policies used to calculate the final grade in each transitional English course being offered. These policies must include the following:

1. Formal graded writing and analysis assignments must account for at least 60% of the final grade.
2. A single assessment may not be more than 50% of the final grade in the course.
3. No more than 25% of the course grade can come from formative assignments such as homework.
4. The percentages and descriptions of the categories (totaling 100%) used in determining the final numeric grade.
5. Students must earn a C or better to be placed in a credit-bearing college-level English course at all Illinois community colleges and at participating public universities.

Example Evaluation:

Graded Assignments	% Value
Discussion / Formative Learning Activities	20
Essays / Writing Activities	40
Reading Activities	20
Final Assessment	20

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Important grading notes:

- You must complete all five major writing assignments to be eligible to complete the final exam
 - You must successfully complete the final exam in order to successfully complete the course
 - All course work must be submitted through your LMS
- C. **College Enrollment.** The College will ensure that any student successfully completing a transitional English course in accordance with the grading policies in the Course Documentation is eligible to enroll in the outcome college courses specified in the Statewide Course Parameters and Competencies without any further placement test or other prerequisite requirement, provided the enrollment occurs within 36 months of high school graduation.

2. **Teacher Qualifications and Supports**

- A. **Teacher Qualifications.** The District will ensure that all teachers of transitional English courses are certified to teach high school English Language Arts. However, if the transitional English instruction is taught through a competency-based instructional model, the role of the high school English teacher or community college English instructor can vary from those in a traditional course and must be addressed in the Course Documentation.
- B. **Professional Development and Other Supports.** The Parties will jointly ensure that teachers of transitional English courses have the appropriate skills or experience, or receive relevant and applicable professional development, both prior to and while teaching a transitional English course. Further, the College will provide a qualified and experienced instructor as a resource

person and liaison for each high school transitional English teacher. Liaisons serve in a support role, and do not evaluate high school teachers.

3. Student Eligibility for Courses

- A. **College Readiness Criteria.** The District will use the criteria set forth in the Statewide Course Parameters and Competencies for determining the college readiness of high school juniors in English.
- B. **Transitional English Placement.** In accordance with the Statewide Course Parameters and Competencies, the District will establish a framework and guidance system that includes methods of advising students to enroll in a senior year English course appropriate for each student's college readiness level and postsecondary education objectives. All high school juniors should be assessed on their college readiness in English during the junior year in sufficient time to inform course enrollments for senior year. The District should assess college readiness in English using both (i) multiple measures developed with the College that are derived from the statewide placement framework, and (ii) the student's demonstration of skills in prior courses. Based on this assessment of readiness, students who are not projected ready for credit-bearing, college-level English coursework should be offered enrollment and advised regarding the benefits of taking a Transitional English course in their senior year. However, local policies may require students with minimal levels of English proficiency to enroll in foundational English instruction and supports either in lieu of, or concurrently with, a Transitional English course.

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4. Other District Commitments

- A. **Summative Assessments.** The District will ensure all summative assessments are kept secure. The District will maintain all graded summative assessments for two years.
- B. **Transcripting and Reporting.** The District will indicate transitional English completion on the student's transcript in accordance with requirements adopted by ISBE. The District will use appropriate transitional English course codes for the reporting of transitional English enrollments and grades to ISBE.
- C. **Advising Supports.** The District will provide advising support to students during their junior year to ensure they are aware of the availability of dual credit or transitional English courses, as applicable to the student's readiness level, and are selecting an option appropriate to the student's pathway.

5. Other College Commitments

- A. **Statewide Portability.** The Parties agree to pursue and maintain statewide portability approval through the Statewide Portability Panel for all transitional English courses offered through this Agreement. The College will, on behalf of the partnership between the Parties, submit this Agreement and Course Documentation to the Statewide Portability Panel to establish and maintain statewide portability of the transitional English courses offered through this

Agreement, and will collaborate with the District to resolve any issues raised through the portability approval process.

- B. State Procedures for Recognizing Completion. The College will abide by State policies and procedures for the recognition of successful completion of transitional English courses for student placement and portability of the completion determination.

6. Other Terms

- A. Data Collection and Sharing. The Parties will collaborate annually to collect and share student success data, disaggregated by high school, in transitional English and in credit-level English to further the purposes of this Agreement, provided such data sharing may require a separate agreement between the Parties. To facilitate alignment, secondary and post-secondary English faculty will assess collaboratively transitional English and comparable post-secondary English writing samples for the initial years of the Transitional English course’s implementation and periodically thereafter. These data, along with relevant qualitative data, must be used to inform ongoing adjustments to the transitional English courses. The Parties will protect the confidentiality of information concerning students in accordance with all applicable Federal and State laws regarding such information, including but not limited to, the Family Education Rights and Privacy Act (20 U.S.C. § 1232g) and the Illinois Schools Student Records Act (105 ILCS 10/1 et seq.).
- B. Primary Contacts and Notifications. The Parties hereby designate the following individuals as having primary responsibility for the management and administration of this Agreement (“Primary Contacts”):

For the College: Dr. Susan Campos
Vice President of Academic Affairs
susancampos@triton.edu
(708) 456-0300 ext.3630

For the District: Ms. Angela Marino
District Coordinator for ELA and the Arts
Proviso Township High School District 209
amarino@pths209.org
(708) 338-5939

The Parties will ensure that the Primary Contacts are included on all correspondence regarding the administration of this Agreement.

- C. Disputes. The Parties agree to seek to collaboratively resolve any disputes regarding this Agreement through the Primary Contacts identified in Section 6.B, above. In the event any such dispute cannot be timely resolved, the Primary Contacts will refer the dispute to the College’s President and the District’s Superintendent for resolution. If the dispute can still not be resolved, then pursuant to 110 ILCS 148/55(c), the Parties will refer the dispute to ISBE and ICCB. The resolution of the dispute by authorized representatives of ISBE and ICCB will be binding on the Parties.

- D. Amendment. This Agreement may be amended at any time by the written agreement of both Parties.
- E. Term and Termination. This Agreement will remain in effect unless terminated by either Party. Any termination will be effective upon the completion of the transitional courses then being offered and the notification of the termination to ISBE and ICCB of the termination, provided the Parties will adhere to all commitments set forth in this Agreement relating to students enrolled in such courses.
- F. Applicable Law and Severability. This Agreement shall be governed in all respects by the laws of the State of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this agreement or any part thereof. In the event that this Agreement is determined to be invalid by a court of competent jurisdiction, it shall be terminated immediately.

The Parties hereby confirm their agreement to the terms set forth herein.

FOR THE COLLEGE

President

Mary-Rita Moore, President

Printed Name

Mary-Rita Moore

Signature

2/23/22

Date

Chief Academic Officer / Dean Overseeing English Department

Dr. Susan Campos, VPAA

Printed Name

Susan Campos

Signature

2/22/2022

Date

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FOR THE DISTRICT

Superintendent, Proviso District 209

Dr. James L. Henderson

Printed Name

James L. Henderson

Signature

2/23/22

Date

Principal of Proviso Math and Science Academy

Elizabeth Martinez

Printed Name

Elizabeth Martinez

Signature

2.22.22

Date

Principal of Proviso East High School

Reaney Hou

Printed Name

Reaney Hou

Signature

2/22/22

Date

Principal of Proviso West High School

Dr. Albert Geras Jr.

Printed Name

Dr. Albert Geras Jr.

Signature

2/22/22

Date

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages BP-02I - ACM Remediation Work

The abatement of hazardous materials at Proviso East and West

Design Estimate: \$838,299.00

Bid Opening Date: 03/03/2022

Recommended	Celtic Environmental	\$983,025.00*
Alternate E1	02I - ACM Remediation Work flooring	\$60,000.00

Gilbane has conducted a scope review on March 04, 2022 with Celtic Environmental and confirmed that they understand the scope, schedule, and requirements of the work.

J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 02I ACM Remediation Work Proviso East/West		
		Celtic Environmental
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$983,025.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #5	YES
	Supplement #6	NO
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	15
	This proposal includes the following total certified DOB participation	0
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes plumbing, gas, receptacles, Full Containment ACM Abatement of floors for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles Full Containment ACM Abatement of floors for labs on west side of school as noted in the drawings.	\$60,000.00
	E2 – CORRIDOR CLOCKS (100A& 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	N/A
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$38,000.00
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$54,000.00

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid BP-02J - Demolition Work Proviso East

Demolition Work at Proviso East High School

Design Estimate: \$1,077,538.10

Bid Opening Date: 03/03/2022

Recommended	Omega III LLC	\$578,074.11*
Alternate E1	02J - Demolition Work Proviso East	\$21,265.50

Gilbane has conducted a scope review on March 04, 2022 with Omega III LLC and confirmed that they understand the scope, schedule, and requirements of the work

Bid Comp Report				
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 02J Demolition Work - Proviso East				
		Green Demolition Contractors, Inc.	Omega III LLC	National Wrecking Company
		Hold	Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$1,289,800.00	\$578,074.11	\$714,000.00
SUPPLEMENTS	Supplement #1	YES	YES	YES
	Supplement #2	YES	YES	YES
	Supplement #3	YES	YES	YES
	Supplement #4	YES	YES	YES
	Supplement #5	YES	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0		10
	This proposal includes the following total certified DOB participation	0		0
BID BOND		YES	YES	YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes, plumbing, gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	Add: \$70,800.00	\$21,265.50	\$29,500.00
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A	N/A	\$0.00
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	Add: \$3,000.00	N/A	\$10,000.00
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A	N/A	\$0.00
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A	N/A	\$0.00

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid 02K - Demolition Work Proviso West

Demolition Work at Proviso West High School

Design Estimate: \$691,603.00

Bid Opening Date: 03/03/2022

Recommended	National Wrecking	\$188,500.00*

Gilbane has conducted a scope review on March 04, 2022 with National Wrecking and confirmed that they understand the scope, schedule, and requirements of the work

Bid Comp Report**J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 02K Demolition Work - Proviso West**

		Green Demolition Contractors, Inc.	National Wrecking Company
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$258,800.00	\$188,500.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0	15
	This proposal includes the following total certified DOB participation	0	0
BID BOND		YES	YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 06I - General Trades Work Proviso East

Demolition Work at Proviso West High School

Design Estimate: \$2,433,241.80

Bid Opening Date: 03/03/2022

Recommended	Boller Construction	\$2,786,000.00*
Alternate E1	General Trades Work Proviso East flooring, portion walls, patching	\$207,000.00
Alternate E3	06I - General Trades Work Proviso East roller shade	\$90,000.00

Gilbane has conducted a scope review on March 4, 2022 with Boller Construction and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 06I General Trades Work - Proviso East		
		Boller Construction Company, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$2,786,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	
	This proposal includes the following total certified DOB participation	
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes plumbing gas receptacles for labs on west side of school. Alternate Bid if accepted will include all casework partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	\$207,000.00
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	\$90,000.00
	E4 – MINI CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A
	E5 – FULL CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A
	E6 – EXPLORATORY DEMOLITION – Base bid WILL NOT include any exploratory demolition. Alternate Bid if accepted will include the cost of labor and materials to complete the demolition and patching of the areas (all by BP-06I General Trades Contractor).	\$40,000.00

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 06J General Trades Work Proviso West

Doors, Walls, Flooring, Roofing, and Steel Work Proviso West High School

Design Estimate: \$1,256,955.70

Bid Opening Date: 03/04/2022

Recommended	Edwin Anderson	\$852,000.00*

Gilbane has conducted a scope review on March 4, 2022 with Edwin Anderson and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report			
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 06J General Trades Work - Proviso West			
		Boller Construction Company, Inc.	Edwin Anderson Construction Company
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$1,264,000.00	\$852,000.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation		0
	This proposal includes the following total certified DOB participation		0
BID BOND		YES	YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages -08C Curtainwall Work - Proviso West

Curtainwall South Elevation/ Operable Awnings

Design Estimate: \$401,148.00

Bid Opening Date: 03/03/2022

Recommended	3F Corporation	\$268,000.00*

Gilbane has conducted a scope review on March 4, 2022 with 3F Corporation and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 08C Storefront/Curtainwall Work - Proviso West		
		3F Corporation
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$268,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0
	This proposal includes the following total certified DOB participation	0
BID BOND		YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 09H Acoustic Ceiling Tile Proviso East

Ceiling work at Proviso East

Design Estimate: \$463,778.70

Bid Opening Date: 03/03/2022

Recommended	Kole Construction	\$330,000.00*

Gilbane has conducted a scope review on March 07, 2022 with Kole Construction and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report			
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 09H Acoustical Ceiling Work - Proviso East			
		Just Rite Acoustics. Inc.	Kole Construction Company, Inc.
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$485,500.00	\$330,000.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation		
	This proposal includes the following total certified DOB participation		
BID BOND		YES	YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes plumbing gas receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	N/A	
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A	
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	N/A	
	E4 – MINI CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A	
	E5 – FULL CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A	

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 09J Acoustic Ceiling Tile Proviso West

Ceiling work at Proviso West

Design Estimate: \$72,600.00

Bid Opening Date: 03/03/2022

Recommended	Kole Construction	\$85,000.00*

Gilbane has conducted a scope review on March 7, 2022 with Kole Construction and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report			
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 09J Acoustical Ceiling Work - Proviso West			
		Just Rite Acoustics. Inc.	Kole Construction Company, Inc.
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$137,250.00	\$85,000.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation		
	This proposal includes the following total certified DOB participation		
BID BOND		YES	YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 22G - Plumbing Work Proviso East

Design Estimate: \$744,876.00

Bid Opening Date: 03/03/2022

Recommended	Cr Leonard	\$305,000.00*
Alternate E1	Plumbing Work Proviso East	\$196,600.00

Gilbane has conducted a scope review on March 04, 2022 with CR Leonard and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 22G Plumbing Work - Proviso East		
		C.R. Leonard Plumbing & Heating, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$305,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	
	This proposal includes the following total certified DOB participation	
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes, plumbing, gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	\$196,600.00
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	\$0.00
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	\$0.00
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 23K - Mechanical Piping Work - Generator - Proviso East

Gas piping and controls for the new emergency generator

Design Estimate: \$66,500.00

Bid Opening Date: 03/03/2022

Recommended	Quality Controls Solution	\$135,000.00*

Gilbane has conducted a scope review on March 7, 2022, with Quality Controls Solution and confirmed that they understand the scope, schedule, and requirements of the work.

J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 23K Mechanical Work ReBid - Proviso East		
		Quality Controls, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$135,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	
	This proposal includes the following total certified DOB participation	
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes, plumbing, gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	N/A
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	N/A
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 23M - Mechanical Piping Work Proviso East

Cooling and refrigerant piping for VRF System at Proviso East

Design Estimate: \$1,507,638.00

Bid Opening Date: 03/03/2022

Recommended	Premier Mechanical	\$1,035,556.00*
Alternate E1	Mechanical Piping Work Proviso East gas piping gas for additional labs	\$62,200.00

Gilbane has conducted a scope review on March 07, 2022 with Premier Mechanical and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report			
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 23M Mechanical Piping/Equipment Work - Proviso East			
		Premier Mechanical Inc.	Quality Controls, Inc.
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$1,035,556.00	\$1,144,000.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0	
	This proposal includes the following total certified DOB participation	0	
BID BOND		YES	YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes, plumbing, gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	\$62,200.00	\$125,000.00
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	\$0.00	N/A
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	\$0.00	N/A
	E4 – MINI CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00	N/A
	E5 – FULL CONTAINMENTS FOR ACM REMEDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00	N/A

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 23N - Mechanical Ductwork/Temp Controls Proviso East

Ductwork and Temperature Controls work at Proviso East

Design Estimate: \$1,710,434.00

Bid Opening Date: 03/03/2022

Recommended	Amber Mechanical	\$1,765,000.00*

Gilbane has conducted a scope review on March 07, 2022 with Amber Mechanical and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 23N Ductwork Equipment-Temp Controls Work - Proviso East		
		Amber Mechanical Contractors, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$1,765,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0
	This proposal includes the following total certified DOB participation	0
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes plumbing gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	no bid
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	no bid
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	no bid
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	no bid
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	no bid

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 23P - Mechanical Piping Work Proviso West

Cooling piping for VUV and FCU equipment at Proviso West

Design Estimate: \$1,885,103.00

Bid Opening Date: 03/03/2022

Recommended	Quality Controls Solution	\$1,892,000.00*

Gilbane has conducted a scope review on March 07, 2022 with Quality Controls Solution and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 23P Mechanical Piping & Equipment Work - Proviso West		
		Quality Controls, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$1,892,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	
	This proposal includes the following total certified DOB participation	
BID BOND		YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes, plumbing, gas, receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	N/A
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	N/A
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	N/A
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	N/A

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 23Q - Mechanical Ductwork/Temp Controls Work Proviso West

Ductwork and Temperature Controls work at Proviso West

Design Estimate: \$496,722.60

Bid Opening Date: 03/03/2022

Recommended	Amber Mechanical	\$699,500.00*

Gilbane has conducted a scope review on March 07, 2022 with Amber Mechanical and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 23Q Ductwork Equipment & Temp Controls Work - Proviso West		
		Amber Mechanical Contractors, Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$699,500.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	0
	This proposal includes the following total certified DOB participation	0
BID BOND		YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 26I Electrical Work Proviso East

Power to mechanical equipment, lighting, fire alarm, and low voltage work at Proviso East

Design Estimate: \$1,462,194.80

Bid Opening Date: 03/03/2022

Recommended	Meany Electrical	\$1,850,000.00*
Alternate E1	26I Electrical Work Proviso East receptacle	\$26,400.00
Alternate E2	26I Electrical Work Proviso East corridor clocks	\$32,100.00

Gilbane has conducted a scope review on March 08, 2022, with Meany Electrical and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report			
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 26I Electrical Work - Proviso East			
		McWilliams Electric Company, Inc.	Meany Inc.
		Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$2,263,500.00	\$1,850,000.00
SUPPLEMENTS	Supplement #1	YES	YES
	Supplement #2	YES	YES
	Supplement #3	YES	YES
	Supplement #4	YES	YES
	Supplement #5	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	15	10
	This proposal includes the following total certified DOB participation		
BID BOND		YES	YES
ALTERNATE PRICES	E1 – WEST BIO LABS INCLUSION: Base bid Condition WILL NOT include any casework partitions floor finishes plumbing gas receptacles for labs on west side of school. Alternate Bid if accepted will include all casework, partitions, floor finishes, plumbing, gas, receptacles for labs on west side of school as noted in the drawings.	\$70,000.00	\$26,400.00
	E2 – CORRIDOR CLOCKS (100A & 200A& B Levels): Base bid condition WILL NOT include any corridor clocks in the 100A and 200A& B levels. Alternate Bid if accepted will include all labor and materials to install Corridor Clocks in 100A and 200 A& B levels as noted in the drawings.	\$61,500.00	\$32,100.00
	E3 – BUILDING A Level 01 ROLLER SHADES: Base bid Condition WILL NOT include roller shades. Alternate Bid if accepted will include the cost of labor and materials to remove existing roller shades and install new as noted in the drawings.	\$0.00	\$0.00
	E4 – MINI CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of mini-containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00	\$0.00
	E5 – FULL CONTAINMENTS FOR ACM REMDIATION AT 2X1 FLOOR REMOVAL: Base bid condition WILL NOT include any ACM Remediation of flooring for 2'x1' areas as noted in the ACM Drawings. Alternate Bid if accepted will include all costs use of full containments and ACM remediation of the 2' x 1' areas as noted in the ACM Drawings.	\$0.00	\$0.00

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages 26J - Electrical Work Proviso West

Power to mechanical equipment, lighting, fire alarm, and low voltage work at Proviso West

Design Estimate: \$478,305.30

Bid Opening Date: 03/03/2022

Recommended	Meany Electrical	\$235,000.00*

Gilbane has conducted a scope review on March 08, 2022 with Meany Electrical and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report		
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 26J Electrical Work - Proviso West		
		Meany Inc.
		Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$235,000.00
SUPPLEMENTS	Supplement #1	YES
	Supplement #2	YES
	Supplement #3	YES
	Supplement #4	YES
	Supplement #5	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	3
	This proposal includes the following total certified DOB participation	
BID BOND		YES

Action Item

Subject: FMP – Phase II Sequence I Bids

Background: Work in the following package is in support of the following Facilities Master Plan Phase II Sequence I items:

Bid Packages -31I – Site Paving Work Proviso West

Proviso West Parking Lots

Design Estimate: \$866,901.20

Bid Opening Date: 03/03/2022

Recommended	Schroeder Paving	\$619,750.00*

Gilbane has conducted a scope review on March 08, 2022 with Schroeder and confirmed that they understand the scope, schedule, and requirements of the work.

Bid Comp Report				
J08574.000 - Proviso SD 209 - Phase 2 Sequence 1 - 31I Site Paving Work - Proviso West				
		Abbey Paving Co., Inc.	Pavement Systems, INC	Schroeder Asphalt Services, Inc.
-		Hold	Hold	Hold
PRICING	All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of	\$699,105.00	\$671,521.00	\$619,750.00
SUPPLEMENTS	Supplement #1	YES	YES	YES
	Supplement #2	YES	YES	YES
	Supplement #3	YES	YES	YES
	Supplement #4	YES	YES	YES
	Supplement #5	YES	YES	YES
ECONOMIC INCLUSION PLAN	This proposal includes the following total certified DBE (MBE/WBE/VBE/DOB) participation	1		80
	This proposal includes the following total certified DOB participation			
BID BOND		YES	YES	YES

Statute, Administrative Policy or Board Rules Statement:

Illinois School Code (105 ILCS 5/10-20.21) and Board Policy 4:60 require that “all contracts for supplies, materials, or work involving expenditure in excess of \$25,000 shall be made in accordance with State law bidding procedure, unless specifically exempted. Contracts will be awarded by the Board of Education at an official meeting.”

Board Policy 6:50 states that “The Superintendent shall manage the District’s facilities and grounds as well as facility construction and building programs in accordance the law, the standards set forth in this policy, and other applicable Board policies.”

Budget and Funding:

This bid package is included in the current Facilities Master Plan and will be budgeted in the FY2023/2023 budget.

Implementation or Assessment Plan:

Upon approval by the Board of Education, Gilbane will engage the awarded firm to begin the specified work.

Superintendent’s Recommendation:

That the Board of Education of Proviso Township High Schools District 209 accepts the Superintendent’s recommendation to approve the awarding of the bid packages, in the amounts shown.

ACTION ITEM – PERSONNEL REPORT

Below you will find a list of recommended candidates that must be approved by the BOE before a contract or official agreement is legally binding. Board must approve all recommended candidates.

March 15, 2022 – Personnel Report

I. Certified Staff

A. Employment

- | | |
|----------------------------|---------------------------------------------|
| 1. Chielo, Victor | Coordinator II – Information Systems |
| Effective Date: | March 16, 2022 |
| Compensation: | \$68,365 |
| Experience: | 2 years |
| | |
| 2. Lyle, Juan | Director of Information Technology |
| Effective Date: | March 16, 2022 |
| Compensation: | \$148,937 |
| Experience: | 8 years |
| | |
| 3. Swanson, Michael | Coordinator II – Network Systems |
| Effective Date: | March 30, 2022 |
| Compensation: | \$85,000 |
| Experience: | 6 years |

B. Resignation-Retirement-Termination

- | | |
|-------------------------------|------------------------------------------------|
| 1. Bernardini, Kirsten | Special Education Teacher, Proviso West |
| Resignation Date: | March 18, 2022 |

II. Non-Certified Staff

A. Employment

1. None

B. Resignation-Retirement-Termination

- | | |
|--------------------------|-----------------------------------------|
| 1. Banks, Kenneth | Kitchen Supervisor, Proviso West |
| Resignation Date: | February 21, 2022 |

- | | |
|-------------------------------------------------------|----------------------------------------------------------------------------------|
| 2. Blanchard, Daisy
Resignation Date: | NJROTC , Proviso East
June 30, 2022 |
| 3. Brown, Keva
Resignation Date: | Security, Proviso East
February 24, 2022 |
| 4. Chaidez, Rivera, Ricki
Resignation Date: | Long Term Substitute, PMSA
March 8, 2022 |
| 5. Fuller, Sabrina
Resignation Date: | Food Service Worker, Proviso West
January 6, 2022 |
| 6. Gaddis, Chylan
Resignation Date: | Security Officer, Proviso West
February 7, 2022 |
| 7. Jenkins, Tiffany
Resignation Date: | Human Resources Generalist
March 18, 2022 |
| 8. Klir, Stephen
Resignation Date: | Long Term Substitute, Proviso East
February 28, 2022 |
| 9. McGhee, Sierra
Resignation Date: | Kitchen Lead, Proviso East
March 9, 2022 |
| 10. Pitman, Verna D.
Retirement Date: | School Nurse, Proviso East
June 1, 2022 |
| 11. Reed, Daniel
Resignation Date: | Security Officer, Proviso West
February 23, 2022 |
| 12. Smith, Jessica
Resignation Date: | Food Service Worker, Proviso East
March 9, 2022 |
| 13. Vazquez, Charlene
Resignation Date: | Executive Administrative Assistant to Board of Education
March 2, 2022 |
| 14. West, Jerome
Resignation Date: | Food Services, PMSA
February 21, 2022 |

III. Other Employment

A. Proviso East

- | | | |
|-------------------|-----------------------|------------|
| 1. Peppers, Aaron | Weight Training Coach | \$6,288.38 |
|-------------------|-----------------------|------------|

B. Proviso West

1. Johnson, Kendra	Freshman Success Coach	\$4,400.00
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C. Proviso Math & Science

1. Bokar, Michael	6 th Assignment (pro-rated)	\$2,918.16
2. Resnick, Rebecca	6 th Assignment (pro-rated)	\$2,918.16
3. Shaffer, Josh	6 th Assignment (pro-rated)	\$2,918.16
4. Vega-Puente, Rolando	6 th Assignment (pro-rated)	\$2,918.16
5. Wolff-Klammer, Kurt	6 th Assignment (pro-rated)	\$2,918.16

D. Curriculum Writers

1. Atcher, MaRhonda	Life Skills English I	\$4,820
2. Atcher, MaRhonda	Life Skills English II	\$4,820
3. Atcher, MaRhonda	Life Skills English III	\$4,820
4. Atcher, MaRhonda	Life Skills English IV	\$4,820
5. Beresheim, Courtney	IB Language and Lit DB2	\$2,410
6. Biniewicz, Daniel	Life Skills Biology	\$2,410
7. Coughran, Lori	Learning Strategies	\$4,820
8. Cruz, Wanda	IB Lang Spanish IB DP 2	\$2,410
9. Duvall, Amanda	IH French 1	\$960
10. Gart, Audra	IH Survey of Literature	\$480
11. Gart, Audra	IH World Literature	\$480
12. Gautschy, JoDonna	Integrated Math 1	\$4,820
13. Gautschy, JoDonna	Integrated Math 2	\$4,820
14. Gautschy, JoDonna	Integrated Math 3	\$4,820
15. Gray, Laura	IH Survey of Literature	\$480
16. Gray, Laura	IH World Literature	\$480
17. Greenburg, Dustin	Spanish 4	\$4,820
18. Hayslett, Karen	Strategic Reading	\$960
19. Hinricksson, Charles	IB Lang B Spanish IB DP 2	\$4,820
20. Josefek, Rebecca	Life Skills Biology	\$2,410
21. Josefek, Rebecca	Life Skills Career Exploration	\$4,820
22. Josefek, Rebecca	Life Skills Employability Skills	\$4,820
23. Josefek, Rebecca	Life Skills Voc Coop Educ	\$4,820
24. Kissel, Christopher	Life Skills US History	\$4,820
25. Kissel, Christopher	Life Skills World Geography	\$2,410

26. Markus, Rob	IH American Literature	\$960
27. Markus, Rob	AP English Lang & Comp	\$960
28. Moreno, Amy	IB Lang A Spanish IBDP2	\$2,410
29. Rauch, Stephen	US History	\$960
30. Rutstein, Neal	IB Language and Lit DP 1	\$4,820
31. Rutstein, Neal	IB Language and Lit DP 2	\$2,410

IV. Approved Leaves

- 1. Appelman, David**
 Begin Date: February 1, 2022
 End Date: June 1, 2022
 Type: FMLA Intermittent
Math Teacher, Proviso East
- 2. Garcia, Jose**
 Begin Date: February 10, 2022
 End Date: June 1, 2022
 Type: FMLA Consistent
Security Officer, Proviso West
- 3. Gibfried, Jonathan**
 Begin Date: February 22, 2022
 End Date: March 4, 2022
 Type: FMLA Consistent
Social Studies Teacher, Proviso East
- 4. Ireland, Courtney**
 Begin Date: February 1, 2022
 End Date: June 1, 2022
 Type: FMLA Consistent
Math Teacher, PMSA
- 5. Mathew, Shirin**
 Begin Date: March 12, 2022
 End Date: June 1, 2022
 Type: Unpaid Leave of Absence
Math Teacher, PMSA
- 6. Norman, Christopher**
 Begin Date: February 1, 2022
 End Date: February 28, 2022
 Type: FMLA Consistent
Social Studies Teacher, Proviso East

7. Walker, Daphne

Begin Date:

End Date:

Type:

Nurse Admin Assistant, Proviso East

February 1, 2022

June 1, 2022

FMLA Intermittent

Proviso Township High Schools District 209 - FY 22 Employee Count & Staffing Summary
PROJECTION WORKSHEET November 2021 BOE

CATEGORY	East	West	PMSA	District	Total Employee Count	Board Approved Allocation	Vacancies	Leaves of Absence	Vacancy Detail
Administration	7	6	3	33	49	54	6	0	
Instructional Staff	108	118	55	1	282	290	7	2	
Support Staff	17	17	6	10	50	53	2	0	
Information Technology	1	0	0	0	1	1	0	0	
Business Office	1	1	0	4	6	6	0	4	322
Security	20	19	7	0	46	53	7	8	
Teacher Aides & Other Support Staff	13	13	1	1	28	33	3	0	
Operations & Maintenance	24	26	13	0	63	72	8	0	
Nutrition Services	8	9	5	0	22	32	11	0	
NJROTC / Resource Teacher	3	2	0	0	5	6	1	0	
TOTALS	202	211	90	49	552	600	45	14	

**PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
FY22 Personnel Count Report - November 2021**

	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	East	West	PMSA	District	
	Head Count by Building						Allocations by Building					Vacancies by Buildings				Employee Name				
ADMINISTRATION																				
Superintendent	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Dr. James Henderson
Deputy Superintendent of Schools	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Dr. Sharon Williams
Deputy Superintendent for Academics	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. Kevin Brown
Deputy Superintendent for Operations	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dan Johnson
Executive Director - Human Resources	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. John Chiles
Executive Director - Finance	0	0	0	1		1	0	0	0	1	1	0	0	0	1					VACANCY
Executive Director - Teaching, Learning and Accountability	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. Greta Mitchell-Williams
Executive Director - Student Services and Equity	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. Kathy Richard-Andrews
Special Assistant to Superintendent	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Patrica Smith
Principal	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	Rodney Hull	Dr. Bessie Karvelas	Elizabeth Martinez		
Grade Level Principal	4	3	2	0		10	4	4	2	0	1	0	1	0	0	Zaida Hernandez Dr. Alexander Brandon Latoya McIntosh Kisha Lang	Kermit Blakely Dr. Albert Brass Joseph Kosina VACANT (Dr. Diana Thomas)	Cristin Chiganos Shaylon Walker		
Athletic Directors	1	1	0	0		2	1	1	0	0	0	0	0	0	0	Calvin Davis	Cyrus McKinnis			
Coordinator I - EL	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Ernesto Saldivar
Coordinator I - ELA	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Angela Marino
Coordinator I - Math	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Lisa Luna
Coordinator I - Science	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Alexander Aschoff 323
Coordinator I - Social Studies	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Stephen Ngo
Coordinator I - Special Education	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Ramonda Fleming
Coordinator I - Accounting and Finance	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Leonard Moody
Coordinator I- Staffing and Recruitment	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Brenda Horton
Coordinator I - Computer Solutions	0	0	0	1		1	0	0	0	1	0	0	0	0	0					John Smith
Coordinator I - Network Systems	0	0	0	1		2	0	0	0	2	1	0	0	0	1					Martin Smith VACANT
Coordinator I: State & Federal Programs	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. Deborah Watson-Hill
Director - Technology	0	0	0	0		1	0	0	0	1	1	0	0	0	1					Michael Pritchard
Manager - Facilities	0	0	0	1		1	0	0	0	1	0	0	0	0	0					LT Taylor
Manager - School Security	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Levertis Robinson
Manager - Student Nutrition	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Stephanie Garza
Manager - Transportation	0	0	0	1		1	0	0	0	1	0	0	0	0	0					William Garrett
Public and Community Outreach Officer	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Nicole Wilson
Coordinator II - International Baccalaureate	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Rebecca Tanaka
Coordinator II - Special Education Programming	1	1	0	0		2	1	1	0	0	0	0	0	0	0	Dr. Akiva Carson	Beverly Harris-Hughes			
Coordinator II - Student Information System	0	0	0	0		1	0	0	0	0	1	0	0	0	1					Vacant
Coordinator II- MTSS	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Dr. Debra D. Thomas
Specialist - Benefits	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Arlene Sabado
Human Resources Generalist	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Tiffany Jenkins
Coordinator II - Data, Enrollment and Recruitment	0	0	0	0		1	0	0	0	1	1	0	0	0	1					David Fortner
Coordinator II - Payroll	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Marcia Watson
Coordinator II - Transition	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Mark Mini
Coordinator II - Technology Integration	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Lindsey Coppola
Coordinator II- Information Systems	0	0	0	1		1	0	0	0	1	0	0	0	0	0					Lamont Bennett
Total Admin	7	6	3	33	0	54	7	7	3	36	6	0	1	0	5					

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	Head Count by Building				Leave of Absence	BOE Allocation	Allocations by Building				Total Vacancies	Vacancies by Buildings				Employee Name					
	East	West	PMSA	District			East	West	PMSA	District		East	West	PMSA	District	East	West	PMSA	District		
INSTRUCTIONAL STAFF																					
Art	4	2	3	0	0	9	4	2	3	0	0	0	0	0	0	0	0	Alison Hardiman Daphne Hill Todd Bittorf Laura Turk	Patricia Black-Martul Sean Shipley	Jenna Bansbach Jeannine Cornelius Marcia LaPorte	
Business Education	3	2	0	0	0	5	3	2	0	0	0	0	0	0	0	0	0	Monique Burey Monica Evans Richard Pittman	Daniel Renaud Shaurae Winfield		
EL	2	2	0	0	0	4	2	2	0	0	0	0	0	0	0	0	0	Karen Hayslett Ilija Sisarica	Michael Costello Kaitlyn Remian		
English	15	16	8	0	0	39	15	16	8	0	1	0	1	0	0	0	0	Ashley Avila Catherine Bojalad-Baginski Courtney Clay Ashley Glickman Patricia Gonzalez Lynn Harris Kate Hawley Catherine Josephs Brandon Kujawa Jennifer Moore Andre Moffett Saima Iqbal Tabitha Wordlaw-Franklin Amanda Willner	Sherry Bates Romanelli, Anthony Alison Callaghan Sarah Fromius-Hough Carissa Gillespie Angda Goel Jennifer La Bash Adenike Natschke Quiana Patton Laura Gray Allison Ruggiero Robin Sears Anastasia Spiridis Skoupas Beata Wesolowski Teresa Miceli Michaela Smith	Courtney Beresheim Kathryn Ovalle Erin Mason Robert Markus Robyn Phifer Shantia Robinsom Neal Rutstein Diane Weiner	
Family & Consumer Sciences	4	3	0	0	0	7	4	3	0	0	0	0	0	0	0	0	0	Patricia Green Jennifer Miller Keith Morris Natalia Bivens	Suzanne Green Margaret Riley Constance Jesukaitis		324
Guidance	8	8	4	0	0	20	8	8	4	0	0	0	0	0	0	0	0	Evelyn Abelar Tonya Bridges Lisa DiSilvio John Kornthueyer Stephanie Nix (Julie Kopf) George Pappas Linda Soria-Alvarez Shinelle Taylor	Stefanie Andrews Araceli Avila Sherman Blade Karina Morales Rafaella Harris (Adler) Claudia Holland Lynell Ingram Nicole O'Connor	Melissa Lugo Nikki Mejstrik Constance Paprocki Amy Paulus	
Instructional Coach	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	0	0	Megan Delaney	Brian Hurley		
Interventionist	2	2	0	0	0	4	2	2	0	0	0	0	0	0	0	0	0	Shikha Bhala Jeanine Rainey	Dr. Anne Gottlieb Sharonda Kimbrough		
Library	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	0	0	Victoria Therriault	Shannon Scott	Shoshana Fiala	
Mathematics	10	14	9	0	0	35	11	15	9	0	1	1	0	0	0	0	0	David Appelman Brian Hesik Hannah Henry Daniel Kram Angela Lanzillotti Dale Pijut Raja Shab Carisa Tran Miguel Uribe Lopez-EL Ryan Walker Andre Zabrodsky	Louis Arce Parampreet Aulakh David Blood Keith Brown Sergio Castillo Clezeal Collains William Klaus James Marter Faith Medlock Damian Perez- EL Jozsef Rosko Joseph Russo Kristina Sauter Larry Spires Ernest Travis	Michael Boker Kurt Wolff-Klammer Jill Ireland Farid Moraveji Rebecca Resnick Peter Scheidler Josh Shaffer Jennifer Stompor Rolando Vega Puente	
Music	1	2	1	0	0	4	1	2	1	0	0	0	0	0	0	0	0	Cletis Seals	Samuel Atcher Salina Watson	Matthew Brown	
Psychologist	1	1	0	1	0	3	1	1	0	1	0	0	0	0	0	0	0	Gloria Washington	Treavon Burton		Jennifer Keene

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	Employee Name	Employee Name	PMSA	District				
	Head Count by Building						Allocations by Building					Vacancies by Buildings								Employee Name			
Physical Education	9	8	5	0	0	23	9	9	5	0	1	0	1	0	0	Alexander Analitis Christopher Barbian Bennie Goslawski Ernest Horton Darryl Howell Jr Amy Koczor Tracy McCormick Daniel Sutton Daniel Vashinko	Amanda Barajas Jennifer Crowley Ryan Elisco Randall Spaulding Brian Williams Shane McNally Joseph Zubeck Michael Greeen Jordan Subrinsky	Robert Reich Jessica Schaub Paula Struwing Vincent Stubstad Peter Zak					
Science	9	12	8	0	0	32	10	14	8	0	3	1	2	0	0	Marianne Crawford Isabel Castellanos-Gueverra Cathy Hillegonds Crystal McAllister Ann McElhatton Justin Moore Chadia Razeq Veronica Raceala Anthony Solano Myrna Turner	Danielle English Jason Grey Kaitlyn Garland Emma Holli-Murphy Jeremy Humphreys Zachary Kjeldsen Joanne Klonowski James Lane Michelle Lucas Edward McNally Rodney Noble Jennie Polizzotto Gene Newcomb David Vassallo	Mary Beidas Joshua Burton Daniel Caldwell Sarah Huels Dr. Todd Gatlin Laura Gregg Matthew Shinn John Wardisani					
Social Studies	14	15	9	0	1	38	14	15	9	0	0	0	0	0	0	George Bunn Christine Corso Jonathan Gibrifred Ryan Martin Martina McEllistrim Joshua Mullen Christopher Norman Lucio Oquendo Jr Ralph Perry Jessica Piemonte Micaela Soto- EL Christopher Sunner Lindsey Townsend Paula Short	Jennifer Gordon James Brakie Danele Butler Robert Sylvan Karen Hammoud Scott Hendrickson Timothy Herbert Frank LaGrassa Katherine Loulousis Diana Medina-Olague EL Andrew Hitzhusen Stephen Rauch Victoria Spiering Carlos Villanueva Robert Wortel EL	Sarah Petruzzi Asselborn Stephen Colwell Colette Salinas Michael Kozma Alexandra Momney Rex Nyquist Kelly O'Connell-Martinez Tony Valente Victoria Medrano	Martin Ryan - FMLA				
Social Workers	3	4	0	0	0	8	4	4	0	0	0	0	0	0	0	Amy Santino Okine, Nefeteri Hannah McCarthy Carol Murchison	Laura Elk-Weist Charlotte Grady Jeri Mathew - Hogan Elsa Montoto Vega						
Special Education	16	17	0	0	1	34	17	17	0	0	1	1	0	0	0	Edwin Bagley Meghan Barone Lauren Brecheisen Lori Coughran Beth Buffa (Culp) Lauren Deady Toni Ezell JoDonna Gautschy VACANCY Patrick Hackett Rebecca Josefek Susan Katz Dean Lodovico David Moss Joseph Radecki Michelle Sirota Marhonda Atcher	Don Abernathy Daniel Biniewicz Gina Capasso Satyam Contractor Steven Ford Jesus Guillen Julius Shelby Devon Harris Tracy Quadri Dionne Jefferson Tina Lira Kevin Morrow Linda O'Connell Suzan Smith Rebecca Wilson Caryn Weldon Christopher Kissel		Toni Ezell - FMLA				
Technology	1	3	1	0	0	5	1	3	1	0	0	0	0	0	0	Donald Robinson	Carl Fedele April Senase Ontisar Freelain	Abdur-Rehman Syed					

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PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	East	West	PMSA	District	
	Head Count by Building						Allocations by Building					Vacancies by Buildings								Employee Name
World Languages	4	5	6	0	0	15	4	5	6	0	0	0	0	0	0	Vanessa Collins Claudia Dominguez Anamaria Greab Janice Konstant EL	Wanda Cruz Jocelyn Dorleans Charles Hinriksson Zoe C. McManmon Bryan Otero	Amanda Duvall Audra Gart Dustin Greenburg Amy Moreno Elizabeth Restivo Margarita Levasseur		
Total Faculty	108	118	55	1	2	290	112	122	55	1	7	3	4	0	0					
SUPPORT STAFF																				
10-Month																				
Administrative Assistant - Dean Office	0	3	0	0	0	3	0	3	0	0	0	0	0	0	0	Latonia Carter Pearl Faleti Diann Lambert				
Administrative Assistant - Guidance Office	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Robin Brooks-Hancock Gwendolyn Willhite	Kya Hrobowski Valerie Garcia			
Administrative Assistant- Library	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Angela Satterfield				
Administrative Assistant- Main Office	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0					
Administrative Assistant- Special Education	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0		Kim Lindsey			
Permanent Building Substitutes	3	2	3	0	0	9	3	3	3	0	0	0	0	0	0	Jennifer Jaworski Stephen Klir LaJoyua Porter	Robert Issaac Dwon Kelly Demetrius Sudduth-Peterson	Herman Walters Andrea Morgenson Ricci Chaidez-Rivera		
Total 10-Month Support Staff	7	8	3	0	0	19	7	9	3	0	0	0	0	0	0					
12 month																				
Administrative Assistant - Deputy Superintendent of Education	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Carla Johnson	
Administrative Assistant-Office of Education Services	0	0	0	4	0	4	0	0	0	4	0	0	0	0	0				Janessa Salgado Roberto Daniel Valerie Ford Sheana Bryant 326	
Administrative Assistant - Office of Finance	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Mary O'Rourke	
Administrative Assistant- Deputy Superintendent for Operations	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Michelle Edwards	
IT Generalist	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Milan Massey-Haley	
Executive Assistant - Board of Education	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Charlene Vazquez	
Registrar	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Deanna Adams	Shirley Magee			
Administrative Assistant-Athletics	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Joanne Washington	Marion White			
Administrative Assistant- Attendance	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Jacqueline Hernandez	De Cora Hooper			
Administrative Assistant- Bookroom	1	0	0	0	0	2	1	1	0	0	1	0	1	0	0	Don Racan	Kevin McKinnie			
District Spanish Communications Specialist & Translator	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0				Noemi Mendieta	
Administrative Assistant - Education Services	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Johnnie Lucas	Lorena Jacobo			
Administrative Assistant - Enrollment Services	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Harriet Naylor	Lynette Garcia			
Administrative Assistant- Main Office	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	Wanda Teruel	Swea Ingram	Tiffany Lawrence Brooks		
Administrative Assistant& Nurse Assistant	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Daphne Walker	Sherice York			
Administrative Assistant- Office of the Principal	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	Karmen Green	Angel Banks	Marchanne Chamber		
Administrative Assistant-Student Life	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	Shavonne Henry	Jeanetta Geans	Adriana Aviles		
Specialist- Grants	0	0	0	0	0	1	0	0	0	1	1	0	0	0	1				Rajeska Jackson	
Total 12-Month Support Staff	10	9	3	10	0	34	10	10	3	11	2	0	1	0	1					
Total Support Staff	17	17	6	10	0	53	17	19	6	11	2	0	1	0	1					

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	East	West	PMSA	District	
	Head Count by Building						Allocations by Building					Vacancies by Buildings				Employee Name				
Technology																				
Computer Lab Aides	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Machines/Stock Clerk	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	Marc Jones				
Total Information Technology	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0					
Business Office																				
Assistant to Purchasing Specialist	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Annette Eiland-Jones
Business Office Liasion	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	Devaughn Benion	Ida Chester			
Coordinator II - Payroll	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Marcia Watson
Generalist - Business Office	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Keonce Chambers
Purchasing Specialist	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0					Charlotte White
Total Business Office	1	1	0	4	4	6	1	1	0	4	0	0	0	0	0					
Security																				
Lead Manager	0	1	1	0	0	2	0	1	1	0	0	0	0	0	0		Donald Mobley	Johnni Womack Jr.		
Full-time Security	13	12	4	0	0	31	14	13	4	0	2	1	1	0	0	Peaches Barker Donald Boyce Cleophus Donaldson Mary Douglass Elizabeth Manzo Charles Thompson Rochell Rogers Sofia Diaz Willard Ford Brian Robinson Jeffery Ford Adam Smith Liza Green VACANT	Lance Brown Terriel Cannon Vincent Carter Brody Farries Jose Garcia Darien Johnson Walker Lionel Mackey Frank Piaranunzi Patricia Powell Lavar Stepter Johnnie Williams Jr Bobby Grant Daryll Mitchell	Jacqueline Arreola Tami Smith Banner Keeshawn Young Anthony White		327
Part-time Security	5	5	2	0	0	14	7	5	2	0	2	2	0	0	0	Antonio Gaddis Billy Russell Chere Loury Richard Rodgers Terrance Mathus Marques Walton VACANT	LaSwhawn Burrell Chaylan Gaddis Darryl Pruitt William Williams Ashley Johnson	Anthony Elam Shellsallam Simpson		
Lunchroom Monitor	2	2	1	0	0	8	4	3	1	0	3	2	1	0	0	Liza Green Vacancy Barbara Moore Jeffrey Ford Vacancy Betty Thomas	Laura Bailey Valeria Neal Adam Smith Vacancy	Beatrice Thomas		
Total Security	20	19	7	0	8	53	25	21	7	0	7	1	2	0	0					

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	Employee Name	Employee Name	Employee Name	Employee Name	
	Head Count by Building						Allocations by Building					Vacancies by Buildings								Employee Name
Teacher Aides/Other Support Staff																				
Assistant to the Band Director	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	0	Everett Newchurch	Zachary Jones		
ESL Tutor	1	2	0	0	0	3	1	2	0	0	0	0	0	0	0	0	Dilson Julio	Triniece Batts Tiffany Tyler		
Job Coach	0	0	0	1	0	1	0	0	0	1	0	0	0	0	0	0				Montese Walker
Paraprofessional- Full-time	5	7	0	0	0	13	6	7	0	0	0	0	0	0	0	0	Antonio Gonzalez Diana Johnson Erica Tyus Michael Wright Carla Yates Lincoln Smith	Cheryl Brown Bria Laudo Ana Mazzulla Fatima Norwood Marco Parrott Charharie Riales Lauren Robertson		
Paraprofessional - Part-time	3	2	0	0	0	7	4	3	0	0	2	1	1	0	0	0	Glenida Hampton Angela Higgins Lajoyua Porter Richard Westbrook	Anthony Longstreet Kinnika Wade Carrie Washington		
Specialist-Parent Engagement	1	1	0	0	0	2	1	1	0	0	0	0	0	0	0	0	Eva Kardaras	Delinda Hyde		
School Nurse	1	0	1	0	0	3	1	1	1	0	0	0	0	0	0	0	Verna Pitman	Kenneth Holland	Maria Ochoa-Delgado	
Spanish Communication Translator & Office Aide	1	0	0	0	0	2	1	1	0	0	1	0	1	0	0	0	Jessica Mancilla	Rosa Elena LeGraff		
Total Support Staff	13	13	1	1	0	33	15	16	1	1	3	1	2	0	0					
Operations and Maintenance																				
Building Leads	1	0	1	0	0	2	1	0	1	0	0	0	0	0	0	0	Al McDonald		Leon House	
Custodian - Day	3	3	2	0	0	8	3	3	2	0	0	0	0	0	0	0	Terrace Craig Reginald Johnson Darrell Straughter	Denise Daniels Anthony Harris Leroy Hughes	Ana Garcia Rayda McCarroll Wynn	328
Custodian - Night	9	11	5	0	0	27	10	12	5	0	2	1	1	0	0	0	Elicelda Angelino Lamar Davis Shahee Green Jesse Hayes James Jenkins Jeffery Madlock Danielle Murray William Taylor Ambrosio Velazquez Juan Velazquez	Jerry Gladney Michael Graham Rodney Jay Jessica Lopez de Gallegos Shavon Miller Aricia Plomero Javier Plomero Ofelia Sotelo Sergio Tellaz-VACANCY Eligio Velazquez Luis Villalva Wenceslada Macias	Maribel Avitia Salvador Enciso Jose Galvan Ambrosio Velazquez Jeffrey Madlock	
Fireman	1	3	0	0	0	5	2	3	0	0	1	1	0	0	0	0	Terry Edmond Terrance Gardner- VACANCY	Darwin Duncan Sergio Noyola Dario Rodas-Beltran		
Lead Fireman	1	0	1	0	0	3	1	1	1	0	1	0	1	0	0	0	Steve Gluecklich	Jeffrey Walker	Corey Johnson	
Maintenance I	7	5	3	0	0	17	7	7	3	0	1	0	1	0	0	0	Claude Brown Joseph Cozzi Anthony Donatille Woodrow Shelton Thomas Sloan Vincent Trombetta Vito Pirozzolli	Darwin Duncan Martin Echevarria Ronald Good Donald Knapp Roy Ruiz Billy Welch Keith Williams	Donnis Stockdale Nicholas Zambale Calvin Taylor	
Maintenance II	2	3	0	0	0	7	4	3	0	0	2	2	0	0	0	0	William Garrett-VACANCY Calvin Taylor VACANCY Earl Watts Jr Larry Williams	Andres Aviles Sergio Tellez Gregory Walker		
Maintenance	0	1	1	0	0	3	1	1	1	0	1	1	0	0	0	0	Leon House-VACANCY	Jose Perales	Robert Brown	
Total O&M	24	26	13	0	0	72	29	30	13	0	8	5	3	0	0					
Nutrition Services																				
Kitchen Supervisor	1	1	1	0	0	3	1	1	1	0	0	0	0	0	0	0	Leticia Dixon	Kenneth Banks	Joe Ratley	

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
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	East	West	PMSA	District	Leave of Absence	BOE Allocation	East	West	PMSA	District	Total Vacancies	East	West	PMSA	District	East	West	PMSA	District	Employee Name
	Head Count by Building						Allocations by Building					Vacancies by Buildings				Employee Name				
Kitchen Lead	1	1	1	0		3	1	1	1	0	1	0	0	1	0	Sierra McGhee	Nikkia Stone	Deaja Griffin		
																LaRhonda Sanderson	Annette Givens	Sandra Lewis		
																Jessica Smith	Sabrina Fuller	Gillian Brown		
																Tanay Jefferson	Cynthia Rivera	Mitchell Powell		
																Sariah Vance	Kunta Watts	Audia Linton		
																Twanna Young	Margarita Fonseca			
																Cynthia Williams	Kimberley Burke			
Food Service Worker	6	7	3	0		26	10	10	6	0	10	4	3	3	0		Thelma Robinson			
																	Daphne Smith			
Total Nutrition Services	8	9	5	0	0	32	12	12	8	0	11	4	3	4	0					

PROVISO TOWNSHIP HIGH SCHOOL DISTRICT 209 Office of Human Resources
 FY22 Personnel Count Report - November 2021

	Head Count by Building				Leave of Absence	BOE Allocation	Allocations by Building				Total Vacancies	Vacancies by Buildings				Employee Name			
	East	West	PMSA	District			East	West	PMSA	District		East	West	PMSA	District	East	West	PMSA	District
Other Contractual																			
NJROTC	3	2	0	0	0	6	3	3	0	0	1	0	1	0	0	Daisy Blanchard Darryl Person McKinley Toombs	William Goggins Regina Hawley Larquis Sowell		
Resource Teacher (100-day)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Total Other Contractual	3	2	0	0	0	6	3	3	0	1	1	0	1	0	0				
GRAND TOTALS	202	211	90	49	14	600	222	231	93	54	45	14	17	4	6				

Action Item

Subject:

Approval of Resolution Authorizing the Non-Renewal of Administrative Contracts

Background:

For the non-renewal of any non-tenured teacher, the Board of Education shall take action and notice must be provided to the employee 45 days before the end of the school term. 105 ILCS 5/24-11.

Superintendent's Recommendation:

That the Board of Education of Proviso Township High Schools District 209 Accept the Superintendent's recommendation to approve the Resolution of the Board of Education of Proviso Township High Schools District 209 Authorizing the Non-Renewal of Certified/Licensed Employees as presented in closed session.

H. Approval of Resolution Authorizing the Termination of Educational Support/Special Payroll - **Action Item**

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Action Item

Subject:

Approval of Resolution Authorizing the Termination of Educational Support/Special Payroll

Background:

For the non-renewal of any non-tenured teacher, the Board of Education shall take action and notice must be provided to the employee 45 days before the end of the school term. 105 ILCS 5/24-11.

Superintendent's Recommendation:

That the Board of Education of Proviso Township High Schools District 209 Accept the Superintendent's recommendation to approve the Resolution of the Board of Education of Proviso Township High Schools District 209 Authorizing the Non-Renewal of Certified/Licensed Employees as presented in closed session.

Action Item

Subject:

Approval of Resignation Agreement with Licensed Employee

Background:

For the non-renewal of any non-tenured teacher, the Board of Education shall take action and notice must be provided to the employee 45 days before the end of the school term. 105 ILCS 5/24-11.

Superintendent's Recommendation:

That the Board of Education of Proviso Township High Schools District 209 Accept the Superintendent's recommendation to approve the Resolution of the Board of Education of Proviso Township High Schools District 209 Authorizing the Non-Renewal of Certified/Licensed Employees as presented in closed session.

FOIA Report

In February 2022, Proviso Township High Schools District 209 received the following FOIA request:

February 1, 2022 – **Fred Franzwa** requested copies of the itemized corporate credit card statement. *Information was provided.*

February 2, 2022 – **Juliana Broad** requested copies of current contract(s) with all entities providing food services; with all entities providing janitorial, maintenance, and/or cleaning services; with all entities providing security and/or school safety services. *Information was provided.*

February 23, 2022 – **Kathleen Franzwa** requested copies of the financial audit report. *Information was provided.*

March 15, 2022

16. Old Business
17. New Business
18. Adjourn