

## Regular Board Meeting

Monday, December 8, 2025 7:00 PM

Downers Grove Civic Center, 850 Curtiss Street, Downers Grove, Illinois 60515

### 1. Opening Items

1.A. Call to Order and Roll Call

### 2. Pledge of Allegiance and School Report

2.A. Herrick Middle School

### 3. Non-Action Reports

3.A. Communications

3.B. Spotlight on our Schools: District 58  
Class/Section Development Process

**Speaker (s):** Justin  
Sisul

### 4. Reports to the Board

4.A. Superintendent Report

**Speaker (s):** Dr. Kevin  
Russell

4.B. Monthly Business

**Speaker (s):** Dr.  
Gregory Harris

4.C. Treasurer's Report

**Speaker (s):** Dr.  
Gregory Harris

### 5. Policy Committee

5.A. First Reading: PRESS Issue 120

### 6. Legislative Committee

### 7. Financial Advisory Committee

7.A. Report on the December 5, 2025 meeting

**Speaker (s):** Darren  
Hughes

### 8. District Leadership Team

### 9. Health & Wellness Committee

9.A. Report on the December 2, 2025 meeting

**Speaker (s):** Nicole  
Bernard

### 10. SASSED Report

**Speaker (s):** Kevin  
Russell

### 11. Discussion

11.A. Proposed Village of Woodridge TIF--75th  
Street Corridor

**Speaker (s):** Kevin  
Russell

### 12. Public Comment

12.A. Public Comment Guidelines

### 13. Recess

13.A. Recess will be taken at Chair's  
discretion

**14. Approval of Minutes**

14.A. Regular Meeting - November 10, 2025

**15. Consent Agenda**

15.A. Financial Reports ~ List of Bills & Summary

15.B. Personnel Report: 1) Assignments; 2) Resignations; 3) Family Medical Leaves of Absence; 4) Unpaid Leave of Absence; 5) Stipends

**16. Recommendations for Action**

16.A. 2025 Certificate of Tax Levy

16.B. Resolution Authorizing the Transfer of Interest Income from the Capital Projects Fund to the Educational Fund

16.C. Additional Classroom Lease to SASSED for 2025-2026 School Year

**17. Construction Consent Agenda**

17.A. Phase III Furniture Purchase

17.B. Allocation of Owner's Contingency for Herrick Middle School Construction

**18. Announcements**

18.A. Upcoming Meetings & Events

**19. Closed Session**

19.A. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. 5 ILCS 102/2(c) (1)

19.B. Consideration of student disciplinary matters. 5 ILCS 120/2(c) (9)

19.C. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c) (10)

19.D. Litigation...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)

**20. Adjournment**

# HERRICK SPOTLIGHT

[WWW.DG58.ORG/HE](http://WWW.DG58.ORG/HE)

@HERRICKMS



# PRESENTERS



- Student Council Reps
- PTA President
- Assistant Principals
- Principal

# POSITIVE PROGRESS



1 Culture and Climate Updates

2 Construction Updates

3 PTA Updates

4 Student Progress

5 Instructional Updates



**BUILDING  
CHANGE  
PEOPLE  
CHANGE**

# CULTURE AND CLIMATE

There are so many good things happening at Herrick! Students cannot learn their best unless they know they are safe and cared for. Here are some of the things that are helping to build a positive culture and climate at Herrick

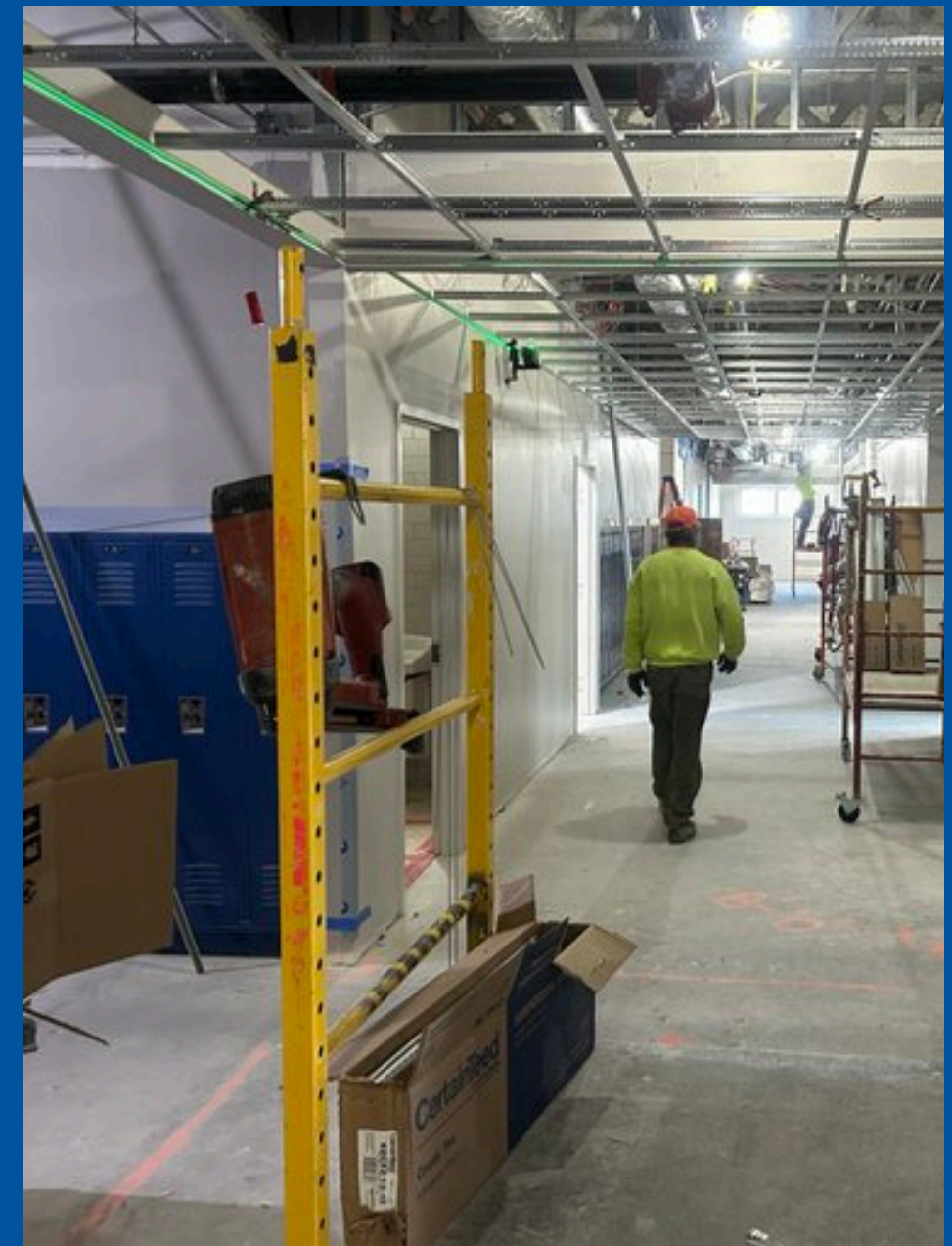
- Golden Tickets
- Spartan Store
- Emphasizing Connections
- Student Council Successes
- SSP Competitions
- Kindness Challenge



# PTA UPDATES



# CONSTRUCTION UPDATES



# STUDENT PROGRESS

OVERALL GROWTH SUMMARY 24-25



School:

**HERRICK MIDDLE SCHOOL**

Growth Year: **2024-2025**

Growth Comparison Group: **Local District**

Term: **Spring**



## Student Growth by Subject

Subject	Student Count <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth Effect Size
ELA	595	81%	24%	63%	13%	+ 0.21
Mathematics	595	65%	15%	62%	22%	- 0.14
<b>ALL</b>	<b>595</b>	<b>73%</b>	<b>19%</b>	<b>63%</b>	<b>18%</b>	<b>+ 0.04</b>
<b>EXPECTED</b>			<b>16%</b>	<b>68%</b>	<b>16%</b>	<b>0.00</b>

<sup>^</sup> Dot color is green for all growth scores that are not statistically significant



\*\*Percentages may not add to 100 due to rounding

# STUDENT PROGRESS

Fall ELA MAP 2025



## Student Growth by Grade

Grade	Student Count <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth Effect Size
07	305	79%	13%	69%	18%	- 0.02 
08	319	82%	23%	63%	13%	+ 0.15 
<b>ALL</b>	624	80%	18%	66%	16%	+ 0.06 
EXPECTED			16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Student count only includes students with at least 1 predictor

\*\*Percentages may not add to 100 due to rounding




\*\*\*Results not reported for groups with fewer than 5 students

# STUDENT PROGRESS

Fall Math MAP 2025



## Student Growth by Grade

Grade	Student Count <sup>^</sup>	% Met Benchmark	% High Growth	% Expected Growth	% Low Growth	Growth Effect Size
07	304	65%	15%	67%	17%	- 0.05 
08	319	59%	13%	61%	26%	- 0.30 
<b>ALL</b>	623	62%	14%	64%	22%	- 0.18 
<b>EXPECTED</b>			16%	68%	16%	0.00

\* Dot color is green for all growth scores that are not statistically significant

<sup>^</sup> Student count only includes students with at least 1 predictor

\*\*Percentages may not add to 100 due to rounding

\*\*\*Results not reported for groups with fewer than 5 students

# SCHOOL IMPROVEMENT PLAN

---

Math Curriculum Review and Pilots

Academic Vocabulary Immersion

Assessment Practices Alignment

**THANK YOU**





**Downers Grove Grade  
School District 58**

We Envision. We Seek. We Believe

---

**District 58 Class/Section  
Development Process**

Board of Education Spotlight  
December 8, 2025

# Annual Process Overview

---

- Review/Confirm Established District Priorities
- Consider Budgetary Implications
- Identify Enrollment Projections
- Develop Tentative sections/schedules
- Confirm Student Enrollment/Registration
- Implement final sections/schedules



# Continued Staffing Priorities for 2025-26

---

- Adherence to class size targets as established in the 2018-2019 school year as much as reasonably possible
- Balance class sizes across the District, while keeping students in their home schools as much as possible
- Provide quality supports and services across all 13 schools in all instructional environments
- Continue to hire highly qualified, child-centered educators for all positions





# Staffing Targets (Presented in September 2019)

## Grades K-2:

**80% of classrooms will have 24 or fewer students**

If 25-27 students, communication related to the rationale

At 28 students, there needs to be an action of some sort (meeting, additional supports, additional staff, scheduling of specialists, etc.), along with communication about the decision

## Grades 3-6:

**80% of classrooms will have 26 or fewer students**

If 27-28 students, communication related to the rationale

At 29 students, there needs to be an action of some sort (meeting, additional supports, additional staff, scheduling of specialists, etc.), along with communication about the decision

## Grades 7-8:

**80% of classrooms will have 26 or fewer students**

If 27-28 students, communication related to the rationale

At 29 students, there needs to be an action of some sort (meeting, additional supports, additional staff, scheduling of specialists, etc.), along with communication about the decision

# Annual Staffing Process - Budget Considerations

- Based on the number of Full-Time Equivalent (FTE) positions
- Considerations of areas where we may anticipate an increase or decrease in FTE
  - Enrollment shifts
  - Program/Student Support needs
  - Necessary Budgetary Reductions
- Discussions throughout fall/winter
- Applies to Certified Staff as well as ESP personnel, though ESP does not impact class size



# Projecting class sections

- “Rolling up” all students (using current numbers to predict next year)
  - Unique Areas:
    - Kindergarten
    - Specialized Programs
      - Sections within programs
      - Impact on general education classes
    - Middle School
      - Math Levels, Gifted, Special Education Direct Instruction
- K-5 sections based on enrollment + impact of specialized programs
- 6-8 sections based on average class sizes (knowing that the logistics of scheduling can impact this calculation)
- Tentative staffing plans alongside budget projections/January-February
- Goal is to maintain some contingency within the budget



Students	Sections if you round down	Class Size if you round down	Class will be over the target by:	Sections if you round up	Class Size if you round up	Class size will be under the target by:	Class size difference between scenarios
22				1	22.0	4.0	22.0
23				1	23.0	3.0	23.0
24				1	24.0	2.0	24.0
25				1	25.0	1.0	25.0
26	1	26.0	0.0	1	26.0	0.0	0.0
27	1	27.0	1.0	2	13.5	12.5	-13.5
28	1	28.0	2.0	2	14.0	12.0	-14.0
29	1	29.0	3.0	2	14.5	11.5	-14.5
30	1	30.0	4.0	2	15.0	11.0	-15.0
31	1	31.0	5.0	2	15.5	10.5	-15.5
32	1	32.0	6.0	2	16.0	10.0	-16.0
33	1	33.0	7.0	2	16.5	9.5	-16.5
34	1	34.0	8.0	2	17.0	9.0	-17.0
35	1	35.0	9.0	2	17.5	8.5	-17.5
36	1	36.0	10.0	2	18.0	8.0	-18.0
37	1	37.0	11.0	2	18.5	7.5	-18.5
38	1	38.0	12.0	2	19.0	7.0	-19.0
39	1	39.0	13.0	2	19.5	6.5	-19.5
40	1	40.0	14.0	2	20.0	6.0	-20.0
41	1	41.0	15.0	2	20.5	5.5	-20.5
42	1	42.0	16.0	2	21.0	5.0	-21.0
43	1	43.0	17.0	2	21.5	4.5	-21.5
44	1	44.0	18.0	2	22.0	4.0	-22.0
45	1	45.0	19.0	2	22.5	3.5	-22.5
46	1	46.0	20.0	2	23.0	3.0	-23.0
47	1	47.0	21.0	2	23.5	2.5	-23.5
48	1	48.0	22.0	2	24.0	2.0	-24.0
49	1	49.0	23.0	2	24.5	1.5	-24.5
50	1	50.0	24.0	2	25.0	1.0	-25.0
51	1	51.0	25.0	2	25.5	0.5	-25.5
52	2	26.0	0.0	2	26.0	0.0	0.0
53	2	26.5	0.5	3	17.7	8.3	-8.8
54	2	27.0	1.0	3	18.0	8.0	-9.0
55	2	27.5	1.5	3	18.3	7.7	-9.2
56	2	28.0	2.0	3	18.7	7.3	-9.3
57	2	28.5	2.5	3	19.0	7.0	-9.5

## K-6 Enrollment for 2025-26 as of December 4, 2025

	BA	ES	Dual	FA	HG	HL	DLP	HP	IT	RISE	KG	BEST	LE	PD	RISE	WH
K	20	19		17	18	26		18	20		27		20	20		20
K	21	20		17	17	27		18	19		28		20	20		21
K													20			
K			25				4			5		3			4	
1	18	16		26	18	25		16	14		17		22	21		16
1	18	17		27	19	25		16	16		17		23	20		16
													23			
1			15				4			7		2			6	
2	20			16	21	20		18	20		20		19	25		18
2	20	21		16	20	20		18	22		21		19	26		18
2						20							18			
2			19				3			7		6			6	
3	20	16		24	21	23		28	22		18		21	21		19
3	20	16		24	20	23			23		19		22	20		20
3											19		22			
			20				1					3			6	
4		19		28	28	21		18	18		22		22	23		24
4	28	17		27	27	22		18	17		24		22	25		22
4													22			
			7				5			3		3			1	
5	18	22		24	18	25		22	22		22		20	27		22
5	17	21		24	19	26		21	19		22		20	26		20
5					18								20			
5			7				1			2		4			1	
6	15	16		20	27	26		17	19		26		22	22		19
6	15	15		19	28	27		16	19		27		23	22		19
6													23			
6													23			
6			5				2			2		4				

# Confirming Class Sections

---

Typically by April...

- Substantial Completion of Registration
- Math Acceleration/Gifted Eligibility
- Individual Students' IEP Meetings

This information allows us to create tentative schedules to share prior to the end of the school year

Potentially in August...

- Additional student registrations
  - Enrollment shifts
  - Identified needs

This may impact tentative schedules



**Downers Grove Grade  
School District 58**  
We Envision. We Seek. We Believe

# Communication Timeline

---

Tentative Plans relative to Budget - January  
Financial Workshop, updates as needed in spring

- Potential increases/reductions in FTE generally projected at this time

Projected Class Sections - before end of school year

- With less contingency, need to maintain more conservative sections

Final Class Sections - before the first day of school





**Downers Grove Grade  
School District 58**

We Envision. We Seek. We Believe

---

**Board Questions or  
Comments?**

**DOWNERS GROVE SCHOOL DISTRICT #58**

Investment Listing  
November 30, 2025

<u>Name</u>	<u>Frequency of Interest Receipts</u>	<u>Fund</u>	<u>Amount</u>	<u>% allocated to fund</u>	<u>Rate</u>	<u>Purchased</u>	<u>Maturity</u>
<b>Money Market</b>							
PMA LIQ/MAX Account	Monthly	CR	\$ 22,474,503.39	100.00%	3.92	N/A	N/A
Hinsdale Bank & Trust	Monthly	MR	1,170,208.64	100.00%	4.17	N/A	N/A
Illinois Portfolio, IIIT Class	Monthly	ED	40,275.49	39.00%	3.97	N/A	N/A
		O&M	11,359.72	11.00%			
		SF	3,098.10	3.00%			
		IMRF	3,098.10	3.00%			
		FICA	2,065.45	2.00%			
		WC	43,373.59	42.00%			
			<u>103,270.45</u>	<u>100.00%</u>			
Fifth Third Securities	Monthly	ED	(26,736.01)	--	3.80	N/A	N/A
		O&M	1,494.98	--			
		SF	1,082.77	--			
		DS	3,582.90	--			
		IMRF	1,220.64	--			
		CP	54.97	--			
		WC	19,285.54	--			
		LS	14.21	--			
			<u>0.00</u>	<u>100.00%</u>			
Goldman Sachs	Monthly	ED	26,525,891.15	99.85%	3.47	N/A	N/A
		O&M	2,158.45	0.01%			
		SF	1,563.30	0.01%			
		DS	5,172.99	0.02%			
		IMRF	1,762.36	0.01%			
		CP	79.36	0.00%			
		WC	27,844.49	0.10%			
		LS	20.53	0.00%			
			<u>26,564,492.63</u>	<u>100.00%</u>			
<b>Total Money Market</b>			<b><u>50,312,475.11</u></b>				
<b>Government Obligations</b>							
US Treasury Notes	Semi-annual	ED	1,951,421.78	100.00%	3.906	07/01/25	02/19/26
US Treasury Notes	Semi-annual	ED	2,918,446.67	100.00%	3.907	07/01/25	03/19/26

**DOWNERS GROVE SCHOOL DISTRICT #58**Investment Listing  
November 30, 2025

<u>Name</u>	<u>Frequency of Interest Receipts</u>	<u>Fund</u>	<u>Amount</u>	<u>% allocated to fund</u>	<u>Rate</u>	<u>Purchased</u>	<u>Maturity</u>
US Treasury Notes	Semi-annual	ED	5,819,616.00	100.00%	3.906	07/01/25	04/16/26
US Treasury Notes	Semi-annual	CR	<u>1,661,255.64</u>	100.00%	3.630	11/07/25	04/30/26
<b>Total Government Obligations</b>			<b><u>12,350,740.09</u></b>				
<b>Certificates of Deposit</b>							
22nd State Bank, AL	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
All Capital Bank, OK	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Anstaff Bank, AR	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
CNB St. Louis Bank, MO	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Carson Bank, KS	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Community First National Bank, KS	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Community National Bank & Trust, KS	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Dakota Heritage Bank of North Dakota, ND	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Flagstar Bank NA, NY	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Freedom Bank, NJ	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Northeast Bank, ME	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Servbank, IL	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Southern States Bank, AL	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Stone Bank, AR	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Sunrise Banks, MN	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
The Queenstown Bank of Maryland, MD	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25

**DOWNERS GROVE SCHOOL DISTRICT #58**Investment Listing  
November 30, 2025

<u>Name</u>	<u>Frequency of Interest Receipts</u>	<u>Fund</u>	<u>Amount</u>	<u>% allocated to fund</u>	<u>Rate</u>	<u>Purchased</u>	<u>Maturity</u>
West Gate Bank, NE	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
United Bank of Union, MO	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
D.L. Evans Bank, ID	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
Wayne Bank, PA	Semi-annual	CR	matured	100.00%	4.110	05/22/25	11/20/25
First Bank, NJ	Semi-annual	CR	240,600.00	100.00%	4.027	05/16/25	04/30/26
NorthEast Community Bank, NY	Semi-annual	CR	240,600.00	100.00%	4.017	05/16/25	04/30/26
West Texas State Bank, TX	Semi-annual	CR	240,500.00	100.00%	4.050	05/16/25	04/30/26
First State Bank of DeQueen, AR	Semi-annual	CR	240,600.00	100.00%	4.020	05/16/25	04/30/26
Western Alliance Bank, CA	Semi-annual	CR	240,600.00	100.00%	4.018	05/16/25	04/30/26
GBank, NV	Semi-annual	CR	240,500.00	100.00%	4.017	05/16/25	04/30/26
ServisFirst Bank, FL	Semi-annual	CR	240,600.00	100.00%	4.025	05/16/25	04/30/26
CBIC Bank USA, MI	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
CIBM Bank, WI	Semi-annual	CR	245,600.00	100.00%	3.648	11/06/25	04/30/26
Bank of China, NY	Semi-annual	CR	245,000.00	100.00%	4.111	11/06/25	04/30/26
Cumberland Federal Bank, FSB, WI	Semi-annual	CR	245,600.00	100.00%	3.653	11/06/25	04/30/26
First State Bank and Trust Company, Inc., MO	Semi-annual	CR	245,600.00	100.00%	3.651	11/06/25	04/30/26
Customers Bank, NY	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
Schertz Bank & Trust, TX	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
DMB Community Bank, WI	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
Merrick Bank, UT	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26

**DOWNERS GROVE SCHOOL DISTRICT #58**Investment Listing  
November 30, 2025

<u>Name</u>	<u>Frequency of Interest Receipts</u>	<u>Fund</u>	<u>Amount</u>	<u>% allocated to fund</u>	<u>Rate</u>	<u>Purchased</u>	<u>Maturity</u>
Mission National Bank, CA	Semi-annual	CR	245,600.00	100.00%	3.652	11/06/25	04/30/26
MapleMark Bank, TX	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
American Pride Bank, GA	Semi-annual	CR	245,500.00	100.00%	3.700	11/06/25	04/30/26
American Plus Bank NA, CA	Semi-annual	CR	245,600.00	100.00%	3.650	11/06/25	04/30/26
b1BANK, LA	Semi-annual	CR	237,319.14	100.00%	3.980	05/22/25	05/21/26
Bank of America NA, NC	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Central Bank, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Chambers Bank, AR	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Chippewa Valley Bank, WI	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Citizens National Bank of Texas, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Coffee County Bank, TN	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
EagleBank, MD	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
First Citizens National Bank, TN	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
First Financial Bank, AR	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Frontier Bank of Texas, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
GenuBan, NV	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
HNB National Bank, MO	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
INB, IL	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Keystone Bank NA, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Oakstar Bank, MO	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Old National Bank, IN	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26

**DOWNERS GROVE SCHOOL DISTRICT #58**Investment Listing  
November 30, 2025

Name	Frequency of Interest Receipts	Fund	Amount	% allocated to fund	Rate	Purchased	Maturity
Peoples Bank, OH	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Pinnacle Bank, NE	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Pinnacle Bank, TN	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Providence Bank, NC	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
R Bank, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Security Bank, OK	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Southern Bank, MO	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Southwestern National Bank, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Sovereign Bank, OK	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
The First National Bank of Granbury, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
United Mississippi, MS	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Univest Bank and Trust Co., PA	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Wallis Bank, TX	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Washington Federal Bank, WA	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Waterford Bank NA, OH	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Waumandee State Bank, WI	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
Wilson Bank and Trust, TN	Semi-annual	CR	237,319.11	100.00%	3.980	05/22/25	05/21/26
River City Bank, CA	Semi-annual	CR	223,700.80	100.00%	3.980	05/22/25	05/21/26
D.L. Evans Bank, ID	Semi-annual	CR	122,818.02	100.00%	3.980	05/22/25	05/21/26
United Fidelity Bank FSB, IN	Semi-annual	CR	84,631.41	100.00%	3.980	05/22/25	05/21/26

**DOWNERS GROVE SCHOOL DISTRICT #58**

Investment Listing  
November 30, 2025

<u>Name</u>	<u>Frequency of Interest Receipts</u>	<u>Fund</u>	<u>Amount</u>	<u>% allocated to fund</u>	<u>Rate</u>	<u>Purchased</u>	<u>Maturity</u>
Solera National Bank, CO	Semi-annual	CR	239,000.00	100.00%	4.007	05/16/25	06/30/26
Winchester Savings Bank, MA	Semi-annual	CR	239,200.00	100.00%	3.988	05/16/25	06/30/26
Baxter Credit Union, IL	Semi-annual	CR	239,200.00	100.00%	3.988	05/16/25	06/30/26
Cornerstone Bank, NE	Semi-annual	CR	238,900.00	100.00%	4.028	05/16/25	06/30/26
Hinsdale Bank & Trust Co. NA, IL	Semi-annual	CR	<u>5,750,000.00</u>	100.00%	3.950	05/16/25	07/31/26
<b>Total Certificates of Deposit</b>			<b><u>20,082,400.00</u></b>				
<b>Total Investments</b>			<b>\$ <u><u>82,745,615.20</u></u></b>				

<b>Totals by fund</b>	
Ed	\$ 37,228,915.08
MR	1,170,208.64
O & M	15,013.15
SF	5,744.17
DS	8,755.89
Trans	0.00
IMRF	6,081.10
FICA	2,065.45
CP	134.33
CR	44,218,159.03
WC	90,503.62
LS	<u>34.74</u>
Total	<b>\$ <u><u>82,745,615.20</u></u></b>



Downers Grove Grade School District 58

We Envision. We Seek. We Believe.

# Updated Five-Year Projection Model

December 8, 2025

# Strategic Timeline

- Business Office will present the Board of Education with a balanced budget at the September meeting ✓
- Business Office will overhaul board reports and complete a detailed cash flow analysis by the end of September ✓
- Administration will reach final decision on how to navigate low-cash point by November ✓
- Business Office will report on Five-Year Projections and identify figure for budget stabilization by Winter Break ✓
- Admin Team will recommend reductions to the Board of Education at the January finance workshop
- Administration will work with Financial Advisory Committee to revise board policies around fund balances and capital by Spring Break
- Business Office will present preliminary budget FY 2027 to the Board of Education by June



# Financial Challenges for District 58

1. Despite a balanced budget this year with a modest surplus, the District does not have enough cash on hand in May to meet its obligations (this will be a recurring issue)
2. The District's expenditures are increasing beyond the amount of new revenue
3. Operationally, the District's FY 2026 budget is balanced, but there are no available resources to invest in long-term infrastructure projects or maintenance



# Revenue Assumptions for 5-Year Plan

- Budget discussions at the State and Federal levels signal that funding will likely continue to be reduced (State) and/or eliminated (Federal)
- This model is based on conservative assumptions for revenue
  - Consumer Price Index for December 2025 will be 2.8%, 2.5% every year thereafter
  - New construction number is \$25M per year
  - Investment revenue will drop 25% in year 1 and then flatten out
  - Fees will increase by CPI
  - Corporate Personal Property Replacement Tax, Evidence-Based Funding, and other state revenue sources will be flat
  - Title I receives a 25% cut in year 1 and Titles II, III, and IV are eliminated



# Expenditure Assumptions for 5-Year Plan

- Macroeconomic challenges continue to persist (inflation and expenses are rising higher than the amount the District can levy)
- This model is based on conservative assumptions for expenditures:
  - The District honors its agreements with employee groups through FY 2027 and salaries in the remaining years coupled to CPI
  - The Board's share of health insurance costs grows by 5% annually
  - Anticipated retirements create significant salary savings in FY 2027 and in FY 2030
  - No changes to FTE
  - Purchased services and supplies increase at Federal Reserve's 5-year projected inflation
  - Transportation moderates somewhat and then increases at 4% annually



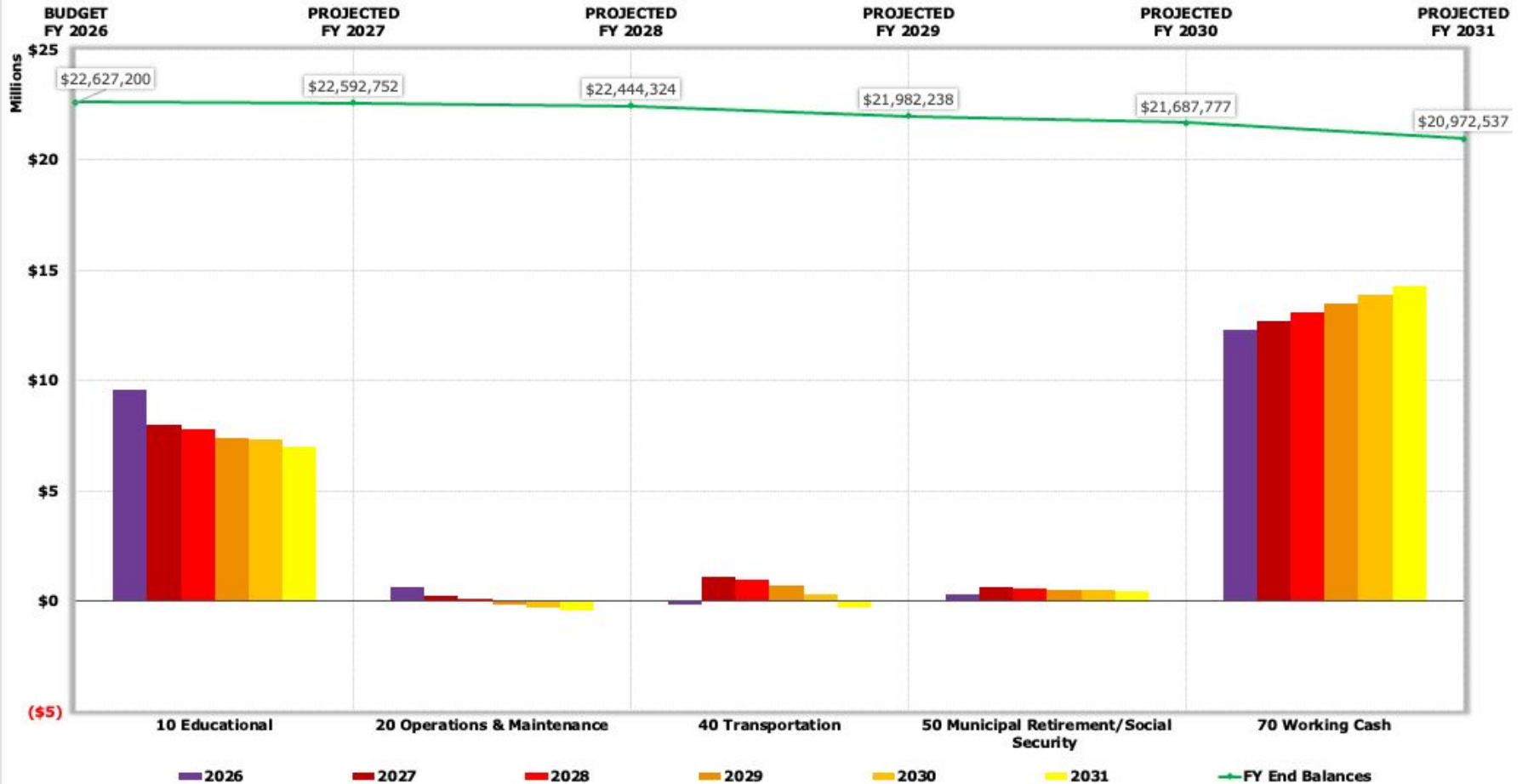
# Flaws with the “Status Quo” Scenario

- Five years of deficit spending is not sustainable
- Dwindling fund balances exacerbates the May cash flow problem, potentially making it an April-May cash flow problem
- The District is not putting any amount of money aside for capital improvements of schools



# Fund Balances - Projected

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort  
 Downers Grove GSD 58 | December 2, 2025



# End-of-Year Financial Position Indicators

	Surplus/(Deficit)	Fund Balance / Expense Ratio*	Days of Cash on Hand, June 30th
<b>FY 2026</b>	<b>\$313,948</b>	<b>25%</b>	<b>92</b>
FY 2027	(\$34,448)	24%	89
FY 2028	(\$148,428)	23%	86
FY 2029	(\$462,086)	22%	81
FY 2030	(\$294,461)	21%	78
FY 2031	(\$715,240)	20%	73

\* Board policy currently calls for a fund balance to expense ratio of 35%. This does not include any surplus referendum interest being transferred to operating funds at the conclusion of Phase III construction.



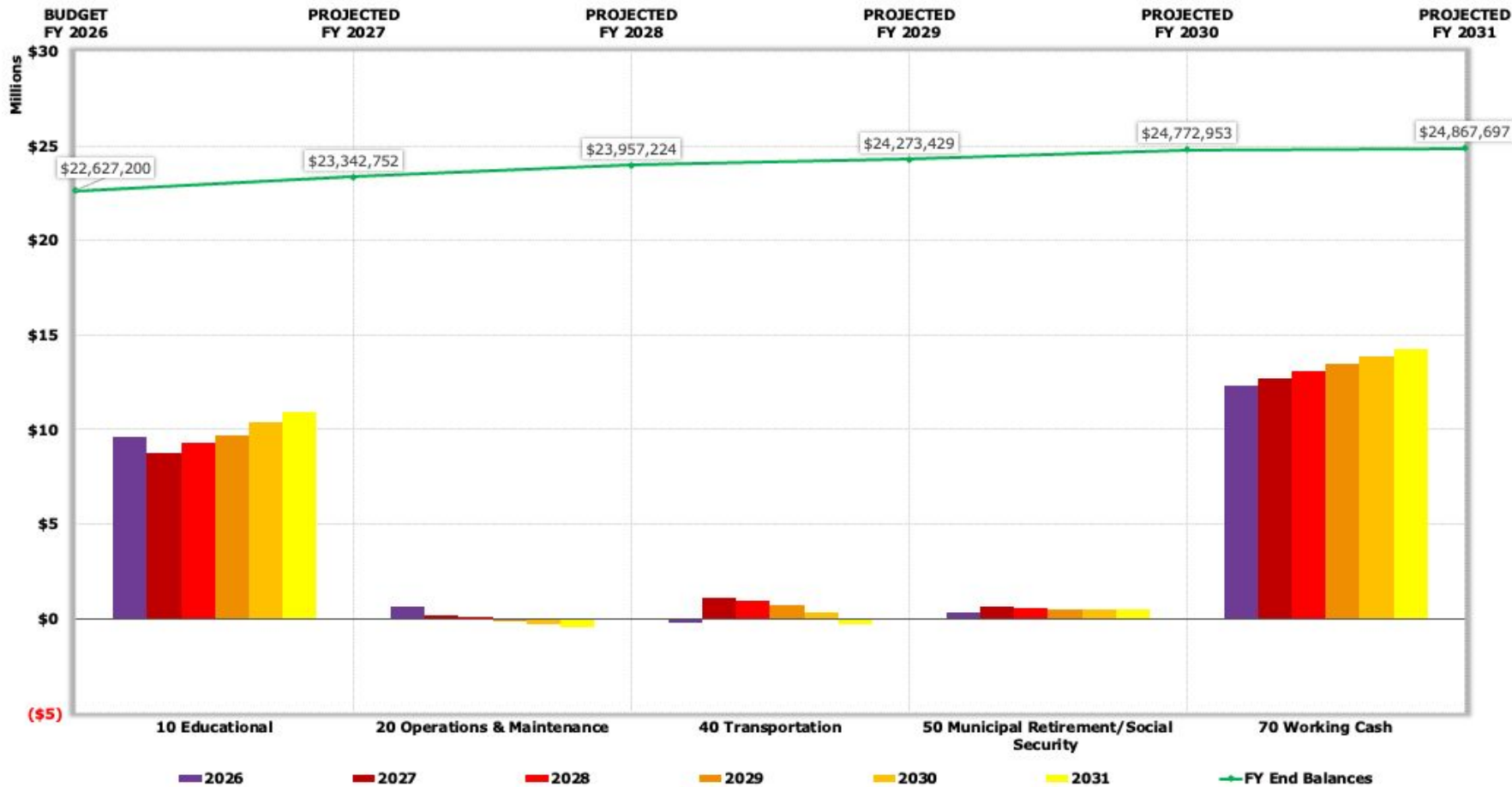
# A New Scenario

- Must determine an amount of cuts that would need to be made in Fiscal Year 2027 to accomplish the following:
  - Stabilize the budget and ensure no deficit spending
  - Make available funds for annual capital improvements
  - Increase fund balances over time to combat May cash flow problem
- \$1.5M is approximately 1.7% of the FY 2026 budget
  - Erases deficits going out through FY 2031
  - Enables a \$750,000 annual investment in infrastructure



# Fund Balances - Projected

Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort  
 Downers Grove GSD 58 | December 2, 2025



# End-of-Year Financial Position Indicators

	Surplus/(Deficit)	Fund Balance / Expense Ratio*	Days of Cash on Hand, June 30th
<b>FY 2026</b>	<b>\$313,948</b>	<b>25%</b>	<b>92</b>
FY 2027	\$715,552	25%	93
FY 2028	\$614,472	25%	92
FY 2029	\$316,205	25%	91
FY 2030	\$499,524	25%	91
FY 2031	\$94,744	24%	88

\* Board policy currently calls for a fund balance to expense ratio of 35%. This does not include any surplus referendum interest being transferred to operating funds at the conclusion of Phase III construction.



# Fund Balance Stabilization Options

1. Transfer remaining interest from referendum funds to operations
2. Working Cash bonds under the District's debt service extension base (DSEB)
3. Re-examining accounts payable and payroll practices during low-cash periods



# Questions



**DOWNERS GROVE SCHOOL DISTRICT #58**

**Treasurer's Report**

For the Month Ended November 30, 2025

	Fund Balance 6/30/25	Revenue M-T-D	Revenue Y-T-D	Expenditures M-T-D	Expenditures Y-T-D	Fund Balance 11/30/25
Educational Fund	\$6,061,045.03	\$1,155,483.66	\$33,786,883.60	\$5,321,290.36	\$23,791,447.19	\$16,056,481.44
Medical Insurance Reserve Fund	2,241,058.62	920,966.14	4,846,310.64	860,458.50	4,855,454.13	2,231,915.13
Operations & Maintenance Fund	1,373,650.09	27,215.95	1,294,872.69	340,949.04	1,715,771.96	952,750.82
Sinking Fund	657,295.70	10.08	2,946.36	-	-	660,242.06
Debt Service Fund	1,995,474.08	-	4,480,850.10	22,159.57	158,947.65	6,317,376.53
Transportation Fund	(1,099,248.00)	30,464.37	2,678,122.25	179,092.67	1,080,768.05	498,106.20
IMRF Fund	786,036.19	10.08	348,716.94	70,202.85	317,197.10	817,556.03
FICA/Medicare Fund	(192,013.60)	6.72	485,430.35	96,035.39	377,363.71	(83,946.96)
Capital Projects Fund	(200,617.22)	-	300,134.33	-	-	99,517.11
Capital Referendum Fund	98,920,280.28	305,133.76	1,140,279.75	7,966,235.20	55,497,176.34	44,563,383.69
Working Cash Fund	11,697,549.68	141.08	249,147.42	-	-	11,946,697.10
Life Safety Fund	8,629.05	-	37.99	-	-	8,667.04
	<u>\$122,249,139.90</u>	<u>\$2,439,431.84</u>	<u>\$49,613,732.42</u>	<u>\$14,856,423.58</u>	<u>\$87,794,126.13</u>	<u>\$84,068,746.19</u>
<u>Cash and Investments</u>						
General Checking						\$419,133.26
Petty Cash						1,250.00
Imprest						3,298.55
Medical Insurance Account						799,414.72
Flexible Reserve Account						262,291.77
E-Pay Fee Account						9,730.65
Forte Student Fee Account						21,991.19
Investments:						
Money Market					50,312,475.11	
Government Obligations					12,350,740.09	
Certificates of Deposit					<u>20,082,400.00</u>	
Total Investments						82,745,615.20
Total Cash and Investments						84,262,725.34
<u>Other Assets and Liabilities</u>						
Payroll Prepays (Liabilities)						<u>(193,979.15)</u>
Fund Balance						<u>\$84,068,746.19</u>

**DOWNERS GROVE SCHOOL DISTRICT #58**  
Cash and Investments by Fund  
November 30, 2025

	Cash	Petty Cash	Imprest	Medical Insurance	Flexible Reserve	Illinois E-Pay Fees	Student Fees	Forte Student Fees	Investments	Total Cash & Investments	Payroll Liabilities/Prepays	Fund Balance
Cash and Investments per General Ledger:												
Educational Fund	(\$20,957,763.54)	\$1,250.00	\$17,272.67			(\$9,020.35)	(\$67,402.00)	\$21,991.19	\$37,228,915.08	\$16,235,243.05	(\$178,761.61)	\$16,056,481.44
Medical Insurance Reserve Fund				\$799,414.72	\$262,291.77				1,170,208.64	2,231,915.13		2,231,915.13
Operations & Maintenance Fund	953,894.31		(939.10)						15,013.15	967,968.36	(15,217.54)	952,750.82
Sinking Fund	654,497.89								5,744.17	660,242.06		660,242.06
Debt Service Fund	6,308,620.64								8,755.89	6,317,376.53		6,317,376.53
Transportation Fund	415,151.00		(3,197.80)			18,751.00	67,402.00			498,106.20		498,106.20
IMRF Fund	811,474.93								6,081.10	817,556.03		817,556.03
FICA/Medicare Fund	(86,012.41)								2,065.45	(83,946.96)		(83,946.96)
Capital Projects Fund	109,220.00		(9,837.22)						134.33	99,517.11		99,517.11
Capital Referendum Fund	345,224.66								44,218,159.03	44,563,383.69		44,563,383.69
Working Cash Fund	11,856,193.48								90,503.62	11,946,697.10		11,946,697.10
Life Safety Fund	8,632.30								34.74	8,667.04		8,667.04
Reconciled Cash and Investments	<u>\$419,133.26</u>	<u>\$1,250.00</u>	<u>\$3,298.55</u>	<u>\$799,414.72</u>	<u>\$262,291.77</u>	<u>\$9,730.65</u>	<u>-</u>	<u>\$21,991.19</u>	<u>\$82,745,615.20</u>	<u>\$84,262,725.34</u>	<u>(\$193,979.15)</u>	<u>\$84,068,746.19</u>

Prepared by: Terri Carby, CPA 12/4/25

Signed: Dr. Gregory Harris, Treasurer SD58

## *Document Status: District Use Only*

### OPERATIONAL SERVICES

#### **4:80 Accounting and Audits**

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

##### Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, ~~on or before October 15,~~ submit ~~an original and~~ one copy of the audit to the Regional Superintendent of Schools. ~~The Superintendent shall also ensure the District's auditing firm files the District's audit with ISBE annually on or before October 15.~~ [PRESSPlus1](#)

##### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report (AFR) on a timely basis using the form adopted by ~~the~~ ISBE. The Superintendent shall review and discuss the ~~Annual Financial Report~~ AFR with the Board before it is submitted, ~~and submit one copy of the AFR to the Regional Superintendent of Schools annually on or before October 15.~~ The Superintendent shall also ensure the District's auditing firm files the District's AFR with ISBE annually on or before ~~October 15.~~ [PRESSPlus2](#)

##### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by [2 C.F.R. §200.313](#), if applicable. The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

##### Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$10,000 and have an estimated useful life greater than one year.

### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by the District under grant awards that comply with federal and State law.

### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. Two of the following individuals: the Superintendent, Assistant Superintendent for Business/CSBO, and/or Manager of Business Services shall sign all checks issued by the School District, except that checks from accounts containing student activity funds or fiduciary funds and checks from revolving accounts may be signed by their respective account custodians.

### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action. The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.

5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200](#) *et seq.*

30 ILCS 708/, Grant Accountability and Transparency Act, ~~implemented by~~ 44 Ill.Admin.Code 7000 et seq.

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1](#) *et seq.*

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

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

---

## **PRESSPlus Comments**

PRESSPlus 1. Optional. Inclusion of this sentence supports the auditor's compliance with its filing requirement under 105 ILCS 5/3-7, amended by P.A. 104-261, eff. 1-1-26. **Issue 120, October 2025**

PRESSPlus 2. Optional. Inclusion of this sentence supports the auditor's compliance with its filing requirement under 105 ILCS 5/3-7, amended by P.A. 104-261, eff. 1-1-26. **Issue 120, October 2025**

## *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 and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; (4) trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) 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 OMA 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. [PRESSPlus1](#)

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

#### Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of [105 ILCS 5/10-22.6](#) and [105 ILCS 5/10-20.14](#), adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, 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.

#### Board Self-Evaluation

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

## New Board Member Orientation

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board'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 member to attend: (1) Board 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](#), Open Meetings Act.

[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: January 13, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

## *Document Status: Draft Update*

### BOARD OF EDUCATION

#### **2:150 Committees**

The Board of Education may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board President makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

#### Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

#### Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the School District and local law enforcement agencies regarding criminal **and civil** [PRESSPlus1](#) offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board President's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.
4. Financial Advisory Committee.
5. Legislative Committee.
6. District Leadership Team Committee.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

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

[105 ILCS 5/10-20.14](#) and [5/14-8.05](#).

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board of Education Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

Adopted: February 13, 2023

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.14, amended by P.A. 104-430. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **BOARD OF EDUCATION**

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

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

#### Examples of Prohibited Conduct

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

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

#### Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents [see PRESSPlus1](#) of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

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

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

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

## Federal and State Agencies

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

## Prevention and Response Program

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

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

## Policy Posting and Distribution

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

## Enforcement

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

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

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

## Retaliation Prohibited

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

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

LEGAL REF.:

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

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

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

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

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

Adopted: June 10, 2024

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

#### **4:10 Fiscal and Business Management**

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it by ~~before~~ [PRESSPlus1](#) December 1 as required by State law.

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

#### **Budget Planning**

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

#### **Preliminary Adoption Procedures**

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

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

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

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

#### **Final Adoption Procedures**

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

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.
3. Ensure disclosure to the public of the cash reserve balance of all funds held by the district related to its operational levy and, if applicable, any obligations secured by those funds, at the public hearing at which the Board certifies its operational levy.
4. Present a written report that includes the annual average expenditures of the District's operational funds for the previous three fiscal years at or before the board meeting at which the Board adopts its levy. In the event the District's combined cash reserve balance of its operational funds is more than 2.5 times the annual average expenditures of those funds for the previous three fiscal years, the Board will adopt and file with ISBE a reserve reduction plan by December 31.
5. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
6. Submit the annual budget, a deficit reduction plan if one is required by ISBE guidelines, and other financial information to ISBE according to its requirements.

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

### Budget Amendments

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

### Implementation

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

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

LEGAL REF.:

[105 ILCS 5/10-17](#), [5/10-22.33](#), [5/17-1](#), [5/17-1.2](#), [5/17-1.3](#), [5/17-1.10](#), [5/17-2A](#), [5/17-3.2](#), [5/17-11](#), [5/20-5](#), [5/20-8](#), and [5/20-10](#).

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

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

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

Adopted: February 12, 2024

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-17, amended by P.A. 104-261, eff. 1-1-26. No later than December 1 each year, a school board must make its statement of affairs available to the public by posting it on the district's website and publishing it in a newspaper of general circulation. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 120, October 2025**

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

#### **4:30 Revenue and Investments**

##### Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

##### Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

##### Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

##### Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (a) the federal land banks, federal

intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of the District's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.

12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
- e. The security interest must be perfected.
- f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
- g. Agreements shall be for periods of 330 days or less.
- h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
- i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
- j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
- k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan

associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, [30 ILCS 238/](#).

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District shall consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977 (CRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the CRA;
2. For financial institutions subject to the Ill. Community Reinvestment Act (ICRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ICRA. [PRESSPlus1](#)
3. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
4. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
5. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
6. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

The District may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA. The District may not deposit public funds in a financial institution subject to the ICRA unless either: (1) the institution has a

current rating of satisfactory under the ICRA at the time of deposit; or (2) the Ill. Dept. of Financial and Professional Regulation has not yet completed its initial examination of the institution under the ICRA. The District may not withdraw public funds from a financial institution prior to the date of maturity solely on the basis of a less than satisfactory rating under the ICRA. When investing or depositing public funds, the District may give preference to financial institutions that have a current rating of outstanding under the CRA and the ICRA.

#### Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral agreements.

#### Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

#### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

#### Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

[30 ILCS 235/](#), Public Funds Investment Act.

[30 ILCS 238/](#), Ill. Sustainable Investing Act.

[105 ILCS 5/8-7](#), [5/10-22.44](#), [5/17-1](#), and [5/17-11](#).

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Adopted: January 13, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/8, amended by P.A. 104-92, eff. 1-1-26. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **OPERATIONAL SERVICES**

#### **4:140 Waiver of Student Fees**

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

Fees for textbooks and other instructional materials, as well as fines for the loss of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

#### **Notification**

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

#### **Eligibility Criteria**

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

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

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

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

#### **Verification**

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements.

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

### Determination and Appeal

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

LEGAL REF.:

[42 U.S.C. §11434a](#), McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.13, 5/10-22.25, [and 5/27-24.2815](#), ~~and 5/28-19.2~~. [PRESSPlus1](#)

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

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

Adopted: February 13, 2023

---

### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

## *Document Status: Draft Update*

### OPERATIONAL SERVICES

#### **4:190 Targeted School Violence Prevention Program**

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

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

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

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

#### LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/22-1107-23.7. [PRESSPlus1](#)

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

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

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

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

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

Adopted: June 10, 2024

---

## **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

# Document Status: Draft Update

## General Personnel

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

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or use of District-issued equipment to record such types of violence; [PRESSPlus1](#) 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; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; 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 under Board policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. 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 under Board policy 2:260, *Uniform Grievance Procedure*.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

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

#### **Nondiscrimination Coordinator**

Justin Sisul

#### **Title IX Coordinator**

Justin Sisul

850 Curtiss St., Suite 200, Downers Grove, IL  
60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
630-719-5807

### **Complaint Manager**

Justin Sisul  
850 Curtiss St., Suite 200, Downers Grove, IL  
60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
630-719-5807

850 Curtiss St., Suite 200, Downers Grove, IL  
60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
630-719-5807

### **Complaint Manager**

Elizabeth Ehrhart  
850 Curtiss St., Suite 200, Downers Grove, IL  
60515  
[eehrhart@dg58.org](mailto:eehrhart@dg58.org)  
630-719-5867

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

### Minority Recruitment

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

### LEGAL REF.:

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

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

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

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

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

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

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

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

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

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

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

[42 U.S.C. §2000gg](#) *et seq.*, Pregnant Workers Fairness Act; [29 C.F.R. Part 1636](#).

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

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

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

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

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

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

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

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

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

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

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

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

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

820 ILCS 180/30 [and 180/33](#), 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 Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: July 14, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/33, added by P.A. 104-171, eff. 1-1-26. **Issue 120, October 2025**

## *Document Status: Draft Update*

### General 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 shall 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). 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 sexual abuse material ~~pornography~~ PRESSPlus1 on electronic and information technology equipment, as defined in 325 ILCS 5/4.5(a), 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/](http://report.cybertip.org/) or [www.missingkids.org](http://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 (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

### 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 Board 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.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCR or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. 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.

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of *Faith's Law*.

### Special Board of Education 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 ANCR, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCR'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 Board policy 2:20, *Powers and Duties of the Board of Education; Indemnification*.

LEGAL REF.:

[20 U.S.C. §7926](#), Elementary and Secondary Education Act.

[105 ILCS 5/10-21.9](#), [5/10-23.13](#), [5/21B-85](#), [5/22-85.5](#), and [5/22-85.10](#).

[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), 4:60 (Purchases and Contracts), 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; Code of Professional 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 [Law Enforcement Requests](#) ~~Police Interviews~~)

Adopted: January 13, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 325 ILCS 5/4.5, amended by P.A. 104-245, eff. 1-1-26. **Issue 120, October 2025**

## *Document Status: Draft Update*

### General Personnel

#### **5:100 Staff Development Program**

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

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

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

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

#### In-Service Training Requirements

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

1. Health conditions of students, including but not limited to training on:
  - a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
  - b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
  - c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
  - d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
  - e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
  - f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to

everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.

3. Developing cultural competency, including but not limited to understanding and reducing implicit bias, including *implicit racial bias* as defined in [105 ILCS 5/10-20.61](#) (implicit bias training).
4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in [105 ILCS 5/2-3.166](#) (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in [105 ILCS 5/3-11](#).
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
  - a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
  - b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
  - c. Implementing the District's policies and procedures regarding such youth, including confidentiality; and
  - d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS [110/3.105/27-240](#) [PRESSPlus1](#) (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
  - a. The federal Americans with Disabilities Act as it pertains to the school environment; and
  - b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
  - a. Teacher-student conduct;
  - b. School employee-student conduct; and
  - c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in [105 ILCS 5/10-23.13](#) (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-[11523.4](#) [PRESSPlus2](#) (violence prevention and conflict resolution education).

### Additional Training Requirements

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

1. Ongoing professional development for all school personnel and school resource officers on the requirements of [105 ILCS 5/10-22.6](#) and [5/10-20.14](#), the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in [105 ILCS 5/3-11\(b\)](#), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall

document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.

3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with [105 ILCS 150/](#), the Seizure Smart School Act.
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with [105 ILCS 145/](#), the Care of Students with Diabetes Act.
7. For all District staff, annual sexual harassment prevention training.
8. Title IX requirements for training in accordance with [34 C.F.R. Part 106](#) (see Board policy 2:265, *Title IX Grievance Procedure*).
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
11. Training in accordance with [105 ILCS 5/26A](#) for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of [105 ILCS 5/26A](#) (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

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*.

#### LEGAL REF.:

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

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

[105 ILCS 5/2-3.62](#), [5/2-3.166](#), [5/3-11](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/10-23.13](#), [5/22-80\(h\)](#), [5/22-95](#), [5/22-115](#), [5/24-5](#), and [5/26A](#).

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

[105 ILCS 145/25](#), Care of Students with Diabetes Act

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

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

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

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

[775 ILCS 5/2-109](#) and [5/5A-103](#), Ill. Human Rights Act.

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

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

Adopted: July 14, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-240, added by P.A. 104-391, replacing the citation to 105 ILCS 110/3.10, repealed by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-115, renumbered by P.A. 104-391. **Issue 120, October 2025**

# Document Status: Draft Update

## Professional Personnel

### 5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
  - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
  - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed; and
2. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.:

[20 U.S.C. §6312\(e\)\(1\)\(A\)](#).

[105 ILCS 5/10-20.15](#), [5/21B-15](#), [5/21B-20](#), [5/21B-25](#), [5/21B-120](#), [PRESSPlus1](#) and [5/24-23](#).

[23 Ill.Admin.Code §1.610 et seq.](#), [§1.705 et seq.](#), and [Part 25](#).

CROSS REF.: 6:170 (Title I Programs)

Adopted: February 12, 2024

---

### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response P.A. 104-111, eff. 1-1-26, establishing a short-term approval credential for teachers in accordance with rules developed by ISBE. **Issue 120, October 2025**



## *Document Status: Draft Update*

### Professional 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 collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

#### School Year and Day, Salary, Assignments and Transfers, Evaluation

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

#### Duty-Free Lunch

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

#### Nursing Mothers

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk<sup>PRESSPlus1</sup> according to provisions in State and federal law.

#### 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](#).

#### Dismissal

The District will follow State law when dismissing a teacher.

#### LEGAL REF.:

[29 U.S.C. §218\(d\)](#), [Pub. L. 117-328](#), Pump for Nursing Mothers Act.

[42 U.S.C. §2000gg et seq.](#), [Pub. L. 117-328](#), Pregnant Workers Fairness Act.

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.65](#), [5/14-1.09a](#), [5/22-96](#), [5/22.4](#), [5/24-16.5](#), [5/24-2](#), [5/24-8](#), [5/24-9](#), [5/24-11](#), [5/24-12](#), [5/24-21](#), [5/24A-1 through 24A-20](#).

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

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

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

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest),  
5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Adopted: August 12, 2024

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10,  
amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

## *Document Status: Draft Update*

### Professional Personnel

#### **5:220 Substitute Teachers**

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

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

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

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 through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, 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.

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

#### Short-Term Substitute Teachers

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

#### Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30-calendar-day period, the District makes a written request to the ROE for a 30-calendar-day extension and the extension is granted by the ROE.

LEGAL REF.:

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

[105 ILCS 128/22, School Safety Drill Act.](#) [PRESSPlus1](#)

[40 ILCS 5/16-118](#), III. Pension Code.

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

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

Adopted: February 12, 2024

---

### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-198, eff. 1-1-26, requiring districts to provide all substitute personnel with: (1) training on school evacuation drills and law enforcement lockdown drills, and (2) support that includes, at a minimum, the information packet given to employees with district-approved materials outlining evacuation and lockdown procedures. Maps indicating all school exits must also be prominently displayed in every classroom. **Issue 120, October 2025**

# Document Status: Draft Update

## Educational Support Personnel

### 5:280 Duties and Qualifications

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

#### Instructional Assistants

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

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

#### Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

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

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a ~~certificated~~ licensed [PRESSPlus1](#) teacher's direction and with the administration's approval.

#### Athletic Coaches

Athletic coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

LEGAL REF.:

[34 C.F.R. §200.58.](#)

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

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

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

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

Adopted: February 13, 2023

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

# Document Status: Draft Update

## Educational Support Personnel

### 5:300 Schedules and Employment Year

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

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

#### Breaks

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

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

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday.

#### Nursing Mothers

The District accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk [PRESSPlus1](#) according to State and federal law.

#### LEGAL REF.:

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

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

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

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

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

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

Adopted: June 10, 2024

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10, amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

# 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~~<sup>may</sup> [PRESSPlus1](#) devote time for each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

#### School Day

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

#### LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, [5/10-20.46](#), 5/10-20.56, ~~5/10-20.46~~, 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-~~510~~<sup>3</sup>, ~~5/27-18~~, ~~5/27-19~~, ~~5/27-20~~, and ~~5/27-1025~~<sup>20.1</sup>, and ~~5/27-20.2~~.

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

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

[23 Ill.Admin.Code §1.420](#)(f).

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

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

Adopted: February 13, 2023

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/24-2(c), amended by P.A. 104-391, making commemorative holidays optional to observe and moving the last Friday in April (Arbor and Bird Day),

October 9 (Leif Erikson Day), and the day immediately after Thanksgiving (Native American Heritage Day) to commemorative holidays. In addition, 105 ILCS 5/27-20 and 105 ILCS 5/27-20.2, both repealed by P.A. 104-391, removed American Indian Day and Just Say No Day, respectively, from the list of commemorative holidays. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **INSTRUCTION**

#### **6:40 Curriculum Development**

##### Adoption

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals,
2. Student needs as identified by research, demographics, and student achievement and other data,
3. The knowledge, skills, and abilities required for students to become life-long learners,
4. The minimum requirements of State and federal law and regulations for curriculum and graduation requirements,
5. The curriculum of non-District schools that feed into or from a District school, provided that the necessary cooperation and information is available,
6. The Illinois State Learning Standards and any District learning standards, and
7. Any required State or federal student testing.

The Board of Education will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

##### Experimental Educational Programs and Pilot Projects

The Superintendent may recommend experimental educational programs and/or pilot projects for Board consideration. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit to the Board periodic progress reports for programs that exceed one year in duration and a final evaluation with recommendation upon the program's completion.

##### Single-Gender Classes and Activities

The Superintendent may recommend a program of nonvocational single-gender classes and/or activities to provide diverse educational opportunities and/or meet students' identified educational needs. Participation in the classes or activities must be voluntary, both genders must be treated with substantial equality, and the program must otherwise comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*. At least every two years, <sup>PRESSPlus1</sup> ~~the~~ Superintendent must ~~periodically~~ evaluate any single-gender class or activity to ensure that: (1) it does not rely on overly broad generalizations about the different talents, capabilities, or preferences of either gender, (2) it is substantially related to the achievement of the important objective for the class or activity, and (3) it continues to comply with State and federal law and with Board policy 7:10, *Equal Educational Opportunities*.

##### Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and

promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The Superintendent shall report to the Board as appropriate, the curriculum review program's efforts to:

1. Regularly evaluate the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents/guardians, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate with the process for evaluating the instructional program and materials.

### Curriculum Guides and Course Outlines

The Superintendent shall develop and provide subject area curriculum guides to appropriate staff members.

#### LEGAL REF.:

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

[105 ILCS 5/10-20.8](#) and [5/10-19](#).

CROSS REF.: 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues) 6:100 (Using Animals in the Educational Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 6:135 (Accelerated Placement Program), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:150 (Home and Hospital Instruction), 6:160 (English Learners), 6:170 (Title I Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights)

Adopted: June 10, 2024

---

### **PRESSPlus Comments**

PRESSPlus 1. Districts are required to evaluate single-sex classes and extracurricular activities at least every two years. 34 C.F.R. §106.34(b)(4)(ii). See also an FAQ from the U.S. Dept. of Education's Office of Civil Rights at: [www.ed.gov/sites/ed/files/about/offices/list/ocr/docs/faqs-title-ix-single-sex-201412.pdf](http://www.ed.gov/sites/ed/files/about/offices/list/ocr/docs/faqs-title-ix-single-sex-201412.pdf). Consult the board attorney about accommodation issues for transgender or gender non-conforming students in single-sex classes. This subhead may be removed if a district will not offer single-gender classes or activities. **Issue 120, October 2025**

# Document Status: Draft Update

## INSTRUCTION

### 6:60 Curriculum Content

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. [PRESSPlus1](#) A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In all schools, drug and alcohol abuse prevention education, including: [PRESSPlus2](#) (a) in each year in grades K through 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 8, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-8, the dangers of fentanyl, and (d) in grades 7 and 8, as well as in interscholastic athletic programs, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, through the 2026-2027 school year, [PRESSPlus3](#) age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety. [PRESSPlus4](#)
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education, [PRESSPlus5](#) must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. I instruction in all grades will include on examples of behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles

of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance, ~~and (e) the voting process.~~ [PRESSPlus6](#)

9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policy 7:260, *Exemption from Physical Education*.
10. In all schools, health education must be stressed, including: [PRESSPlus7](#) (a) human ecology, health, growth, development, personal health habits, and nutrition, (b) family life, (c) prevention and control of disease, ~~proper nutrition, (b) physical fitness, (c) personal health habits, (d) dangers and avoidance of abduction,~~ (d) age- and developmentally appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, [PRESSPlus8](#) (f) mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education [PRESSPlus9](#) ~~and (f) in grades 6-8, the dangers of fentanyl.~~ The Superintendent shall implement a comprehensive health education program in accordance with State law.
11. In all schools, abduction education that addresses the danger of and avoidance of abduction. [PRESSPlus10](#)
12. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. In grades 6-8, students engage in career exploration and career development activities to prepare them to make informed plans and decisions about their future education and career goals.
13. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.
14. In all schools, instruction as determined by the Superintendent or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) ~~beginning in the fall of 2024,~~ the events of the Native American experience and Native

American history within the Midwest and Illinois since time immemorial in accordance with [105 ILCS 5/27-20.05](#).

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

13. ~~In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.~~ [PRESSPlus11](#)
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, [Q1](#) and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

#### LEGAL REF.:

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

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

[47 C.F.R. §54.520](#).

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

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

105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-20.84, 5/10-23.13, [5/22-110](#), ~~5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2~~ [5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 \(scheduled for repeal on 7-1-27\), 5/27-415 \(scheduled for repeal on 7-1-27\)](#).

5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, and 5/27-815. [PRESSPlus12](#)

105 ILCS 110/3, Comprehensive Health Education Program. [PRESSPlus13](#)

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

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

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

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

Adopted: January 13, 2025

---

### Questions and Answers:

\*\*\*Required Question 1. A district may include in its curriculum a unit of instruction studying the causes and effects of mass starvation in mid-19th century Ireland, known as the "Irish Famine." 105 ILCS 5/27-1030, renumbered by P.A. 104-391. If offered, the board locally determines the minimum amount of instruction time. For a resource originally developed by the NJ Commission on Holocaust Education, see [www.oregon.gov/ode/educator-resources/standards/socialsciences/Documents/IrishFamine.pdf](http://www.oregon.gov/ode/educator-resources/standards/socialsciences/Documents/IrishFamine.pdf).

Does the Board provide instruction studying the causes and effects of the Irish Famine?

No. (Default)

Yes. (IASB will add "the Irish Famine" after "the Famine-Genocide in Ukraine," and IASB will add 5/27-1030 to the Legal References.)

---

### PRESSPlus Comments

PRESSPlus 1. Stricken from #1 and added below. **Issue 120, October 2025**

PRESSPlus 2. Drug abuse prevention education is no longer part of the Comprehensive Health Education Program (CHEP) and is therefore listed as a separate item. P.A. 104-391 consolidated drug prevention education related topics into one new section of the School Code, 105 ILCS 5/27-255. **Issue 120, October 2025**

PRESSPlus 3. Updated in response to 105 ILCS 5/27-410 (scheduled for repeal on 7-1-27), amended by P.A. 104-399, eff. 1-1-26, and renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 4. Required by 105 ILCS 5/27-405(b), added by P.A. 104-391. Boards locally determine

the scope and duration of this unit of instruction. Topics to include in online safety instruction are not mandated, but the following are recommended: (1) safe and responsible use of the Internet, social networking websites, electronic mail, online messaging and posting, and other means of communication on the Internet; (2) recognizing, avoiding, and reporting online solicitations of students, their classmates, and their friends by sexual predators; (3) risks of transmitting personal information on the Internet; (4) recognizing and avoiding unsolicited or deceptive communications received online; (5) reporting online harassment, cyber-bullying, and illegal activities and communications on the Internet; (6) the legal penalties and social ramifications for illicit actions taken online, including infringement of copyright laws and the creation and sharing of harmful, defamatory, or sexually explicit content; and (7) the relationship between responsible use of online resources and social-emotional health. *Online safety* means safe practices relating to an individual's or group's use of the Internet, social networking website, electronic mail, online messaging and posting, and other means of communication on the Internet. **Issue 120, October 2025**

PRESSPlus 5. Updated in response to P.A. 104-391, which repealed the requirement to teach character education formerly at 105 ILCS 5/27-12. **Issue 120, October 2025**

PRESSPlus 6. Updated in response to P.A. 104-391, which moved instruction on the voting process to civics education for grades 6, 7, or 8. **Issue 120, October 2025**

PRESSPlus 7. Letters (a) - (i) are required by CHEP. 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 8. 105 ILCS 5/27-815, renumbered by P.A. 104-391, also requires safety instruction in each of grades 1 through 8, equivalent to one class period each week. Neither CHEP nor 105 ILCS 5/27-815 (as it pertains to grades 1-8) define safety education or explain how it differs from the optional safety education that boards can offer under 105 ILCS 5/27-1020, renumbered by P.A. 104-391, though districts could draw from the topics listed in that section. **Issue 120, October 2025**

PRESSPlus 9. Consent education under CHEP is limited to the definition of *consent* under 105 ILCS 5/27-215(a), added by P.A. 104-391; this basic consent instruction is separate from the more extensive, optional consent education under 105 ILCS 5/27-1010, amended and renumbered by P.A. 104-391. For more information, see PRESS sample policy 6:60, *Curriculum Content*, at footnote 33, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 120, October 2025**

PRESSPlus 10. Required by 105 ILCS 5/27-105, added by P.A. 104-391. The Ill. State Police and Ill. State Board of Education (ISBE) must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480. See [www.isbe.net/Documents/Child-Abduction-Prevention.pdf](http://www.isbe.net/Documents/Child-Abduction-Prevention.pdf). Although this topic is no longer required by CHEP, it is also addressed in sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 120, October 2025**

PRESSPlus 11. Repealed by P.A. 104-391, formerly at 105 ILCS 5/27-3.5. **Issue 120, October 2025**

PRESSPlus 12. Updated in response to P.A. 104-391, renumbering, reorganizing, and repealing citations throughout 105 ILCS 5/27. **Issue 120, October 2025**

PRESSPlus 13. Repealed by P.A. 104-391 and replaced, in part, by 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

# Document Status: Draft Update

## INSTRUCTION

### 6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that will challenge and motivate academically advanced learners and engage them in appropriately differentiated learning experiences to develop their unique abilities. This program will be responsive to student needs and within the budget parameters as set by the Board. ~~If the State Superintendent of Education issues a Request for Proposals because sufficient State funding is available to support local programs of gifted education the Superintendent or designee shall inform the Board concerning the feasibility and advisability of developing a "plan for gifted education" that would qualify for State funding.~~ [PRESSPlus1](#)

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented learner.

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

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

~~23 Ill.Admin.Code Part 227.~~

CROSS REF.: 6:135 (Accelerated Placement Program)

Adopted: February 13, 2023

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/14A, amended by P.A. 104-129, eff. 1-1-26, removing references to State funding for gifted programs and related requirements. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **INSTRUCTION**

#### **6:160 English Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (f) specific exit requirements of the program, (g) how the program will meet their child's individualized education program, if applicable, and (h) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

#### Parent/Guardian Involvement [PRESSPlus1](#)

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

#### LEGAL REF.:

[20 U.S.C. §§6312, 6314, 6315, and 6318.](#)

[20 U.S.C. §6801](#) *et seq.*

[34 C.F.R. Part 200.](#)

[105 ILCS 5/14C-1](#) *et seq.*

[23 Ill.Admin.Code Part 228.](#)

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

Adopted: October 13, 2021

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

## *Document Status: Draft Update*

### **INSTRUCTION**

#### **6:210 Instructional Materials**

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the Board of Education. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

#### **Instructional Materials Selection and Adoption**

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation. [Q1](#) The School Code governs the adoption and purchase of textbooks and instructional materials.

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-19.1](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 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), 8:110 (Public Suggestions and Concerns)

Adopted: June 12, 2023

---

**Questions and Answers:**

\*\*\*Required Question 1. A Board that does not have the capacity or desire to approve all instructional materials may use the following alternative:

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and primary instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation. The Superintendent shall approve the selection of all other instructional materials.

Has the Board adopted the alterative language shown above?

- No. (Default)
  - Yes. (IASB will add the language shown in underline above.)
-

## Document Status: Draft Update

### INSTRUCTION

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

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

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

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

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

LEGAL REF.:

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

[Mahmoud v. Taylor, 145 S.Ct. 2332 \(2025\)](#), [PRESSPlus1](#)

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

Adopted: February 13, 2023

---

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to [Mahmoud v. Taylor, 145 S.Ct. 2332 \(2025\)](#), holding that classroom instruction will likely burden parents' free exercise rights if it requires their children to submit to instruction "that poses 'a very real threat of undermining' the religious beliefs and practices that the parents wish to instill." Unless otherwise required by law, it is unclear from Mahmoud whether a district would ever need to give advance notice to all parents/guardians of the use of certain curriculum or instructional materials that could trigger religious objections. Doing so could present discrimination concerns. Given the many unsettled legal issues in this area and the fact-dependent nature of the analysis involved, boards should consult with the board attorney regarding any curriculum objections. **Issue 120, October 2025**

## *Document Status: Draft Update*

### STUDENTS

#### **7:10 Equal Educational Opportunities**

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

#### Sex Equity

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

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

Any student may file a sexual harassment complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

#### LEGAL REF.:

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

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

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

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

[Plyler v. Doe, 457 U.S. 202 \(1982\)](#), [PRESSPlus1](#)

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

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/22-105, 5/26A, and 5/27-1.

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

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Adopted: July 14, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-105(c)(1-3), added by P.A. 104-288, eff. 1-1-26, codifying Plyler v. Doe, 457 U.S. 202 (1982), prohibiting districts from taking any action that would deny a child free public education based on the child's or their parent's/guardian's actual or perceived citizenship or immigration status, and requiring districts to establish a policy and procedures regarding agency and law enforcement requests, to ensure this right is preserved. See policy 7:150, *Agency and Law Enforcement Requests*, and sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).  
**Issue 120, October 2025**

# *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 6 (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers 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 truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies
14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students. [PRESSPlus1](#)

### Updating

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

### LEGAL REF.:

105 ILCS [5/10-19.05\(k\)](#), [5/22-92](#), and [5/26-1](#) through [5/26-3](#), [5/26-5](#) through [5/26-16](#), [5/26-18](#), and [5/26A](#).

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

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

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

Adopted: July 14, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-19.05(k), amended by P.A. 104-250, eff. 1-1-26, requiring an approval process for students to attend allowable activities by the beginning of the 2026-2027 school year. Allowable activities are: (1) instruction in a college course where the student is dually enrolled for both high school and college credit, (2) participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies, (3) participation in any work-based learning experience in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation, (4) participation in a youth apprenticeship in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies, and (5) participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by an educator licensed under 105 ILCS 5/21B. **Issue 120, October 2025**

## Document Status: Draft Update

### STUDENTS

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

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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 the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/22-110~~27-23.7~~ [PRESSPlus1](#)

Artificial intelligence means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. Artificial intelligence includes generative artificial intelligence.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of *bullying*. [PRESSPlus2](#)

*Digital replica* means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

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

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

*Unauthorized digital replica* means the use of a digital replica of an individual without the consent of the depicted individual.

### 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 requirements listed below.

1. The District uses the definition of *bullying* as provided in this policy.

2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator**

Justin Sisul  
 850 Curtiss St., Suite 200, Downers Grove, IL  
 60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
 630-719-5807

**Title IX Coordinator**

Justin Sisul  
 850 Curtiss St., Suite 200, Downers Grove, IL  
 60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
 630-719-5807

**Complaint Manager**

Justin Sisul  
 850 Curtiss St., Suite 200, Downers Grove, IL  
 60515  
[jsisul@dg58.org](mailto:jsisul@dg58.org)  
 630-719-5807

**Complaint Manager**

Elizabeth Ehrhart  
 850 Curtiss St., Suite 200, Downers Grove, IL  
 60515  
[eehrhart@dg58.org](mailto:eehrhart@dg58.org)  
 630-719-5867

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - 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 reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building 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 incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date specifying the date of adoption (indicated by month, date, and year) [PRESSPlus3](#) included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
  - c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
  - d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - g. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - j. 7:310, *Restrictions on Publications; Elementary Schools*. This policies prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/22-110, and 5/24-24, and ~~5/27-23.7~~.

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

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

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

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

Adopted: July 14, 2025

---

### **PRESSPlus Comments**

PRESSPlus 1. All definitions are directly from 105 ILCS 5/22-110, amended by P.A. 104-338, eff. 7-1-26, and renumbered by P.A. 104-391, or any other statutes it incorporates by reference. **Issue 120, October 2025**

PRESSPlus 2. This sentence is required beginning with the 2026-27 school year. 105 ILCS 5/22-110, amended by P.A. 104-338, eff. 7-1-26, and renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 3. Including the month, date, and year that an updated policy was adopted is required by 23 Ill. Admin.Code §1.295(c)(2). **Issue 120, October 2025**

# Document Status: Draft Update

## STUDENTS

### 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or

licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device.
6. Using an electronic device, including but not limited to a cellular phone, wearable technology, computer/laptop, tablet, earbuds, personal technology, etc., in a manner that disrupts the educational environment or violates the rights of others, including using the device to record (video or audio) others without permission, take photographs or recordings (video or audio) in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Electronic devices may be used when: (a) there is a documented need in a formal student support plan (medical plan, or Section 504 Plan, MTSS plan, or Individualized Education Plan); (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals; (c) the supervising teacher grants permission; or (d) before or after school hours.

During the school day, personal electronic devices should be turned off or silenced and out of sight, including those that are able to connect wirelessly to other devices (e.g. Bluetooth, Airplay), unless a supervising staff member directs otherwise. Students are not permitted to carry a cellular phone with them during the school day. Cellular phones must be turned off or silenced and placed in a student's backpack in their assigned locker or storage area. This provision may extend to other personal electronic devices (e.g. smartwatches) if they become a

distraction to the learning environment. Students may use personal electronic devices before or after school in a manner that is consistent with this policy and does not disrupt the educational process. District issued devices may be used during the school day in a manner that is consistent with this policy and does not disrupt the educational process.

7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to

meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#).
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by [105 ILCS 5/10-20.33](#).

#### Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), III. State Board of Education (ISBE) rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s). The District does not allow the use of isolated time out. Physical restraint is used as a last resort when a student presents as an imminent threat to themselves or others. Restraint is provided commensurate with ISBE guidelines and only by staff members certified to do so.

#### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of

the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 2012 ([720 ILCS 5/24-1](#)).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on ~~or around~~ school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm. [PRESSPlus1](#)

In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other licensed educational employees, and any other persons (whether or not a licensed employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by [105 ILCS 5/10-20.33](#). Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.:

[20 U.S.C. §7971](#) *et seq.*, Pro-Children Act of 2004.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/22-100](#), [5/22-110](#), [5/24-24](#), [5/26-12](#), [5/27-240](#)~~27-23.7~~, and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

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

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

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

[23 Ill.Admin.Code §§1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and [Law Enforcement Requests](#) [Police Interviews](#)), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270

(Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools),  
8:30 (Visitors to and Conduct on School Property)

Adopted: August 11, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-27.1A(b), amended by P.A. 104-174. **Issue 120, October 2025**

# 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 5/27-215.7~~ (requiring education for students on mental health and illness ~~to develop a sound mind and a healthy body~~). [PRESSPlus1](#)
  - 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 all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by

suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

- a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and [405 ILCS 49/15\(b\)](#) (requiring student social and emotional development in the District's educational program);
  - b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for the District;
  - c. 6:140, *Education of Homeless Children*, implementing provision of District services to students who are homeless;
  - d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
  - e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
  - f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
  - g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, [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.

### 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 and staff [PRESSPlus2](#) identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law.

### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, [5 ILCS 860/](#), Children's Mental Health Act, [405 ILCS 49/](#), Mental

Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

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

LEGAL REF.:

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

105 ILCS 5/2-3.166, ~~105 ILCS 5/2-3.139~~, 5/3-14.8, ~~5/10-20.76~~, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 *et seq.*, 5/14-7.02, ~~and 5/14-7.02b~~, ~~and 5/27-2157~~.

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

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

[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, 2024

---

## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.81, amended by P.A. 104-264, eff. 1-1-26, requiring districts to insert the same contact information for suicide prevention helplines required for student ID cards on employee ID cards for employees serving any of grades 6 through 12. **Issue 120, October 2025**

# *Document Status: Draft Update*

## STUDENTS

### **7:310 Restrictions on Publications; Elementary Schools**

#### School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material

to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

#### Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/22-110~~7-23.7~~. [PRESSPlus1](#)

[Hazelwood v. Kuhlmeier](#), 484 U.S. 260 (1988).

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 393 U.S. 503 (1969).

[Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

Adopted: July 14, 2025

---

#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

# 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 professionals ~~officers~~ [PRESSPlus1](#) 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 professionals ~~officials~~, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

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

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

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act; [34 C.F.R. Part 99](#).

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

[105 ILCS 5/10-20.12b](#), [5/10-20.40](#), [5/14-1.01](#) et seq., and [5/26A-30](#).

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

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

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

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

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

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

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

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: July 14, 2025

---

## **PRESSPlus Comments**

PRESSPlus 1. Revised in #2 and #4 to match the text of the Illinois School Student Records Act (ISSRA). **Issue 120, October 2025**

## *Document Status: Draft Update*

### COMMUNITY RELATIONS

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

The following definitions apply to this policy:

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

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

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

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

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event, or in the use of the District's telephone or electronic mail systems, on or off school grounds, to communicate with any person. No person on school property or at a school event (including visitors, students, and employees), or by use of the District's telephone or electronic mail systems, on or off school grounds, to communicate with any person, shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### Convicted Child Sex Offender

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

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

In all cases, the Superintendent, or designee who is a ~~licensed certified~~ [PRESSPlus1](#) employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.

### Enforcement

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

Any person who engages in conduct prohibited by this policy may be ejected from or denied

admission to school property in accordance with State law. The person also may be subject to being denied admission to school athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

### Procedures to Deny Future Admission to Athletic or Extracurricular School Events

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

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

#### LEGAL REF.:

[20 U.S.C. §7971](#) *et seq.*, Pro-Children Act of 2001.

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

[105 ILCS 5/10-20.5](#), [10-20.5b](#), [5/10-22.10](#), [5/22-33](#), [5/22-110](#), and [5/24-25](#), and [5/27-23.7\(a\)](#). [PRESSPlus2](#)

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

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

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

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

[720 ILCS 5/11-9.3](#), [5/21-1](#), [5/21-1.2](#), [5/21-3](#), [5/21-5](#), [5/21-5.5](#), [5/21-9](#), and [5/21-11](#).

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: February 12, 2024

---

### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESSPlus 2. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**



# Document Status: Draft Update - Rewritten

## STUDENTS

### 7:150 Agency and Law Enforcement Requests

*Title has been updated. Original Title: Agency and Police Interviews*

The District recognizes the right of every student to equal access to a free public education under State and federal law, consistent with Board policy 7:10, *Equal Educational Opportunities*. District administrators and staff stand *in loco parentis* when government agency and law enforcement authority requests occur at school. [PRESSPlus1](#)

### Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools [PRESSPlus2](#)

No student shall be denied an education based on the student's, or their parent's/guardian's, actual or perceived citizenship or immigration status. Based on such status, the District will not:

1. Exclude a student from participating in, or deny them the benefits of, any District program or activity.
2. Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
3. Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
4. Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
5. Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3). [PRESSPlus3](#)
6. Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105 ILCS 5/22-105(c)(3).

State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. §§1373 and 1644.

### Responding to Agency and Law Enforcement Requests [PRESSPlus4](#)

The Superintendent shall develop procedures to manage requests by government agencies or law enforcement authorities regarding students at school. Procedures will:

1. Recognize individual student rights and privacy.

2. Recognize the potential impact the release of information or an interview may have on an individual student.
3. Minimize potential disruption.
4. Foster a cooperative relationship with government agencies and law enforcement authorities.
5. Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.
6. Comply with State law including, but not limited to, ensuring that before a law enforcement agent, 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: [PRESSPlus5](#)
  - a. Notify or attempt to notify the student's parent(s)/guardian(s) 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, 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 [PRESSPlus6](#) to promote safe interactions and communications with the student is present during questioning.
7. Manage reviewing and authorizing requests from law enforcement agents attempting to enter a school or school facility, in accordance with the requirements of 105 ILCS 5/22-105(c) (4). [PRESSPlus7](#)

LEGAL REF.:

U.S. Constitution, Amend. IV.

8 U.S.C. §1373 and §1644.

Plyler v. Doe, 457 U.S. 202 (1982).

Ill. Constitution, Art. I, §6.

105 ILCS 5/10-20.64, 5/10-20.68, 5/22-88, 5/22-105, and 5/24-24.

55 ILCS 80/, Children's Advocacy Center Act.

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

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 2:160 (Board Attorney), 2:260 (Uniform Grievance Procedure), and 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

---

**PRESSPlus Comments**

PRESSPlus 1. This policy is renamed and rewritten in response to 105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, requiring districts to establish a policy by 7-1-26 regarding agency and law enforcement requests at school, and for continuous improvement. See the footnotes of this sample policy for more information, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

By 7-1-26, districts are also required to develop procedures for reviewing and authorizing requests from *lawenforcement agents* attempting to enter a school or school facility. 105 ILCS 5/22-105(b), added by P.A. 104-288, eff. 1-1-26, defines *lawenforcement agent* as "an agent of federal, State, or local law enforcement authorized with the power to arrest or detain individuals or manage the custody of detained individuals for a law enforcement purpose, including civil immigration enforcement." *Law enforcement agent* does not include a school resource officer as defined in 105 ILCS 5/10-20.68. Id. See sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*. **Issue 120, October 2025**

PRESSPlus 2. Required by 105 ILCS 5/22-105(d), added by P.A. 104-288, eff. 1-1-26. **Issue 120, October 2025**

PRESSPlus 3. Districts must also still comply with federal and State laws, e.g., FERPA and the Ill. School Student Records Act, governing the disclosure of student records or information. **Consult the board attorney regarding legal requirements when requests are received from federal law enforcement agencies. Issue 120, October 2025**

PRESSPlus 4. With the exception of items #6 and #7, the listed standards for procedures are at the local school board's discretion and may be omitted. For procedures addressing #1-6, refer to the *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA *Guidelines*) at: [www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/](http://www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/) in consultation with the board attorney. For procedures addressing the items listed in #7, refer to sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), in consultation with the board attorney. Procedures covering item #7 are required by 105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, and must be implemented by 7-1-26. **Issue 120, October 2025**

PRESSPlus 5. 105 ILCS 5/22-88. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the *ICSA Guidelines* for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 120, October 2025**

PRESSPlus 6. A *trained lawenforcement officer* is someone who: (1) received training in youth investigations approved or certified by his/her law enforcement agency or under 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). 105 ILCS 5/22-88(b)(4). **Issue 120, October 2025**

PRESSPlus 7. 105 ILCS 5/22-105(c)(4), added by P.A. 104-288, eff. 1-1-26, requires a district to

develop procedures that: (1) designate authorized personnel at the school and the superintendent's office or school administrative office who may contact the board attorney, (2) require the designated authorized person and board attorney to work together to review requests from law enforcement agents to enter a school or school facility, including under judicial warrants, nonjudicial warrants, and subpoenas, (3) require the designated authorized personnel to monitor or accompany and to document all interactions with law enforcement agents while on the school's premises, and (4) require the designated authorized person to notify and seek consent from a student's parent/guardian, or from the student if the student is 18 years old or older or emancipated, if a law enforcement agent requests access to a student for immigration enforcement purposes, unless such access is in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the student's parent/guardian.

Regarding requirement #2 in the paragraph immediately above, ensure that the superintendent's authority to designate others to contact the board attorney aligns with policy 2:160, *Board Attorney*. The superintendent will need to work with the board attorney to create a list of administrators authorized to consult directly with the board attorney if any agency or law enforcement request is received. Factors to consider when drafting this list include: the type of request received, the type of agency or law enforcement unit making the request, whether or not a warrant is presented, and whether or not exigent circumstances are claimed. **Issue 120, October 2025**

# Document Status: Review and Monitoring

## INSTRUCTION

### 6:280 Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. [PRESSPlus1](#)

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

~~ADOPTED: July 13, 2020~~

---

### PRESSPlus Comments

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

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

- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 120, October 2025**



**NOTICE OF MEETING  
CITY OF WOODRIDGE, ILLINOIS**

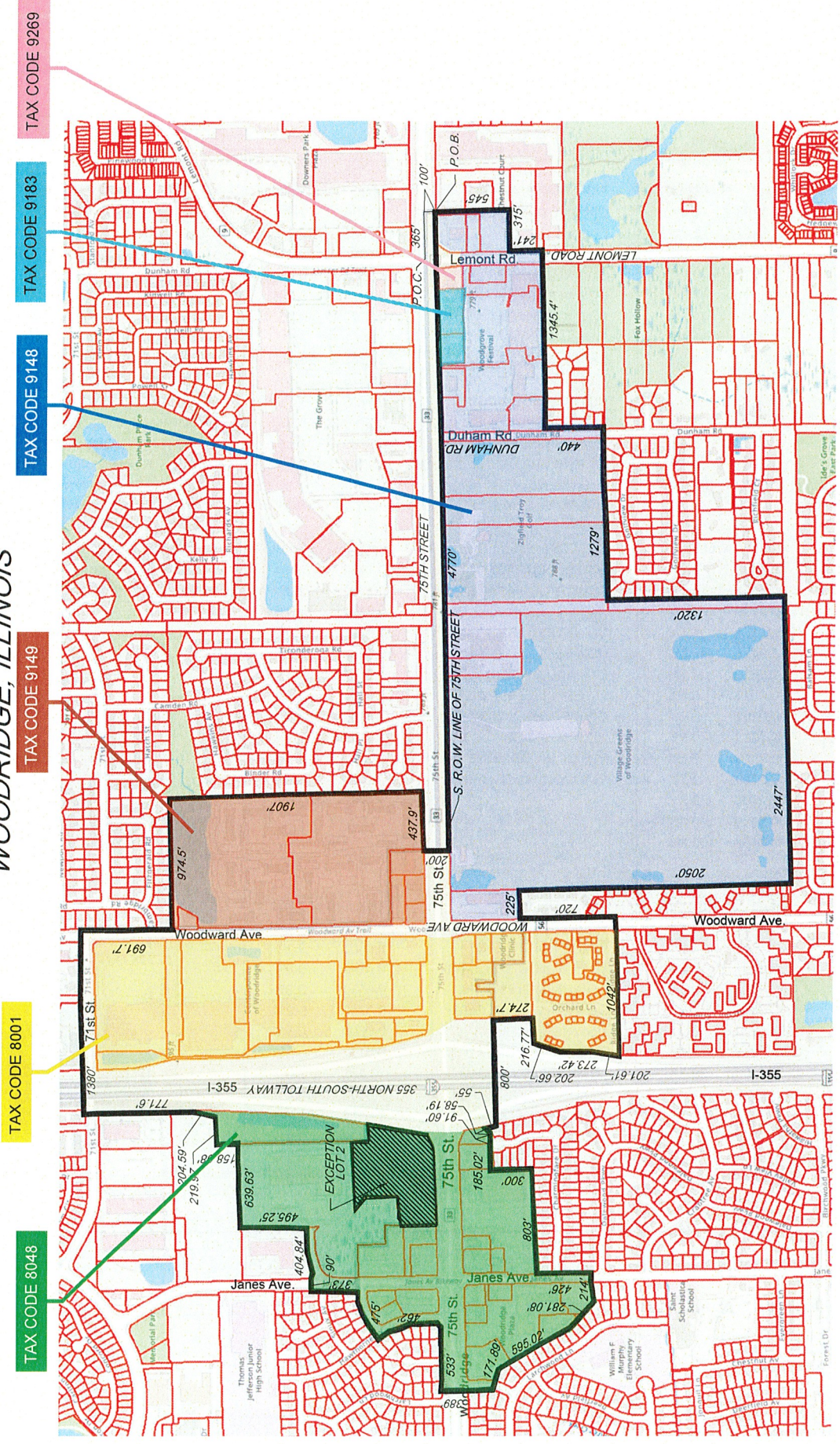
**Proposed Woodridge 75th Street Corridor Tax Increment Financing (TIF) District  
Meeting to Convene a Joint Review Board**

**December 3, 2025, 11:00 a.m.  
Woodridge Village Hall, 5 Plaza Dr., Woodridge, Illinois**

**Agenda**

- I. Proposed Woodridge 75th Street Corridor TIF District**
  - a. Purpose for organizing and convening a Joint Review Board
  - b. Elections
  - c. Call first JRB Meeting to order
  - d. Review calendar for establishing TIF District
  - e. Review JRB materials
  - f. Discuss proposed TIF Redevelopment Plan and Project Area
  - g. Review other statutory requirements
  - h. Review public record
  - i. Recommendation regarding proposed TIF Redevelopment Plan and Project Area
  - j. Consideration of any other matters for this Joint Review Board
  
- II. Adjourn**

# 75TH STREET CORRIDOR TIF DISTRICT WOODBRIDGE, ILLINOIS



<b>Engineers Scientists Surveyors</b>		7325 James Avenue, Suite 100 Woodridge, IL 60517 630.724.9200 voice 630.724.0384 fax v2co.com	
<b>PREPARED FOR:</b> VILLAGE OF WOODBRIDGE 5 PLAZA DRIVE WOODBRIDGE, ILLINOIS 60517 TELEPHONE #		<b>NO. DATE</b> T. 08-06-25 NEW IMAGE	
<b>REVISIONS</b> DESCRIPTION		<b>PROJECT:</b> 75TH STREET CORRIDOR TIF DISTRICT WOODBRIDGE, ILLINOIS	
<b>FILE:</b> EXH. TIF...		<b>BY:</b> CDB   CC:	
<b>FIELD:</b> N/A		<b>SCALE:</b> 1" = 700'	
<b>PROJECT:</b>		<b>DRAFTING:</b> 08/05/25	
<b>Project No.:</b> 18320.053		<b>Group No.:</b> VP10.1	
<b>SHEET NO.:</b> 1 of 1			

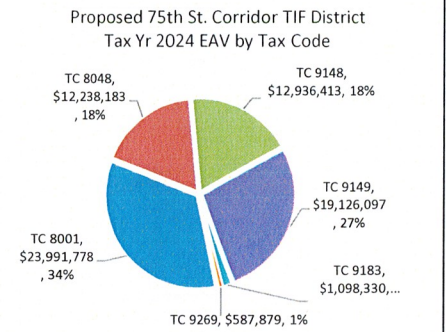
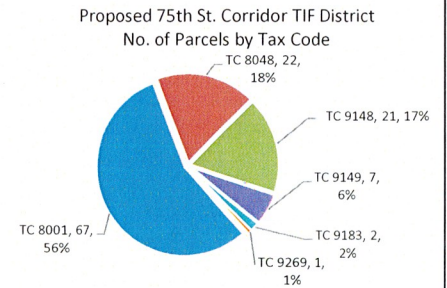


**WOODRIDGE-75TH CORRIDOR TIF STUDY AREA**  
**(Applicable Real Estate Tax Rates as of Tax Year 2024)**

VILLAGE OF WOODRIDGE TAX CODES WITHIN TIF STUDY AREA			ALL TAXING DISTRICTS		
<b>TAX CODE: 8001</b>	<b>Rate</b>	<b>% of Total</b>	<b>TAX CODE: 9149</b>	<b>Rate</b>	<b>% of Total</b>
COLLEGE DU PAGE 502	0.1794	2.2%	COLLEGE DU PAGE 502	0.1794	2.9%
COUNTY OF DU PAGE	0.1361	1.7%	COUNTY OF DU PAGE	0.1361	2.2%
DARIEN-WOODRDGE FIRE	0.6297	7.9%	DARIEN-WOODRDGE FIRE	0.6297	10.0%
DU PAGE AIRPORT AUTH	0.0122	0.2%	DOWNERS GR TWP RD	0.0512	0.8%
FOREST PRESERVE DIST	0.131	1.6%	DOWNERS GROVE TWP	0.0304	0.5%
GRADE SCHOOL DIST 68	3.9486	49.5%	DU PAGE AIRPORT AUTH	0.0122	0.2%
HIGH SCHOOL DIST 99	1.8516	23.2%	FOREST PRESERVE DIST	0.131	2.1%
LISLE TOWNSHIP	0.0376	0.5%	GRADE SCHOOL DIST 58	2.2368	35.7%
LISLE TWP MENTAL HEALTH	0.0161	0.2%	HIGH SCHOOL DIST 99	1.8516	29.5%
LISLE TWP ROAD	0.0219	0.3%	<b>VLG OF WOODRIDGE</b>	0.2219	3.5%
<b>VLG OF WOODRIDGE</b>	0.2219	2.8%	VLG WOODRDGE LIBR	0.2709	4.3%
VLG WOODRDGE LIBR	0.2709	3.4%	WOODRIDGE PARK DIST	0.5189	8.3%
WOODRIDGE PARK DIST	0.5189	6.5%	<b>Total:</b>	<b>6.2701</b>	<b>100.0%</b>
<b>Total:</b>	<b>7.9759</b>	<b>100.0%</b>			
<b>TAX CODE: 8048</b>	<b>Rate</b>	<b>% of Total</b>	<b>TAX CODE: 9183</b>	<b>Rate</b>	<b>% of Total</b>
COLLEGE DU PAGE 502	0.1794	2.2%	COLLEGE DU PAGE 502	0.1794	2.9%
COUNTY OF DU PAGE	0.1361	1.7%	COUNTY OF DU PAGE	0.1361	2.2%
DU PAGE AIRPORT AUTH	0.0122	0.1%	DARIEN-WOODRDGE FIRE	0.6297	10.3%
FOREST PRESERVE DIST	0.131	1.6%	DOWNERS GR TWP RD	0.0512	0.8%
GRADE SCHOOL DIST 68	3.9486	48.5%	DOWNERS GROVE TWP	0.0304	0.5%
HIGH SCHOOL DIST 99	1.8516	22.7%	DU PAGE AIRPORT AUTH	0.0122	0.2%
LISLE TOWNSHIP	0.0376	0.5%	FOREST PRESERVE DIST	0.131	2.1%
LISLE TWP MENTAL HEALTH	0.0161	0.2%	GRADE SCHOOL DIST 66	2.6103	42.6%
LISLE TWP ROAD	0.0219	0.3%	HIGH SCHOOL DIST 99	1.8516	30.2%
LISLE-WOODRIDGE FIRE	0.7995	9.8%	<b>VLG OF WOODRIDGE</b>	0.2219	3.6%
<b>VLG OF WOODRIDGE</b>	0.2219	2.7%	VLG WOODRDGE LIBR	0.2709	4.4%
VLG WOODRDGE LIBR	0.2709	3.3%	<b>Total:</b>	<b>6.1247</b>	<b>100.0%</b>
WOODRIDGE PARK DIST	0.5189	6.4%			
<b>Total:</b>	<b>8.1457</b>	<b>100.0%</b>			
<b>TAX CODE: 9148</b>	<b>Rate</b>	<b>% of Total</b>	<b>TAX CODE: 9269</b>	<b>Rate</b>	<b>% of Total</b>
COLLEGE DU PAGE 502	0.1794	2.7%	COLLEGE DU PAGE 502	0.1794	2.8%
COUNTY OF DU PAGE	0.1361	2.0%	COUNTY OF DU PAGE	0.1361	2.1%
DARIEN-WOODRDGE FIRE	0.6297	9.5%	DARIEN-WOODRDGE FIRE	0.6297	9.8%
DOWNERS GR TWP RD	0.0512	0.8%	DOWNERS GR TWP RD	0.0512	0.8%
DOWNERS GROVE TWP	0.0304	0.5%	DOWNERS GROVE PARK	0.3335	5.2%
DU PAGE AIRPORT AUTH	0.0122	0.2%	DOWNERS GROVE TWP	0.0304	0.5%
FOREST PRESERVE DIST	0.131	2.0%	DU PAGE AIRPORT AUTH	0.0122	0.2%
GRADE SCHOOL DIST 66	2.6103	39.3%	FOREST PRESERVE DIST	0.131	2.0%
HIGH SCHOOL DIST 99	1.8516	27.9%	GRADE SCHOOL DIST 66	2.6103	40.4%
<b>VLG OF WOODRIDGE</b>	0.2219	3.3%	HIGH SCHOOL DIST 99	1.8516	28.7%
VLG WOODRDGE LIBR	0.2709	4.1%	<b>VLG OF WOODRIDGE</b>	0.2219	3.4%
WOODRIDGE PARK DIST	0.5189	7.8%	VLG WOODRDGE LIBR	0.2709	4.2%
<b>Total:</b>	<b>6.6436</b>	<b>100.0%</b>	<b>Total:</b>	<b>6.4582</b>	<b>100.0%</b>

No.	Taxing District	JRB
		Member
1	COLLEGE DU PAGE 502	1
2	COUNTY OF DU PAGE	1
3	DARIEN-WOODRDGE FIRE	1
4	DOWNERS GR TWP RD	
5	DOWNERS GROVE PARK	1
6	DOWNERS GROVE TWP	1
7	DU PAGE AIRPORT AUTH	
8	FOREST PRESERVE DIST	
9	GRADE SCHOOL DIST 58	1
10	GRADE SCHOOL DIST 66	1
11	GRADE SCHOOL DIST 68	1
12	HIGH SCHOOL DIST 99	1
13	LISLE TOWNSHIP	1
14	LISLE TWP MENTAL HEALTH	
15	LISLE TWP ROAD	
16	LISLE-WOODRIDGE FIRE	1
17	VLG OF WOODRIDGE	1
18	VLG WOODRDGE LIBR	1
19	WOODRIDGE PARK DIST	1

14





**VILLAGE OF WOODRIDGE, ILLINOIS**

**PROPOSED 75<sup>TH</sup> STREET CORRIDOR  
TAX INCREMENT FINANCING (TIF) DISTRICT**

**JOINT REVIEW BOARD MEETING**

**DECEMBER 3, 2025**

*(This page is intentionally left blank.)*

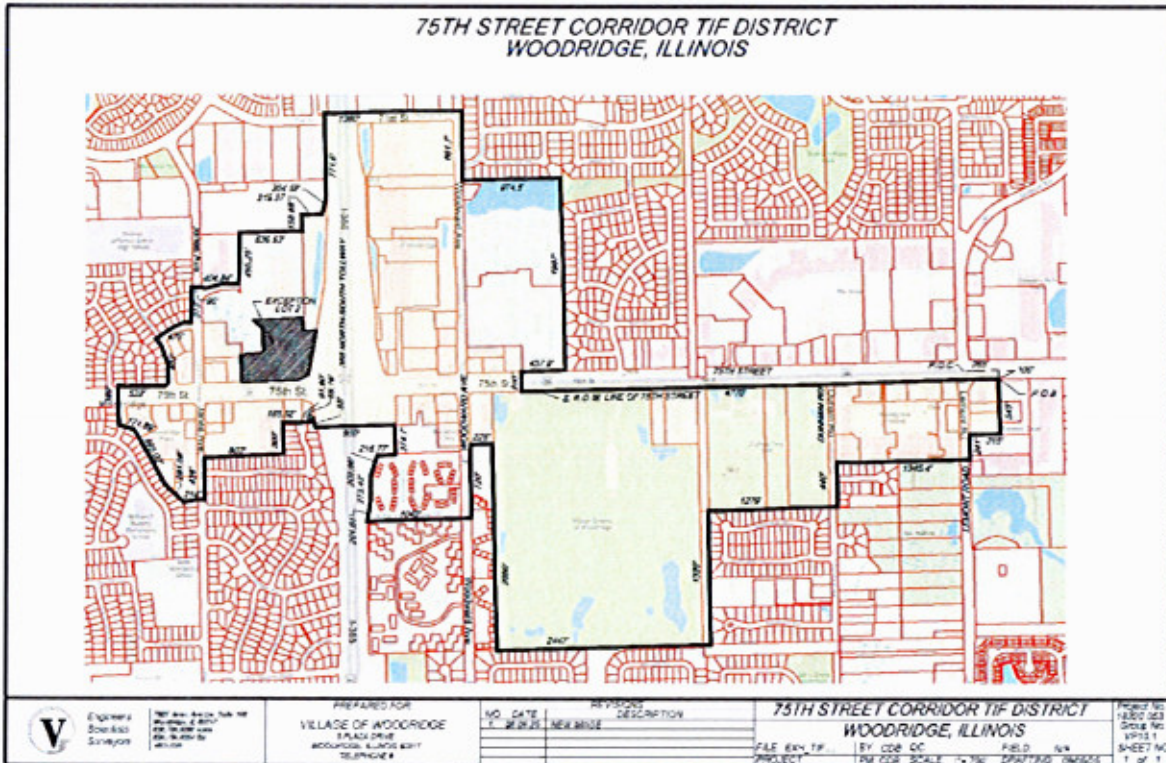
**PROPOSED VILLAGE OF WOODRIDGE  
75<sup>TH</sup> STREET CORRIDOR TAX INCREMENT FINANCING (TIF) DISTRICT**

**JOINT REVIEW BOARD MEETING**

**DECEMBER 3, 2025**

**TABLE OF CONTENTS**

<b>I.</b>	<b>Introduction</b> .....	<b>1</b>
<b>II.</b>	<b>The Joint Review Board</b> .....	<b>2</b>
<b>III.</b>	<b>Elections of JRB Public Member and JRB Chairperson</b> .....	<b>3</b>
<b>IV.</b>	<b>Proposed TIF Redevelopment Project Area</b> .....	<b>4</b>
<b>V.</b>	<b>Summary of TIF District Qualifications</b> .....	<b>5</b>
<b>VI.</b>	<b>Proposed Ordinances to Establish TIF District</b> .....	<b>6</b>
	<b>A. Ordinance 1 of 3 to Approve the Redevelopment Plan and Projects</b> .....	<b>7</b>
	<b>B. Ordinance 2 of 3 to Designate the Redevelopment Project Area</b> .....	<b>10</b>
	<b>C. Ordinance 3 of 3 to Adopt TIF for the Redevelopment Plan, Projects &amp; Area</b> .....	<b>11</b>
 <b>Appendix A. Excerpts from the Tax Increment Allocation Redevelopment Act:</b>		
	65 ILCS 5/11-74.4-2: Legislative Finding and Declaration.....	13
	65 ILCS 5/11-74.4-3 (a) and (b): Definitions relating to “Blighted” and “Conservation” Areas.....	14
	65 ILCS 5/11-74.4-5: Description and Purpose for Convening the Joint Review Board .....	19
	 <b>Appendix B. Joint Review Board Report Form</b> .....	 <b>22</b>
	 <b>Proposed Redevelopment Plan and Projects</b> .....	 (copy provided separately)



## LEGISLATIVE FINDING AND DECLARATION

Per *Section 5/11-74.4-2* of the **Tax Increment Allocation Redevelopment Act** (65 ILCS 5/11-74.4 *et. seq.*), as amended:<sup>1</sup>

“It is hereby found and declared that in order to promote and protect the health, safety, morals, and welfare of the public, that blighted conditions need to be eradicated and conservation measures instituted, and that redevelopment of such areas be undertaken; that to remove and alleviate adverse conditions it is necessary to encourage private investment and restore and enhance the tax base of the taxing districts in such areas by the development or redevelopment of project areas. The eradication of blighted areas and treatment and improvement of conservation areas and industrial park conservation areas by redevelopment projects is hereby declared to be essential to the public interest.”

<sup>1</sup> For a full excerpt of Section 5/11-74.4-2, see Appendix A as attached hereto.

## I. INTRODUCTION

The Village of Woodridge proposes to establish the **75th Street Corridor Tax Increment Financing (TIF) District**. By encouraging new private investment and improving public infrastructure throughout the designated Redevelopment Project Area, the Village intends to:

- remove and alleviate adverse or deteriorated conditions impeding economic growth;
- accelerate the achievement of the goals and objectives relating to the Area as to be set forth in the Woodridge Comprehensive Plan;
- revitalize/re-purpose underutilized spaces to further serve and benefit Woodridge residents and visitors to the community;
- retain and expand existing firms and facilities, including broader housing accommodations within the Area, that will strengthen existing small businesses, and stimulate economic growth;
- increase the Village’s capacity for inviting new private investment to occur that will introduce new commercial, retail, and residential development to the Area;
- attract new/expanding commercial retail development that will generate additional sales tax revenues;
- stimulate the creation of new employment opportunities within Woodridge; and
- further enhance the tax base of the overlapping taxing districts by undertaking a series of public and private redevelopment projects within the designated Redevelopment Project Area.

### *Timeline*

The Village has undertaken a procedure that is compliant with 65 ILCS 5/11-74.4 *et. seq.* (the “TIF Act”) to: identify the proposed Redevelopment Project Area (the “Area”); ascertain the Area’s qualification for tax increment financing; and design a TIF Redevelopment Plan (the “Plan”) to describe the anticipated public and private redevelopment projects that the Village intends to accomplish.

The current timeline for establishing the TIF District includes the following milestone activities:

1. Initiate Planning and Research to Document TIF Qualifying Characteristics ..... 6/7/2024
2. Establish Interested Parties Registry by Ordinance ..... 6/5/2025
3. Notice of Public Meeting ..... 7/1/2025
4. Public Meeting ..... 7/17/2025
5. Submit Draft TIF Redevelopment Plan to Village ..... 10/24/2025
6. Set date for Public Hearing by Ordinance ..... 11/6/2025
7. Certified Notice of Public Hearing to Taxing Districts ..... 11/7/2025
8. Certified Notice of Public Hearing to Taxpayers & Residents ..... 11/18/2025
9. Notice of Public Hearing to Other Residential Addresses & IPR Registrants ..... 11/25/2025
- 10. Joint Review Board (JRB) Meeting ..... 12/3/2025**
11. First Publication of Notice of Public Hearing ..... 12/22/2025
12. Second Publication of Notice of Public Hearing ..... 12/29/2025
13. Public Hearing ..... 1/15/2026
14. Approve Final Ordinances to Establish TIF District ..... 2/5/2025

## II. THE JOINT REVIEW BOARD

Pursuant to *Section 5/11-74.4-5* of the TIF Act: "Prior to holding a public hearing to approve or amend a redevelopment plan or to designate or add additional parcels of property to a redevelopment project area, **the municipality shall convene a joint review board**. The board shall consist of a representative selected by each **community college district, local elementary school district and high school district** or each **local community unit school district, park district, library district, township, fire protection district**, and **county** that will have the authority to directly levy taxes on the property within the proposed redevelopment project area at the time that the proposed redevelopment project area is approved, a **representative selected by the municipality** and a **public member**. The public member shall first be selected and then the board's chairperson shall be selected by a majority of the board members present and voting."<sup>2</sup> The following taxing districts were provided certified notice of this JRB Meeting:

### **JRB Members:**

#### **Center Cass Grade School #66**

Attn: Dr. Andrew Wise, Supt.  
699 Plainfield Rd.  
Downers Grove, IL 60516

#### **College of DuPage #502**

Attn: Dr. Muddassir Siddiqi, President  
425 Farewell Blvd.  
Glen Ellyn, IL 60137

#### **Community High School #99**

Attn: Mr. Hank Thiele, Supt.  
6301 Springside Ave  
Downers Grove, IL 60516

#### **Darien-Woodridge Fire Prot. District**

Attn: Mr. Jimmy Lahanis, Fire Chief  
7550 Lyman Ave.  
Darien, IL 60561

#### **Downers Grove Grade School #58**

Attn: Dr. Kevin Russell, Supt.  
850 Curtiss St, Suite 200  
Downers Grove, IL 60515

#### **Downers Grove Park District**

Attn: Mr. Bill McAdam, Exec. Director  
2455 Warrenville Rd  
Downers Grove, IL 60515

#### **Downers Grove Township**

Attn: Ms. Kim Savage, Supervisor  
4340 Prince St.  
Downers Grove, IL 60515

#### **DuPage County Clerk**

Attn: Ms. Janell Allen, Tax Rev. Sup.  
421 N County Farm Rd.  
Wheaton, IL 60187

#### **Lisle Township**

Attn: Ms. Joann Wright, Supervisor  
4711 Indiana Ave.  
Lisle, IL 60532

#### **Lisle-Woodridge Fire Prot. District**

Attn: Mr. Keith Krestan, Fire Chief  
1005 School St  
Lisle, IL 60532-1866

#### **Village of Woodridge**

Attn: Mr. Al Stonitsch, Village Administrator  
5 Plaza Dr.  
Woodridge, IL 60517

#### **Woodridge Grade School #68**

Attn: Dr. Patrick Boncato, Supt.  
7925 Janes Ave.  
Woodridge, IL 60517

#### **Woodridge Park District**

Attn: Ms. Jenny Knitter, Exec. Director  
2600 Center Dr.  
Woodridge, IL 60517

#### **Woodridge Public Library Dist.**

Attn: Ms. Patti Naisbitt, Director  
3 Plaza Dr.  
Woodridge, IL 60517

### **Others Notified (non-JRB Members):**

#### **Downers Grove Twp Road District**

Attn: Mr. Tom Chylstek, Hwy Comm.  
4340 Prince St.  
Downers Grove, IL 60515

#### **DuPage Airport Authority**

Attn: Mr. Mark Doles, Exec. Director  
2700 International Dr., St. 200  
West Chicago, IL 60185

#### **DuPage County Forest Preserve**

Attn: Daniel Hebreard, President  
3S580 Naperville Rd.  
Wheaton, IL 60189

#### **DuPage Water Commission**

Attn: Mr. Paul May, Gen. Manager  
600 E Butterfield Rd.  
Elmhurst, IL 60126-4642

#### **Lisle Township Road District**

Attn: Mr. Ed Young, Hwy Comm.  
4719 Indiana Ave.  
Lisle, IL 60532

#### **IL Department of Commerce & Economic Opportunity**

500 E. Monroe St.  
Springfield, IL 62701

<sup>2</sup> Longer excerpt of Section 5/11-74.4-5 is provided in *Appendix A* as attached hereto.

### III. ELECTIONS OF JRB PUBLIC MEMBER AND JRB CHAIRPERSON

Per *Section 5/11-74.4-5* of the TIF Act: "The public member shall first be selected and then the board's chairperson shall be selected by a majority of the board members present and voting."<sup>3</sup>

#### JRB PUBLIC MEMBER

**Nomination (1):** By a motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the following person was nominated to serve as the Public Member to the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

**Nomination (2):** By a motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the following person was nominated to serve as the Public Member to the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

**Election:** By a vote of \_\_\_\_ **AYES** \_\_\_\_ **NAYS** \_\_\_\_ **ABSTENTIONS**, the following person was elected by those JRB Members present to serve as the Public Member to the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

N.A. - No nominations for a Public Member were presented.

---

#### JRB CHAIRPERSON

**Nomination (1):** By a motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the following person was nominated to serve as the Chairperson to the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

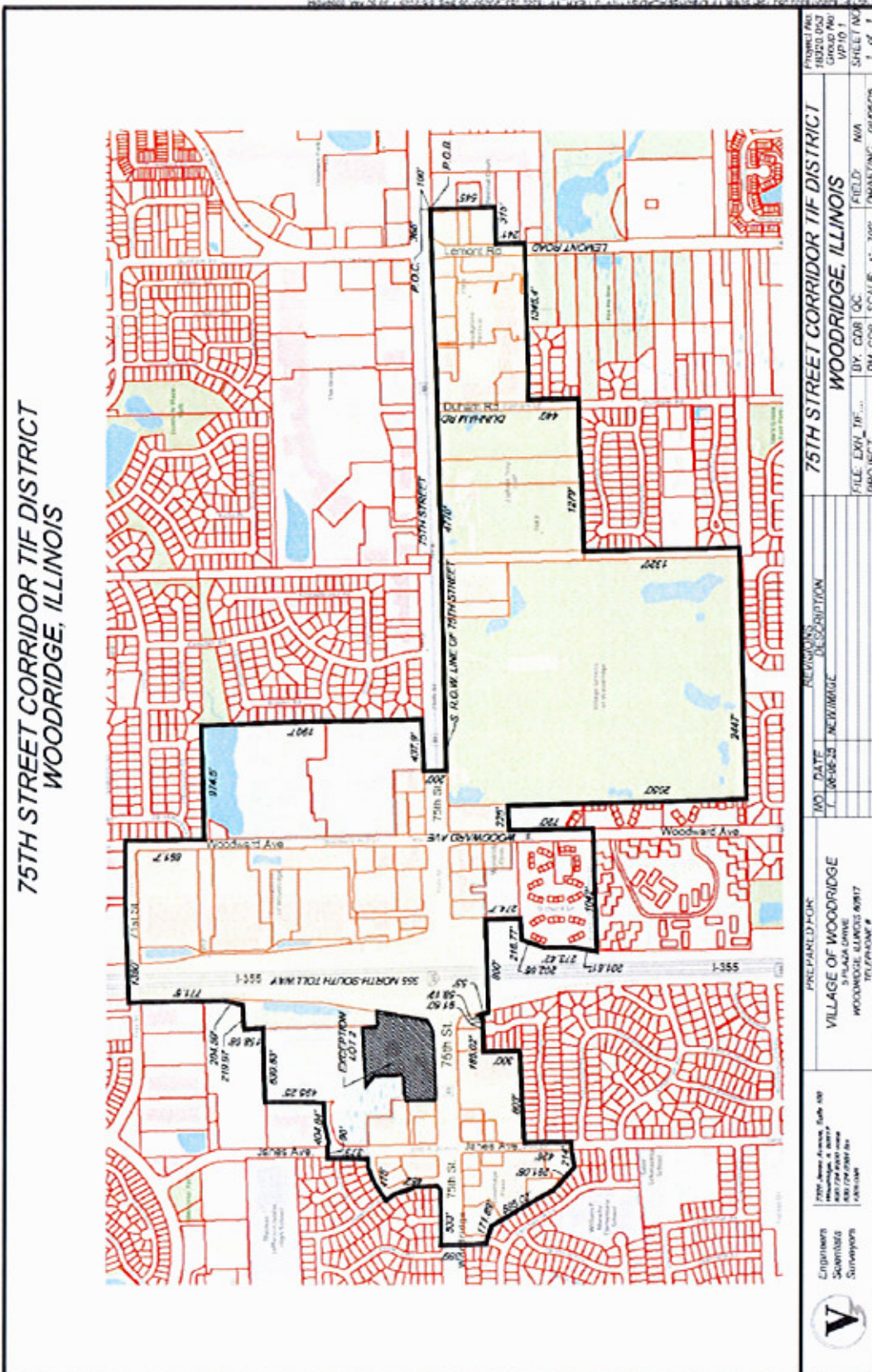
**Nomination (2):** By a motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the following person was nominated to serve as the Chairperson to the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

**Election:** By a vote of \_\_\_\_ **AYES** \_\_\_\_ **NAYS** \_\_\_\_ **ABSTENTIONS**, the following person was elected by those JRB Members present to serve as the Chairperson of the Joint Review Board for the WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT: \_\_\_\_\_.

---

<sup>3</sup> Longer excerpt of Section 5/11-74.4-5 is provided in *Appendix A* as attached hereto.

# IV. PROPOSED TIF REDEVELOPMENT PROJECT AREA



75TH STREET CORRIDOR TIF DISTRICT  
WOODRIDGE, ILLINOIS

PREPARED FOR: <b>VILLAGE OF WOODRIDGE</b> 314 S. WOODWARD AVE. WOODRIDGE, ILLINOIS 60517 TELEPHONE #	MO. DATE: _____ DRAWN BY: _____ CHECKED BY: _____	REVISIONS: NO. DATE DESCRIPTION	PROJECT NO.: _____ SHEET NO.: _____ TOTAL SHEETS: _____
	PREPARED BY: Engineers Scientists Surveyors	FILE: EWR TIF ... PROJECT: ...	DRAWN BY: _____ CHECKED BY: _____

## V. SUMMARY OF TIF DISTRICT QUALIFICATIONS<sup>4</sup>

The relevant qualification findings as relate to the potential designation of the proposed Redevelopment Project Area by the Village as a Tax Increment Financing (TIF) District are as follows:

1. Pursuant to the Act, the proposed Redevelopment Project Area (Area) includes only those contiguous parcels of real property and improvements thereon which would be substantially benefitted by a redevelopment project; and the Area is greater than 1½ acres in size.
2. The Redevelopment Project Area qualifies as a combination of *Blighted* and *Conservation* areas. The qualifying characteristics as documented herein are present throughout the Redevelopment Project Area, are present to a meaningful extent, and are evenly distributed throughout the Redevelopment Project Area as follows:
  - a. Within the proposed **75th Street Corridor TIF District** there are **one hundred twenty (120) individual parcels** that were surveyed as vacant or improved, **69.2%** of which qualify under the TIF Act as a combination of *Blighted* [improved/vacant] and *Conservation* [improved] areas.
  - b. The applicable characteristics of *Blight* and *Conservation* were found reasonably distributed throughout the proposed TIF District. Of the **one hundred eleven (111) improved parcels, 66.7%** qualify as a Combination of Blighted and Conservation Areas. **Two (2)** of the improved parcels also qualify as a Blighted Area.
  - c. **Nine (9) of nine vacant parcels** qualify as a *Blighted* area due in large part to poor drainage and the presence of deteriorated structures adjacent to the vacant parcels.
  - d. Pursuant to the Act, the lack of growth in equalized assessed valuation of the proposed Area further assists in qualifying the TIF District as a combination of Blighted and Conservation Areas.
3. The proposed Redevelopment Project Area as-a-whole has not benefitted from coordinated planning efforts by either the public or private sectors. There is a need to focus on redevelopment efforts relating to infrastructure, property reuse, and the improvement of existing buildings.
4. The proposed Redevelopment Project Area as-a-whole would not be subject to redevelopment without the investment of public funds, including tax increments.
5. All property in the proposed Redevelopment Project Area would substantially benefit by a series of proposed redevelopment projects (public and private).
6. Portions of the proposed Redevelopment Project Area may be suitable for redevelopment (public and private) for modern and more intensive mixed-use if funding can be established to acquire and redevelop necessary properties, and to put in place appropriate incentives to overcome market impediments.

Indications of deterioration and blighting conditions were found to be present and distributed throughout the Redevelopment Project Area to a meaningful extent on both vacant and improved parcels, thereby qualifying the Area as a combination of *Blighted*, and *Conservation* areas, as defined in the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4 *et. seq.*). Therefore, based on the information provided herein, **the Village concludes that the 75th Street Corridor TIF District Redevelopment Project Area qualifies pursuant to the requirements of the TIF Act.**

---

<sup>4</sup> For statutory definitions, see excerpt of Section 5/11-74.4-3 (a) and (b) in *Appendix A* as attached hereto.



**ORDINANCE NO. (Proposed 1<sup>st</sup> of 3)  
VILLAGE OF WOODRIDGE, DUPAGE, WILL  
AND COOK COUNTIES, ILLINOIS**

**APPROVING  
THE REDEVELOPMENT PLAN AND PROJECTS  
for the  
75TH STREET CORRIDOR TAX INCREMENT FINANCING DISTRICT**

**WHEREAS**, the Village of Woodridge, Du Page, Will and Cook Counties, Illinois, a Home Rule Municipality (the "Village"), desires to implement tax increment financing pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 *et seq.*, as amended, hereinafter referred to as the "Act", for the Redevelopment Plan and Projects for the proposed **Woodridge 75th Street Corridor Tax Increment Financing ("TIF") District** within the municipal boundaries of the Village of Woodridge and within the Redevelopment Project Area (the "Area") as described in Section 1(a) of this Ordinance, which Area constitutes in the aggregate more than 1 ½ acres; and

**WHEREAS**, pursuant to Section 5/11-74.4-4.2 of the Act, on **June 5, 2025**, the Village approved established an Interested Parties Registry for activities related to the proposed redevelopment project area and published notice of such in the Daily Herald on **June 16, 2025**; and

**WHEREAS**, pursuant to Section 11-74.4-6(e) of the Act, the Village provided notice on **July 1, 2025**, of a Public Meeting, and on **July 17, 2025**, the Village held a Public Meeting for the proposed 75<sup>th</sup> Street Corridor TIF District to advise the public, taxing districts having real property in the Redevelopment Project Area, taxpayers who own property in the Redevelopment Project Area, and residents of the Area as to the Village's possible intent to prepare a Redevelopment Plan and designate a Redevelopment Project Area and to receive public comment; and

**WHEREAS**, pursuant to Section 11-74.4-5 of the Act, on **December 3, 2025**, the Village convened a Joint Review Board to consider the proposal and the Joint Review Board met on said date and thereby found and recommended to the Village Board of the Village of Woodridge, Illinois that that the Redevelopment Project Area and Plan satisfy the Plan requirements, the eligibility criteria as defined in 65 ILCS 5/11-74.4-3, and the objectives of the Act; and

**WHEREAS**, pursuant to Section 11-74.4-5 of the Act, on **January 15, 2026**, the Village Board caused a Public Hearing to be held relative to the Redevelopment Plan and Projects and the designation of a Redevelopment Project Area at the Woodridge Village Hall, 5 Plaza Dr., Woodridge, Illinois; and

**WHEREAS**, due notice in respect to such Public Hearing was given pursuant to Section 11-74.4-5 and 6 of the Act, with notice being given on **November 7, 2025**, by certified mail to Taxing Districts and to the State of Illinois Department of Commerce and Economic Opportunity; on **November 18, 2025**, by certified mail to Taxpayers and by regular mail to Residents in the Area, on **November 25, 2025**, by regular U.S. mail to all residences within 750 feet of the Redevelopment Project Area and all registrants on the Interested Parties Registry; and by publication in the Daily Herald on **December 22, 2025**, and **December 29, 2025**; and

**WHEREAS**, the Redevelopment Plan and Projects set forth the factors constituting the need for the redevelopment of blighted and conservation areas in the proposed Redevelopment Project Area and the Village Board has reviewed testimony concerning such needs presented at the Public Hearing and has reviewed other studies and is generally informed of the conditions in the proposed Redevelopment Project Area as said terms "Blighted Area, Conservation Area, and Combination of Blighted and Conservation Areas" are used in the Act; and

**WHEREAS**, the Village Board has reviewed the conditions pertaining to lack of private investment within the prosed Redevelopment Project Area to determine whether contiguous parcels of

real property and improvements thereon in the proposed Redevelopment Project Area would be substantially benefitted by the proposed redevelopment project improvements; and

**WHEREAS**, the Village Board has further determined that the implementation of the Redevelopment Plan will increase the increase employment opportunities, increase the overall value and quality of life of the community for its residents, and by completing the Redevelopment Project, enhance the tax base of the taxing districts that extend into the Redevelopment Project Area; and

**WHEREAS**, the Village Board has reviewed the proposed Redevelopment Plan and Projects, Land Use and Zoning Map and Ordinances for the development of the municipality as a whole to determine whether the proposed Redevelopment Plan and Projects conform to the Ordinances of the municipality.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF WOODRIDGE, DUPAGE, WILL AND COOK COUNTIES, ILLINOIS, THAT:**

1. The Village Board of the Village of Woodridge hereby makes the following findings:
  - a. The area constituting the proposed Redevelopment Project Area for Woodridge 75th Street Corridor TIF District in the Village of Woodridge, Illinois, is described in *Exhibit "A"* (Legal Description) and *Exhibit "B"* (Boundary Map) of this Ordinance.
  - b. There exist conditions set forth herein and in the Qualifying Characteristics described in the Plan which cause the area to be designated as a "Combination of Blighted and Conservation Areas" as defined in Section 11-74.4-3 of the Act.
  - c. The proposed Redevelopment Project Area on the whole has not been subject to growth and development through investment by private enterprise and would not be reasonably anticipated to be developed without the adoption of the Redevelopment Plan.
  - d. The Redevelopment Plan and Projects conform to the Land Use and Zoning Ordinances for the development of the municipality as a whole.
  - e. The Redevelopment Plan and District shall be completed no later than December 31 of the year in which the payment is made to the municipal treasurer with respect to ad valorem taxes levied in the twenty-third (23<sup>rd</sup>) calendar year after the year in which this Ordinance approving the Redevelopment Plan and Projects is adopted.
  - f. The estimated date for retirement of obligations, if any, incurred to finance the Redevelopment Projects costs shall be no later than twenty (20) years from the effective date of the Ordinance related to such obligations, or the end of the TIF District, whichever occurs first.
  - g. Such incremental revenues will be exclusively used for the development of the Redevelopment Project Area.
  - h. The Redevelopment Project Area would not reasonably be developed without the use of such incremental revenues.
  - i. Such additional information pertaining to the Qualifying Characteristics is set forth in the Plan.
  - j. In addition, the Village has reviewed the following material: (i) Land Use Applicable Zoning Map and Ordinances; (ii) Impact on other Taxing Districts; and (iii) Findings and Recommendations of the Joint Review Board.

2. The Redevelopment Plan and Projects are hereby adopted and approved. A copy of the Redevelopment Plan and the Projects is attached hereto as **Exhibit "C"** and made a part of this Ordinance.
3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.
4. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED, APPROVED AND ADOPTED** by the Corporate Authorities of the Village of Woodridge, Illinois, on the 5<sup>th</sup> day of February, A.D., 2026, and deposited and filed in the Office of the Village Clerk of said Village on that date.

CORPORATE AUTHORITIES	AYES	NAYS	ABSTAIN	ABSENT
<b>TOTALS:</b>				

APPROVED: \_\_\_\_\_  
 Mayor

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

ATTEST: \_\_\_\_\_  
 Village Clerk

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

- Exhibit ( A ) Attached: Woodridge 75th Street Corridor TIF District Legal Description
- Exhibit ( B ) Attached: Woodridge 75th Street Corridor TIF District Boundary Map
- Exhibit ( C ) Attached: Woodridge 75th Street Corridor TIF District Redevelopment Plan and Projects

**ORDINANCE NO. (Proposed 2<sup>nd</sup> of 3)  
VILLAGE OF WOODRIDGE, DUPAGE, WILL  
AND COOK COUNTIES, ILLINOIS**

**DESIGNATING  
THE REDEVELOPMENT PROJECT AREA  
for the  
75TH STREET CORRIDOR TAX INCREMENT FINANCING (TIF) DISTRICT**

**WHEREAS**, the Village Board of the Village of Woodridge, Du Page, Will and Cook Counties, Illinois, a Home Rule Municipality (the "Village") has heretofore in Ordinance No. \_\_\_\_\_ adopted and approved the Redevelopment Plan and Redevelopment Projects with respect to which a Public Meeting was held on **July 17, 2025**, and a Public Hearing was held on **January 15, 2026**, and it is now necessary and desirable to designate the Area referred to in said Plan as a "Redevelopment Project Area".

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND VILLAGE BOARD OF THE VILLAGE OF WOODRIDGE, DUPAGE, WILL AND COOK COUNTIES, ILLINOIS**, that the area described in *Exhibit "A"* (Legal Description) and *Exhibit "B"* (Boundary Map) attached to and made a part hereof is hereby designated as the Village of Woodridge 75th Street Corridor Tax Increment Financing (TIF) District Redevelopment Project Area ("TIF District") pursuant to Section 11-74.4-4 (65 ILCS 5/11-74.4-4) of the Tax Increment Allocation Redevelopment Act.

1. All ordinances and parts of ordinances in conflict herewith are hereby repealed.
2. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED, APPROVED AND ADOPTED** by the Corporate Authorities of the Village of Woodridge, Illinois on the 5<sup>th</sup> day of February, A.D., 2026, and deposited and filed in the Office of the Village Clerk of said Village on that date.

CORPORATE AUTHORITIES	AYES	NAYS	ABSTAIN	ABSENT
<b>TOTALS:</b>				

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
Village Clerk

Exhibit ( A ) Attached: Woodridge 75th Street Corridor TIF District Legal Description  
 Exhibit ( B ) Attached: Woodridge 75th Street Corridor TIF District Boundary Map

ORDINANCE NO. ~~(Proposed 3rd of 3)~~

VILLAGE OF WOODRIDGE, DUPAGE, WILL  
AND COOK COUNTIES, ILLINOIS

ADOPTING  
TAX INCREMENT ALLOCATION FINANCING  
for the  
75TH STREET CORRIDOR TAX INCREMENT FINANCING DISTRICT

WHEREAS, the Village of Woodridge, Du Page, Will and Cook Counties, Illinois, (the "Village") desires to adopt Tax Increment Allocation Financing pursuant to the Tax Increment Allocation Redevelopment Act, 65 ILCS 5/11-74.4-1 *et. seq.* as amended, hereinafter referred to as the "Act"; and

WHEREAS, the Village has adopted and approved the Redevelopment Plan and Projects, and designated a Redevelopment Project Area known as the "Woodridge 75th Street Corridor TIF District" pursuant to the provisions of the Act, and has otherwise complied with all other conditions precedent required by the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND VILLAGE BOARD OF THE VILLAGE OF WOODRIDGE, DUPAGE, WILL AND COOK COUNTIES, ILLINOIS, THAT:

1. The Village of Woodridge, Du Page County, Illinois, hereby adopts Tax Increment Financing for:  
(i) the Woodridge 75th Street Corridor TIF District Redevelopment Plan and Projects as approved by Ordinance No. \_\_\_\_\_; and (ii) the Redevelopment Project Area as designated by Ordinance No. \_\_\_\_\_ and further described in **Exhibit "A"** (Legal Description) and **Exhibit "B"** (Boundary Map), both of which are attached hereto and made part of this Ordinance.
2. After the equalized assessed valuation of each tract of taxable real property in the Redevelopment Project Area exceeds the initial equalized assessed value of each tract of taxable real property in the Redevelopment Project Area, the ad valorem taxes, if any, arising from the levies upon real property in the Redevelopment Area by taxing districts and the rates determined in the manner provided in Section 11-74.4-9(b) of the Act each year after the effective date of this Ordinance until the Redevelopment Project costs and obligations issued in respect thereto have been paid shall be divided as follows:
  - a. That portion of taxes levied upon each taxable lot, block, tract or parcel of real property which is attributable to lower of the current equalized assessed value or the initial equalized assessed value of each such taxable lot, block, tract or parcel of real property in the Redevelopment Project Area shall be allocated to and when collected shall be paid by the County Collector to the respective affected taxing districts in the manner required by law in the absence of the adoption of tax increment allocation financing.
  - b. That portion, if any, of such taxes which is attributable to the increase in the current equalized assessed valuation of each lot, block, tract or parcel of real property in the Redevelopment Project Area over and above the lower of the current equalized assessed value or the initial equalized assessed value of each parcel of property in the Redevelopment Project Area shall be allocated to and when collected shall be paid to the municipal treasurer who shall deposit said funds in a special fund called the "Special Tax Allocation Fund" for the Redevelopment Project Area of the municipality for the purpose of paying the Redevelopment Project costs and obligations incurred in the payment thereof, pursuant to such appropriations which may be subsequently made.
3. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

4. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED, APPROVED AND ADOPTED** by the Corporate Authorities of the Village of Woodridge, Illinois on the 5<sup>th</sup> day of February, A.D., 2026, and deposited and filed in the Office of the Village Clerk of said Village on that date.

CORPORATE AUTHORITIES	AYES	NAYS	ABSTAIN	ABSENT
<b>TOTALS:</b>				

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mayor

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
 Village Clerk

Exhibit ( A ) Attached: Woodridge 75th Street Corridor TIF District Legal Description  
 Exhibit ( B ) Attached: Woodridge 75th Street Corridor TIF District Boundary Map

## APPENDIX A

### EXCERPTS FROM THE TAX INCREMENT ALLOCATION REDEVELOPMENT ACT

#### 65 ILCS 5/11-74.4-2) LEGISLATIVE FINDING AND DECLARATION

Sec. 11-74.4-2.

- (a) It is hereby found and declared that there exist in many municipalities within this State blighted conservation and industrial park conservation areas, as defined herein; that the conservation areas are rapidly deteriorating and declining and may soon become blighted areas if their decline is not checked; that the stable economic and physical development of the blighted areas, conservation areas and industrial park conservation areas is endangered by the presence of blighting factors as manifested by progressive and advanced deterioration of structures, by the overuse of housing and other facilities, by a lack of physical maintenance of existing structures, by obsolete and inadequate community facilities and a lack of sound community planning, by obsolete platting, diversity of ownership, excessive tax and special assessment delinquencies, by the growth of a large surplus of workers who lack the skills to meet existing or potential employment opportunities or by a combination of these factors; that as a result of the existence of blighted areas and areas requiring conservation, there is an excessive and disproportionate expenditure of public funds, inadequate public and private investment, unmarketability of property, growth in delinquencies and crime, and housing and zoning law violations in such areas together with an abnormal exodus of families and businesses so that the decline of these areas impairs the value of private investments and threatens the sound growth and the tax base of taxing districts in such areas, and threatens the health, safety, morals, and welfare of the public and that the industrial park conservation areas include under-utilized areas which, if developed as industrial parks, will promote industrial and transportation activities, thereby reducing the evils attendant upon involuntary unemployment and enhancing the public health and welfare of this State.
- (b) It is hereby found and declared that in order to promote and protect the health, safety, morals, and welfare of the public, that blighted conditions need to be eradicated and conservation measures instituted, and that redevelopment of such areas be undertaken; that to remove and alleviate adverse conditions it is necessary to encourage private investment and restore and enhance the tax base of the taxing districts in such areas by the development or redevelopment of project areas. The eradication of blighted areas and treatment and improvement of conservation areas and industrial park conservation areas by redevelopment projects is hereby declared to be essential to the public interest.
- (c) It is found and declared that the use of incremental tax revenues derived from the tax rates of various taxing districts in redevelopment project areas for the payment of redevelopment project costs is of benefit to said taxing districts for the reasons that taxing districts located in redevelopment project areas would not derive the benefits of an increased assessment base without the benefits of tax increment financing, all surplus tax revenues are turned over to the taxing districts in redevelopment project areas and all said districts benefit from the removal of blighted conditions, the eradication of conditions requiring conservation measures, and the development of industrial parks. (Source: P.A. 84-1090.)

### 65 ILCS 5/11-74.4-3 (a) and (b) DEFINITIONS

*(These excerpts relate to the definitions of "Blighted" Area and "Conservation" Area.)*

Sec. 11-74.4-3. Definitions. The following terms, wherever used or referred to in this Division 74.4 shall have the following respective meanings, unless in any case a different meaning clearly appears from the context.

- (a) For any redevelopment project area that has been designated pursuant to this Section by an ordinance adopted prior to the effective date of this amendatory Act of the 91st General Assembly, "blighted area" shall have the meaning set forth in this Section prior to the effective date of this amendatory Act of the 91st General Assembly.

On and after the effective date of this amendatory Act of the 91st General Assembly, "blighted area" means any improved or vacant area within the boundaries of a redevelopment project area located within the territorial limits of the municipality where:

- (1) If improved, industrial, commercial, and residential buildings or improvements are detrimental to the public safety, health, or welfare because of a combination of 5 or more of the following factors, each of which is (i) present, with that presence documented, to a meaningful extent so that a municipality may reasonably find that the factor is clearly present within the intent of the Act and (ii) reasonably distributed throughout the improved part of the redevelopment project area:
  - (A) Dilapidation. An advanced state of disrepair or neglect of necessary repairs to the primary structural components of buildings or improvements in such a combination that a documented building condition analysis determines that major repair is required or the defects are so serious and so extensive that the buildings must be removed.
  - (B) Obsolescence. The condition or process of falling into disuse. Structures have become ill-suited for the original use.
  - (C) Deterioration. With respect to buildings, defects including, but not limited to, major defects in the secondary building components such as doors, windows, porches, gutters and downspouts, and fascia. With respect to surface improvements, that the condition of roadways, alleys, curbs, gutters, sidewalks, off-street parking, and surface storage areas evidence deterioration, including, but not limited to, surface cracking, crumbling, potholes, depressions, loose paving material, and weeds protruding through paved surfaces.
  - (D) Presence of structures below minimum code standards. All structures that do not meet the standards of zoning, subdivision, building, fire, and other governmental codes applicable to property, but not including housing and property maintenance codes.
  - (E) Illegal use of individual structures. The use of structures in violation of applicable federal, State, or local laws, exclusive of those applicable to the presence of structures below minimum code standards.
  - (F) Excessive vacancies. The presence of buildings that are unoccupied or under-utilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies.
  - (G) Lack of ventilation, light, or sanitary facilities. The absence of adequate ventilation for light or air circulation in spaces or rooms without windows, or that require the removal of dust, odor, gas, smoke, or other noxious airborne materials. Inadequate natural light and ventilation means the absence of skylights or windows for interior spaces or rooms and improper window sizes and amounts by room area to window area ratios. Inadequate sanitary facilities refers to the absence or inadequacy of garbage storage and enclosure,

bathroom facilities, hot water and kitchens, and structural inadequacies preventing ingress and egress to and from all rooms and units within a building.

- (H) Inadequate utilities. Underground and overhead utilities such as storm sewers and storm drainage, sanitary sewers, water lines, and gas, telephone, and electrical services that are shown to be inadequate. Inadequate utilities are those that are: (i) of insufficient capacity to serve the uses in the redevelopment project area, (ii) deteriorated, antiquated, obsolete, or in disrepair, or (iii) lacking within the redevelopment project area.
  - (I) Excessive land coverage and overcrowding of structures and community facilities. The over-intensive use of property and the crowding of buildings and accessory facilities onto a site. Examples of problem conditions warranting the designation of an area as one exhibiting excessive land coverage are: (i) the presence of buildings either improperly situated on parcels or located on parcels of inadequate size and shape in relation to present-day standards of development for health and safety and (ii) the presence of multiple buildings on a single parcel. For there to be a finding of excessive land coverage, these parcels must exhibit one or more of the following conditions: insufficient provision for light and air within or around buildings, increased threat of spread of fire due to the close proximity of buildings, lack of adequate or proper access to a public right-of-way, lack of reasonably required off-street parking, or inadequate provision for loading and service.
  - (J) Deleterious land use or layout. The existence of incompatible land-use relationships, buildings occupied by inappropriate mixed-uses, or uses considered to be noxious, offensive, or unsuitable for the surrounding area.
  - (K) Environmental clean-up. The proposed redevelopment project area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by State or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area.
  - (L) Lack of community planning. The proposed redevelopment project area was developed prior to or without the benefit or guidance of a community plan. This means that the development occurred prior to the adoption by the municipality of a comprehensive or other community plan or that the plan was not followed at the time of the area's development. This factor must be documented by evidence of adverse or incompatible land-use relationships, inadequate street layout, improper subdivision, parcels of inadequate shape and size to meet contemporary development standards, or other evidence demonstrating an absence of effective community planning.
  - (M) The total equalized assessed value of the proposed redevelopment project area has declined for 3 of the last 5 calendar years prior to the year in which the redevelopment project area is designated or is increasing at an annual rate that is less than the balance of the municipality for 3 of the last 5 calendar years for which information is available or is increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for 3 of the last 5 calendar years prior to the year in which the redevelopment project area is designated.
- (2) If vacant, the sound growth of the redevelopment project area is impaired by a combination of 2 or more of the following factors, each of which is (i) present, with that presence documented, to a meaningful extent so that a municipality may reasonably find that the factor

is clearly present within the intent of the Act and (ii) reasonably distributed throughout the vacant part of the redevelopment project area to which it pertains:

- (A) Obsolete platting of vacant land that results in parcels of limited or narrow size or configurations of parcels of irregular size or shape that would be difficult to develop on a planned basis and in a manner compatible with contemporary standards and requirements, or platting that failed to create rights-of-ways for streets or alleys or that created inadequate right-of-way widths for streets, alleys, or other public rights-of-way or that omitted easements for public utilities.
  - (B) Diversity of ownership of parcels of vacant land sufficient in number to retard or impede the ability to assemble the land for development.
  - (C) Tax and special assessment delinquencies exist or the property has been the subject of tax sales under the Property Tax Code within the last 5 years.
  - (D) Deterioration of structures or site improvements in neighboring areas adjacent to the vacant land.
  - (E) The area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by State or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area.
  - (F) The total equalized assessed value of the proposed redevelopment project area has declined for 3 of the last 5 calendar years prior to the year in which the redevelopment project area is designated or is increasing at an annual rate that is less than the balance of the municipality for 3 of the last 5 calendar years for which information is available or is increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for 3 of the last 5 calendar years prior to the year in which the redevelopment project area is designated.
- (3) If vacant, the sound growth of the redevelopment project area is impaired by one of the following factors that (i) is present, with that presence documented, to a meaningful extent so that a municipality may reasonably find that the factor is clearly present within the intent of the Act and (ii) is reasonably distributed throughout the vacant part of the redevelopment project area to which it pertains:
- (A) The area consists of one or more unused quarries, mines, or strip mine ponds.
  - (B) The area consists of unused railyards, rail tracks, or railroad rights-of-way.
  - (C) The area, prior to its designation, is subject to (i) chronic flooding that adversely impacts on real property in the area as certified by a registered professional engineer or appropriate regulatory agency or (ii) surface water that discharges from all or a part of the area and contributes to flooding within the same watershed, but only if the redevelopment project provides for facilities or improvements to contribute to the alleviation of all or part of the flooding.

- (D) The area consists of an unused or illegal disposal site containing earth, stone, building debris, or similar materials that were removed from construction, demolition, excavation, or dredge sites.
  - (E) Prior to the effective date of this amendatory Act of the 91st General Assembly, the area is not less than 50 nor more than 100 acres and 75% of which is vacant (notwithstanding that the area has been used for commercial agricultural purposes within 5 years prior to the designation of the redevelopment project area), and the area meets at least one of the factors itemized in paragraph (1) of this subsection, the area has been designated as a town or village center by ordinance or comprehensive plan adopted prior to January 1, 1982, and the area has not been developed for that designated purpose.
  - (F) The area qualified as a blighted improved area immediately prior to becoming vacant, unless there has been substantial private investment in the immediately surrounding area.
- (b) For any redevelopment project area that has been designated pursuant to this Section by an ordinance adopted prior to the effective date of this amendatory Act of the 91st General Assembly, "conservation area" shall have the meaning set forth in this Section prior to the effective date of this amendatory Act of the 91st General Assembly.

On and after the effective date of this amendatory Act of the 91st General Assembly, "conservation area" means any improved area within the boundaries of a redevelopment project area located within the territorial limits of the municipality in which 50% or more of the structures in the area have an age of 35 years or more. Such an area is not yet a blighted area but because of a combination of 3 or more of the following factors is detrimental to the public safety, health, morals or welfare and such an area may become a blighted area (*italics is previous wording*):

- (1) Dilapidation. An advanced state of disrepair or neglect of necessary repairs to the primary structural components of buildings or improvements in such a combination that a documented building condition analysis determines that major repair is required or the defects are so serious and so extensive that the buildings must be removed.
- (2) Obsolescence. The condition or process of falling into disuse. Structures have become ill-suited for the original use.
- (3) Deterioration. With respect to buildings, defects including, but not limited to, major defects in the secondary building components such as doors, windows, porches, gutters and downspouts, and fascia. With respect to surface improvements, that the condition of roadways, alleys, curbs, gutters, sidewalks, off-street parking, and surface storage areas evidence deterioration, including, but not limited to, surface cracking, crumbling, potholes, depressions, loose paving material, and weeds protruding through paved surfaces.
- (4) Presence of structures below minimum code standards. All structures that do not meet the standards of zoning, subdivision, building, fire, and other governmental codes applicable to property, but not including housing and property maintenance codes.
- (5) Illegal use of individual structures. The use of structures in violation of applicable federal, State, or local laws, exclusive of those applicable to the presence of structures below minimum code standards.
- (6) Excessive vacancies. The presence of buildings that are unoccupied or under-utilized and that represent an adverse influence on the area because of the frequency, extent, or duration of the vacancies.

- (7) Lack of ventilation, light, or sanitary facilities. The absence of adequate ventilation for light or air circulation in spaces or rooms without windows, or that require the removal of dust, odor, gas, smoke, or other noxious airborne materials. Inadequate natural light and ventilation means the absence or inadequacy of skylights or windows for interior spaces or rooms and improper window sizes and amounts by room area to window area ratios. Inadequate sanitary facilities refers to the absence or inadequacy of garbage storage and enclosure, bathroom facilities, hot water and kitchens, and structural inadequacies preventing ingress and egress to and from all rooms and units within a building.
- (8) Inadequate utilities. Underground and overhead utilities such as storm sewers and storm drainage, sanitary sewers, water lines, and gas, telephone, and electrical services that are shown to be inadequate. Inadequate utilities are those that are: (i) of insufficient capacity to serve the uses in the redevelopment project area, (ii) deteriorated, antiquated, obsolete, or in disrepair, or (iii) lacking within the redevelopment project area.
- (9) Excessive land coverage and overcrowding of structures and community facilities. The over-intensive use of property and the crowding of buildings and accessory facilities onto a site. Examples of problem conditions warranting the designation of an area as one exhibiting excessive land coverage are: the presence of buildings either improperly situated on parcels or located on parcels of inadequate size and shape in relation to present-day standards of development for health and safety and the presence of multiple buildings on a single parcel. For there to be a finding of excessive land coverage, these parcels must exhibit one or more of the following conditions: insufficient provision for light and air within or around buildings, increased threat of spread of fire due to the close proximity of buildings, lack of adequate or proper access to a public right-of-way, lack of reasonably required off-street parking, or inadequate provision for loading and service.
- (10) Deleterious land use or layout. The existence of incompatible land-use relationships, buildings occupied by inappropriate mixed-uses, or uses considered to be noxious, offensive, or unsuitable for the surrounding area.
- (11) Lack of community planning. The proposed redevelopment project area was developed prior to or without the benefit or guidance of a community plan. This means that the development occurred prior to the adoption by the municipality of a comprehensive or other community plan or that the plan was not followed at the time of the area's development. This factor must be documented by evidence of adverse or incompatible land-use relationships, inadequate street layout, improper subdivision, parcels of inadequate shape and size to meet contemporary development standards, or other evidence demonstrating an absence of effective community planning.
- (12) The area has incurred Illinois Environmental Protection Agency or United States Environmental Protection Agency remediation costs for, or a study conducted by an independent consultant recognized as having expertise in environmental remediation has determined a need for, the clean-up of hazardous waste, hazardous substances, or underground storage tanks required by State or federal law, provided that the remediation costs constitute a material impediment to the development or redevelopment of the redevelopment project area.
- (13) The total equalized assessed value of the proposed redevelopment project area has declined for 3 of the last 5 calendar years for which information is available or is increasing at an annual rate that is less than the balance of the municipality for 3 of the last 5 calendar years for which information is available or is increasing at an annual rate that is less than the Consumer Price Index for All Urban Consumers published by the United States Department of Labor or successor agency for 3 of the last 5 calendar years for which information is available.

- (c) "Industrial Park" means an area in a blighted or conservation area suitable for use by any manufacturing, industrial, research or transportation enterprise, of facilities to include but not be limited to factories, mills, processing plants, assembly plants, packing plants, fabricating plants, industrial distribution centers, warehouses, repair overhaul or service facilities, freight terminals, research facilities, test facilities or railroad facilities.
- (d) Industrial park conservation area" means an area within the boundaries of a redevelopment project area located within the territorial limits of a municipality that is a labor surplus municipality or within 1 1/2 miles of the territorial limits of a municipality that is a labor surplus municipality if the area is annexed to the municipality; which area is zoned as industrial no later than at the time the municipality by ordinance designates the redevelopment project area, and which area includes both vacant land suitable for use as an industrial park and a blighted area or conservation area contiguous to such vacant land.
- (e) "Labor surplus municipality" means a municipality in which, at any time during the 6 months before the municipality by ordinance designates an industrial park conservation area, the unemployment rate was over 6% and was also 100% or more of the national average unemployment rate for that same time as published in the United States Department of Labor Bureau of Labor Statistics publication entitled "The Employment Situation" or its successor publication. For the purpose of this subsection, if unemployment rate statistics for the municipality are not available, the unemployment rate in the municipality shall be deemed to be the same as the unemployment rate in the principal county in which the municipality is located.

#### **65 ILCS 5/11-74.4-5**

### **PUBLIC HEARING; APPROVAL AND DENIAL OF REDEVELOPMENT PLAN OR PROJECT; CHANGES TO PLAN OR PROJECT; REPORTS**

*(Note that the bold type-highlighted text is emphasized to identify the description and purpose for convening the Joint Review Board Meeting.)*

#### **Sec. 11-74.4-5.**

- (a) The changes made by this amendatory Act of the 91st General Assembly do not apply to a municipality that, (i) before the effective date of this amendatory Act of the 91st General Assembly, has adopted an ordinance or resolution fixing a time and place for a public hearing under this Section or (ii) before July 1, 1999, has adopted an ordinance or resolution providing for a feasibility study under Section 11-74.4-4.1, but has not yet adopted an ordinance approving redevelopment plans and redevelopment projects or designating redevelopment project areas under Section 11-74.4-4, until after that municipality adopts an ordinance approving redevelopment plans and redevelopment projects or designating redevelopment project areas under Section 11-74.4-4; thereafter the changes made by this amendatory Act of the 91st General Assembly apply to the same extent that they apply to redevelopment plans and redevelopment projects that were approved and redevelopment projects that were designated before the effective date of this amendatory Act of the 91st General Assembly.

Prior to the adoption of an ordinance proposing the designation of a redevelopment project area, or approving a redevelopment plan or redevelopment project, the municipality by its corporate authorities, or as it may determine by any commission designated under subsection (k) of Section 11-74.4-4 shall adopt an ordinance or resolution fixing a time and place for public hearing. At least 10 days prior to the adoption of the ordinance or resolution establishing the time and place for the public hearing, the municipality shall make available for public inspection a redevelopment plan or a separate report that provides in reasonable detail the basis for the eligibility of the redevelopment project area. The report along with the name of a person to contact for further information shall be sent within a reasonable time after the adoption of such ordinance or resolution to the affected taxing districts by certified mail. On and after the effective date of this amendatory Act of the 91st General Assembly, the municipality shall print in a newspaper of general circulation within the municipality a notice that interested persons may register with the municipality in order to receive information on the proposed designation of a redevelopment project area or the approval of a redevelopment plan. The notice shall state the place of registration

and the operating hours of that place. The municipality shall have adopted reasonable rules to implement this registration process under Section 11-74.4-4.2. The municipality shall provide notice of the availability of the redevelopment plan and eligibility report, including how to obtain this information, by mail within a reasonable time after the adoption of the ordinance or resolution, to all residential addresses that, after a good faith effort, the municipality determines are located within 750 feet of the boundaries of the proposed redevelopment project area. This requirement is subject to the limitation that in a municipality with a population of over 100,000, if the total number of residential addresses within 750 feet of the boundaries of the proposed redevelopment project area exceeds 750, the municipality shall be required to provide the notice to only the 750 residential addresses that, after a good faith effort, the municipality determines are closest to the boundaries of the proposed redevelopment project area. The notice shall also be provided by the municipality, regardless of its population, to those organizations and residents that have registered with the municipality for that information in accordance with the registration guidelines established by the municipality under Section 11-74.4-4.2.

At the public hearing any interested person or affected taxing district may file with the municipal clerk written objections to and may be heard orally in respect to any issues embodied in the notice. The municipality shall hear all protests and objections at the hearing and the hearing may be adjourned to another date without further notice other than a motion to be entered upon the minutes fixing the time and place of the subsequent hearing. At the public hearing or at any time prior to the adoption by the municipality of an ordinance approving a redevelopment plan, the municipality may make changes in the redevelopment plan. Changes which (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of the households will exceed 10, shall be made only after the municipality gives notice, convenes a joint review board, and conducts a public hearing pursuant to the procedures set forth in this Section and in Section 11-74.4-6 of this Act. Changes which do not (1) add additional parcels of property to the proposed redevelopment project area, (2) substantially affect the general land uses proposed in the redevelopment plan, (3) substantially change the nature of or extend the life of the redevelopment project, or (4) increase the number of low or very low income households to be displaced from the redevelopment project area, provided that measured from the time of creation of the redevelopment project area the total displacement of the households will exceed 10, may be made without further hearing, provided that the municipality shall give notice of any such changes by mail to each affected taxing district and registrant on the interested parties registry, provided for under Section 11-74.4-4.2, and by publication in a newspaper of general circulation within the affected taxing district. Such notice by mail and by publication shall each occur not later than 10 days following the adoption by ordinance of such changes. Hearings with regard to a redevelopment project area, project or plan may be held simultaneously.

- (b) Prior to holding a public hearing to approve or amend a redevelopment plan or to designate or add additional parcels of property to a redevelopment project area, **the municipality shall convene a joint review board.** The board shall consist of a representative selected by each **community college district, local elementary school district and high school district or each local community unit school district, park district, library district, township, fire protection district, and county** that will have the authority to directly levy taxes on the property within the proposed redevelopment project area at the time that the proposed redevelopment project area is approved, **a representative selected by the municipality and a public member.** The public member shall first be selected and then the board's chairperson shall be selected by a majority of the board members present and voting.

For redevelopment project areas with redevelopment plans or proposed redevelopment plans that would result in the displacement of residents from 10 or more inhabited residential units or that include 75 or more inhabited residential units, the public member shall be a person who resides in the redevelopment project area. If, as determined by the housing impact study provided for in paragraph (5) of subsection (n) of Section 11-74.4-3, or if no housing impact study is required then

based on other reasonable data, the majority of residential units are occupied by very low, low, or moderate income households, as defined in Section 3 of the Illinois Affordable Housing Act, the public member shall be a person who resides in very low, low, or moderate income housing within the redevelopment project area. Municipalities with fewer than 15,000 residents shall not be required to select a person who lives in very low, low, or moderate income housing within the redevelopment project area, provided that the redevelopment plan or project will not result in displacement of residents from 10 or more inhabited units, and the municipality so certifies in the plan. If no person satisfying these requirements is available or if no qualified person will serve as the public member, then the joint review board is relieved of this paragraph's selection requirements for the public member.

Within 90 days of the effective date of this amendatory Act of the 91st General Assembly, each municipality that designated a redevelopment project area for which it was not required to convene a joint review board under this Section shall convene a joint review board to perform the duties specified under paragraph (e) of this Section.

**All board members shall be appointed and the first board meeting shall be held at least 14 days after the mailing of notice by the municipality to the taxing districts** as required by Section 11-74.4-6 (C). Notwithstanding the preceding sentence, a municipality that adopted either a public hearing resolution or a feasibility resolution between July 1, 1999 and July 1, 2000 that called for the meeting of the joint review board within 14 days of notice of public hearing to affected taxing districts is deemed to be in compliance with the notice, meeting, and public hearing provisions of the Act. Such notice shall also advise the taxing bodies represented on the joint review board of the time and place of the first meeting of the board. Additional meetings of the board shall be held upon the call of any member. The municipality seeking designation of the redevelopment project area shall provide administrative support to the board.

**The board shall review (i) the public record, planning documents and proposed ordinances** approving the redevelopment plan and project and (ii) proposed amendments to the redevelopment plan or additions of parcels of property to the redevelopment project area to be adopted by the municipality. As part of its deliberations, the board may hold additional hearings on the proposal. A board's recommendation shall be an advisory, non-binding recommendation. The recommendation shall be adopted by a majority of those members present and voting. The recommendations shall be submitted to the municipality within 30 days after convening of the board. Failure of the board to submit its report on a timely basis shall not be cause to delay the public hearing or any other step in the process of designating or amending the redevelopment project area but shall be deemed to constitute approval by the joint review board of the matters before it.

**The board shall base its recommendation to approve or disapprove the redevelopment plan and the designation of the redevelopment project area or the amendment of the redevelopment plan or addition of parcels of property to the redevelopment project area on the basis of the redevelopment project area and redevelopment plan satisfying the plan requirements, the eligibility criteria defined in Section 11-74.4-3, and the objectives of this Act.**

The board shall issue a **written report** describing why the redevelopment plan and project area or the amendment thereof meets or fails to meet one or more of the objectives of this Act and both the plan requirements and the eligibility criteria defined in Section 11-74.4-3. In the event the Board does not file a report it shall be presumed that these taxing bodies find the redevelopment project area and redevelopment plan satisfy the objectives of this Act and the plan requirements and eligibility criteria.

If the board recommends rejection of the matters before it, the municipality will have 30 days within which to resubmit the plan or amendment. During this period, the municipality will meet and confer with the board and attempt to resolve those issues set forth in the board's written report that led to the rejection of the plan or amendment.

**APPENDIX B  
JOINT REVIEW BOARD REPORT FORM**

**VILLAGE OF WOODRIDGE, ILLINOIS  
75TH STREET CORRIDOR TAX INCREMENT FINANCING (TIF) DISTRICT**

Pursuant to Illinois Statutes 65 ILCS 5/11-74.4 *et. seq.*, as amended, the Joint Review Board (JRB) convened to consider the Redevelopment Project Area, Plan and Projects for the proposed 75th Street Corridor TIF District in the Village of Woodridge, Illinois.

Date JRB Meeting was initially convened: December 3, 2025

<b>JOINT REVIEW BOARD MEMBERS PRESENT</b>	
<b>REPRESENTATIVE'S NAME</b>	<b>TAXING DISTRICT</b>
<input type="checkbox"/>	Center Cass Grade School #66
<input type="checkbox"/>	College of DuPage #502
<input type="checkbox"/>	Community High School #99
<input type="checkbox"/>	Darien-Woodridge Fire Protection District
<input type="checkbox"/>	Downers Grove Grade School #58
<input type="checkbox"/>	Downers Grove Park District
<input type="checkbox"/>	Downers Grove Township
<input type="checkbox"/>	DuPage County
<input type="checkbox"/>	Lisle Township
<input type="checkbox"/>	Lisle-Woodridge Fire Protection District
<input type="checkbox"/>	Village of Woodridge
<input type="checkbox"/>	Woodridge Grade School #68
<input type="checkbox"/>	Woodridge Park District
<input type="checkbox"/>	Woodridge Public Library District

<b>OTHERS PRESENT WHO ARE NOT JRB MEMBERS</b>	
<b>NAME</b>	<b>ORGANIZATION</b>
1.	
2.	
3.	
4.	
5.	
6.	

OTHERS PRESENT WHO ARE NOT JRB MEMBERS	
NAME	ORGANIZATION
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

**ELECTION OF PUBLIC MEMBER:**

By a vote of \_\_\_\_ AYES \_\_\_\_ NAYS \_\_\_\_ ABSTENTIONS, the following person was duly nominated and elected by those JRB Members present to serve as the Public Member to the Joint Review Board for the **WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT:**

\_\_\_\_\_.

Public Member's mailing address: \_\_\_\_\_

N.A. - No nominations for a Public Member were presented.

**ELECTION OF JRB CHAIRPERSON:**

By a vote of \_\_\_\_ AYES \_\_\_\_ NAYS \_\_\_\_ ABSTENTIONS, the following person was elected by those JRB Members present to serve as the Chairperson of the Joint Review Board for the **WOODRIDGE 75TH STREET CORRIDOR TIF DISTRICT:** \_\_\_\_\_.

**ITEMS REVIEWED BY THE JRB:**

1. The statutory procedure and timeline for establishing the TIF District.....
2. The qualifying characteristics of the proposed TIF Redevelopment Project Area.....
3. The TIF Redevelopment Plan.....
4. The proposed ordinances to establish the TIF District.....
5. The TIF Act, especially Sections 11-74.4-2; 11-74.4-3 and 11-74.4-5 .....
6. The public record/correspondence.....



Downers Grove Grade School District 58

12/8/2025

List of Bills - Expenditures

Education Fund (Fund 10)	List of Bills	\$	904,869.89
	Imprest Checks	\$	7,716.23
	Revolving/Voucher	\$	813.78
	District Credit Card	\$	4,878.02
Operations & Maintenance Fund (Fund 20)	List of Bills	\$	139,350.98
	Revolving/Voucher	\$	-
	District Credit Card	\$	1,500.00
	Imprest Checks		
Debt Services (Fund 30)	List of Bills	\$	1,082,473.97
	Bond Payment 12/12/25	\$	5,389,275.00
Transportation Fund (Fund 40)	List of Bills	\$	676,123.71
	Imprest Checks	\$	654.40
IMRF (Fund 50)	List of Bills		
FICA/Medicare Fund (Fund 51)	List of Bills		
Site & Construction Fund/Capital Projects (Fund 60)	List of Bills		
	Imprest Checks		
Capital Referendum (Fund 61)	List of Bills	\$	2,878,759.88
	Revolving Voucher		
Working Cash Fund (Fund 70)	List of Bills		
Fire & Safety Fund (Fund 90)	List of Bills		
Medical Insurance Reserve Fund (Fund 13)	List of Bills	\$	-
	Revolving Voucher	\$	136,445.77
Sinking Fund (Fund 21)			
	Total	\$	<u>11,222,861.63</u>

Above is a summary of the bills and obligations prepared for payment on December 08, 2025. We certify this to be a correct copy of the payments authorized and approved as shown by the minutes of the Board of Education of Downers Grove Grade School District 58, at its regular Board meeting of December 08, 2025.

---

District 58 Board of Education President  
Darren Hughes

District 58 Board Secretary  
Melissa Jerves

MEMO TO: Kevin Russell, Superintendent of Schools  
 FROM: Pat Houlihan, Personnel Secretary  
 SUBJECT: Personnel Report, District 58

**CERTIFIED STAFF - ASSIGNMENT**

	<u>Effective</u>	<u>Location, Position</u>	<u>Salary</u>
Jack Loris	12/19/2025	Kingsley, Self Contained Special Ed Teacher	\$35,883.00

**CERTIFIED STAFF - RESIGNATION**

	<u>Effective</u>	<u>Location, Position</u>
Timothy Edwards	12/19/2025	Multiple, Orchestra Teacher
Katherine Salsbury	June, 2025	Lester, Classroom Teacher

**CERTIFIED - FAMILY MEDICAL LEAVE OF ABSENCE**

	<u>Effective</u>	<u>Location, Position</u>
Jacqueline Bernard	4/4/2026	Hillcrest, Speech Language Pathologist
Melissa Hackett	5/18/2026	Indian Trail, Interventionist
Stephanie McNally	5/03/2026	Herrick/Pierce Downer, Speech Language Pathologist
Evangeline Smith	4/06/2026	O'Neill MD, Orchestra Teacher

**CERTIFIED - UNPAID LEAVE OF ABSENCE**

	<u>Effective</u>	<u>Location, Position</u>
Claire Grigas	1/27/2026	Lester, Social Worker (.2 FTE)

**CUSTODIAL/MAINTENANCE STAFF – ASSIGNMENT**

	<u>Effective</u>	<u>Location, Position</u>	<u>Salary</u>
Michael Mandel	11/24/25	Lester, Night Custodian	\$17.89/hr
Iveta Mahdalikova (part-time)	12/8/25	Lester, Night Custodian	\$17.89/hr

**CUSTODIAL/MAINTENANCE STAFF – RESIGNATION**

	<u>Effective</u>	<u>Location, Position</u>
Juan Castillo	12/15/25	Fairmount, Night Custodian
Ana Vega (change of effective date)	11/17/25	Lester, Night Custodian

SUBJECT: Personnel Report, District 58 - Continued

**STIPENDS**

<b>HENRY PUFFER</b> Kindness Club	<b>Teacher</b> Julie Batkiewicz Amanda Annese	<b>Stipend</b> \$1,077.36 \$1,077.36
--------------------------------------	---	--

<b>KINGSLEY</b> Podcast Club	<b>Teacher</b> Kristin Esposito Joe Perillo	<b>Stipend</b> \$1,077.35 \$1,077.35
---------------------------------	---	--

<b>PIERCE DOWNER</b> Jennifer Blair (effective 11/10/25)	<b>POSITION</b> RISE	<b>STIPEND</b> \$1,526.88
--	-------------------------	------------------------------

**INSTRUCTIONAL ASSISTANT STIPENDS**

<b>O'NEILL MS</b> Kit Yu Hui (effective 11/17/25)	<b>POSITION</b> DLP	<b>STIPEND</b> \$1,387.10
---	------------------------	------------------------------



Downers Grove Grade School District 58  
We Envision. We Seek. We Believe.

**Downers Grove Grade School District 58**  
850 Curtiss Street, Ste. 200, Downers Grove, IL 60515  
630-719-5800 Phone | 630-719-5418 Fax | www.dg58.org

**Gregory Harris, Assistant Superintendent/CSBO**  
gharris@dg58.org | 630-719-5828

## MEMORANDUM Business Department

**TO:** Board of Education, Dr. Kevin Russell

**FROM:** Gregory Harris, Assistant Superintendent for Business/CSBO

**DATE:** December 8, 2025

**RE:** 2025 Tax Levy

---

**Background:** The Property Tax Extension Limitation Law (PTELL) specifies that the amount that a taxing authority like District 58 can increase its property tax levy over the prior year's tax extension is capped at the Consumer Price Index for December of the previous year or 5%, whichever is lower. Using the combined equalized assessed valuation (EAV) of all taxable property in the District and any new construction in the past year, the DuPage County Clerk calculates a limiting tax rate that the District's capped funds cannot exceed.

**Administrative Considerations:** Using the CPI figure from December of 2024 (2.9%) and estimates from the township assessors' offices for EAV and new construction, the District 58 administration may approximate a limiting rate, which multiplied by the total EAV of the District, produces an estimated capped extension for 2025. Because all of these numbers are estimates, the practice of many school districts is to "balloon" the levy, increasing it above the estimated capped extension. Ballooning the levy allows the District to hedge against the possibility that the estimated capped extension is too low, which may result in the District potentially not collecting all the tax dollars available to it. Therefore, the levy presented to the Board of Education for approval is somewhat larger (approximately \$1 million) than the best estimate for what the 2025 extension will actually be.

In deciding how to allocate the levy among the various operating funds, the District looks at fund balances on June 30, 2025, and projected fund balances on June 30, 2026, to see which funds need additional resources to keep the balances stable. Below is a table that shows the differences between funding levels in all funds when comparing the 2024 extension and the 2025 levy.

As the total 2025 tax levy is less than 5% greater than the 2024 extension, the Board of Education is not required to hold a Truth in Taxation hearing.

<b>FUND</b>	<b>2024 EXTENSION</b>	<b>2025 LEVY</b>	<b>DIFFERENCE</b>	<b>% CHANGE</b>
Educational	\$63,445,797.24	\$61,758,187	(\$1,687,610.24)	-2.7%
Oper/Maint	\$2,652,323.87	\$3,506,921	\$854,597.13	+32.2%
Transportation	\$4,151,623.61	\$7,674,563	\$3,522,939.39	+84.9%
Working Cash	\$427,318.85	\$250,559	(\$176,759.85)	-41.4%
IMRF	\$736,756.63	\$738,252	\$1,495.37	+0.2%
Social Security	\$1,053,561.98	\$2,158,645	\$1,105,083.02	+104.9%
<b>Total Capped</b>	<b>\$72,467,382.18</b>	<b>\$76,087,127</b>	<b>\$3,619,744.82</b>	<b>+4.99%</b>

**Recommendation:** The recommendation is for the Board of Education to approve the 2025 Certificate of Levy as presented.

Original: 
Amended:

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

CERTIFICATE OF TAX LEVY

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

Table with 3 columns: District Name (Downers Grove Grade School District), District Number (58), County (DuPage)

Amount of Levy

Table listing various levy categories and amounts: Educational (\$61,758,187), Operations & Maintenance (\$3,506,921), Transportation (\$7,674,563), Working Cash (\$250,559), Municipal Retirement (\$738,252), Social Security (\$2,158,645), Fire Prevention & Safety (\$0), Tort Immunity (\$0), Special Education (\$0), Leasing (\$0), Other (\$0), Total Levy (\$76,087,127)

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 61,758,187 dollars to be levied as a special tax for educational purposes; and
the sum of 3,506,921 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 7,674,563 dollars to be levied as a special tax for transportation purposes; and
the sum of 250,559 dollars to be levied as a special tax for a working cash fund; and
the sum of 738,252 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 2,158,645 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 0 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 0 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_
on the taxable property of our school district for the year 2025

Signed this 8th day of December 2025. (President)

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

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them.

Number of bond issues of said school district that have not been paid in full 0

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 58, DuPage County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2025 was filed in the office of the County Clerk of this County on 2025.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2025, is \$

(Signature of County Clerk)

(Date)

(County)

**CERTIFICATION OF COMPLIANCE  
WITH THE TRUTH IN TAXATION LAW**

I, Darren Hughes, the duly qualified and acting presiding officer of the Board of Education of Downers Grove Grade School District #58, DuPage County, Illinois, do hereby certify that the 2025 tax levy of said School District #58 attached hereto was adopted in full compliance with the provisions of 35 ILCS 200/18-55 et seq., of the Illinois "Truth in Taxation Law."

IN WITNESS WHEREOF, I hereunto affix my official signature at Downers Grove, Illinois, this 8<sup>th</sup> day of December 2025.

---

Darren Hughes, President  
Board of Education  
Downers Grove Grade School District #58  
DuPage County, Illinois

---

Melissa Jerves, Secretary  
Board of Education  
Downers Grove Grade School District #58  
DuPage County, Illinois

STATE OF ILLINOIS            }  
  }  
COUNTY OF DUPAGE        }

SS

**CERTIFICATION**

I, Melissa L. Jerves, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Downers Grove Grade School District 58, County of DuPage, Illinois, and that as such Secretary I am the keeper of the records of said Board of Education.

I further certify that the attached is a full and true and complete copy of the 2025 Certificate of Levy of Downers Grove Grade School District 58, adopted on December 8, 2025.

IN WITNESS WHEREOF, I hereunto affix my official signature at Downers Grove, Illinois, this 8th day of December 2025.

\_\_\_\_\_  
Melissa L. Jerves, Secretary  
Board of Education  
Downers Grove Grade School District 58

**RESOLUTION AUTHORIZING THE TRANSFER OF INTEREST INCOME FROM  
THE CAPITAL PROJECTS FUND TO THE EDUCATIONAL FUND**

**WHEREAS**, pursuant to Section 10-22.44 of the *School Code* (105 ILCS 5/10-22.44) and Section 9(c) of the *Local Government Debt Reform Act* (30 ILCS 350/9(c)), the Board of Education (“Board”) of Downers Grove Grade School District No. 58, DuPage County, Illinois (“District”), is empowered to transfer interest earned from any moneys of the District to the fund of the District that is most in need of such interest income, as determined by the Board; and

**WHEREAS**, such transfer authority does not apply to any interest earned which has been earmarked or restricted by the Board for a designated purpose, and further does not apply to any interest earned on any funds for purposes of Illinois Municipal Retirement under the *Pension Code* [40 ILCS 5/1-101 et seq.], Tort Immunity under the *Local Governmental and Governmental Employees Tort Immunity Act* [745 ILCS 10/1-101 et seq.], Fire Prevention, Safety, Energy Conservation and School Security Purposes under Section 17-2.11 [105 ILCS 5/17-2.11], and Capital Improvements under Section 17-2.3 [105 ILCS 5/17-2.3], the interest on which funds may be used only for the purposes authorized for such exempted funds; and

**WHEREAS**, the District previously issued referendum bonds authorized by bond resolution dated November 14, 2022, whose proceeds were deposited as directed in the respective bond resolution into the Site and Construction/Capital Improvements Fund of the District, also known as the “Capital Projects Fund”; and

**WHEREAS**, the Capital Projects Fund has generated interest earnings accounted for as directed in the respective bond resolutions which have not been earmarked or restricted by the Board for a designated purpose, and which do not constitute interest earned on any of the enumerated, exempted funds in the foregoing paragraphs; and

**WHEREAS**, the Board has consulted with bond counsel and finds that the respective bond resolutions allow the transfer of interest earned from monies in the Capital Projects Fund and that these interest earnings have not been added to or become part of principal in the Capital Projects Fund, but are accounted for separately in the manner directed by the bond resolutions; and

**WHEREAS**, the Board’s budget for the current fiscal year does not earmark or restrict any interest in the Capital Projects Fund; and

**WHEREAS**, the Board finds and determines that the Educational Fund is most in need of interest income earned from monies in the Capital Projects Fund; and

**WHEREAS**, the Board finds and determines that it is in the best interests of the District to transfer unrestricted and not otherwise earmarked interest earned from money in the Capital Projects Fund to the Educational Fund.

**NOW, THEREFORE**, It Is Hereby Resolved by the Board of Education of Downers Grove Grade School District No. 58, DuPage County, Illinois, as follows:

**Section 1:** The Preamble above is hereby incorporated into the body of this Resolution.

**Section 2:** Interest earned from money in the Capital Projects Fund in the amount of Four Million, Eight Hundred Fifty-Seven Thousand, One Hundred and Twenty Dollars and 14/100 (\$4,857,120.14), which is not earmarked, restricted or otherwise exempted, shall be transferred to the Educational Fund.

**Section 3:** The Treasurer is directed to immediately transfer such interest from the Capital Projects Fund to the Educational Fund.

**Section 4:** The administration is further directed to prepare an amended budget for the current fiscal year that specifically includes the transfer in Section 2 above and to make all appropriate arrangements to present this amended budget for the Board's adoption prior to close of the fiscal year.

**Section 5:** This Resolution shall be in full force and effect immediately upon its adoption.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by the following roll call vote:

AYE:

NAY:

ABSENT:

\_\_\_\_\_  
**President, Board of Education**

**ATTEST:**

\_\_\_\_\_  
**Secretary, Board of Education**



Downers Grove Grade School District 58  
We Envision. We Seek. We Believe.

**Downers Grove Grade School District 58**  
850 Curtiss Street, Ste. 200, Downers Grove, IL 60515  
630-719-5800 Phone | 630-719-5418 Fax | www.dg58.org

**Gregory Harris, Assistant Superintendent**  
gharris@dg58.org | 630-719-5828

## MEMORANDUM Business Department

**TO:** Board of Education, Dr. Kevin Russell

**FROM:** Gregory Harris, Assistant Superintendent for Business/CSBO

**DATE:** December 8, 2025

**RE:** Interfund Transfer

---

**Background:** When the District sold tax-exempt bonds in 2022, the proceeds were invested in vehicles at higher interest rates than the rates on the bonds themselves. The difference between the higher investment earnings and the lower interest cost on the bonds is called arbitrage profit. The federal government, by law, prevents the District from earning an arbitrage profit on tax-exempt bonds. This prevents public entities from selling bonds just so they can generate investment income. When the 2022 bond proceeds were depleted in September, the District received a calculation of the arbitrage rebate it would owe to the IRS. This has to be paid within 60 days of the original amount being completely spent or within five years of issuing the bonds. If the District were to meet the 60-day deadline, this would mean the arbitrage rebate would have been due in or around November of this year. However, the five-year deadline pushes the due date out to February of 2028. At present, the District's arbitrage consultant is calculating the arbitrage rebate owed to the IRS to be approximately \$4.8 million. The funds involved in this transfer resolution are deemed allocated for the purpose of eventually paying the arbitrage rebate to the IRS.

**Administrative Considerations:** The administration has been having discussions with the Financial Advisory Committee and the Board of Education regarding the timing of paying the arbitrage rebate to the IRS. Because of the District's current cash flow problems, the plan is to hang onto the arbitrage profit through at least May of 2026. Because of the timing of when districts in DuPage County receive their property taxes and despite the fact that District 58 has a recent history of passing balanced budgets, it appears that there will not be enough cash on hand in May to make payroll and to pay accounts payable. Therefore, the District plans to temporarily hold the arbitrage profit in order to make sure there is enough cash available in May to meet the various obligations.

The \$4.8 liability will grow by the bond yield (3.39%) until the District pays the IRS. As of November 30, the money is invested in various CDs and treasury bills earning approximately 3.7%. In essence, the interest that the money is currently earning will cover the future value of the liability as the interest rates are higher than the bond yield. As an added bonus, the District records as revenue the interest earned above and beyond the future value of the liability. In June of 2026, after the District has received taxes from the 2025 extension, the District will re-deposit the arbitrage profit plus interest into an investment account. At that time, the administration will evaluate market conditions and work with consultants to determine if the money should be paid to the IRS or held in investments for a longer period. It is important to note that the District would be holding off on paying the IRS even if there was no cash flow issue. This is because of the small amount of investment revenue the District is realizing while the interest rates remain above the bond yield.

The District is allowed to permanently transfer interest earned on the referendum proceeds from the capital fund to an operating account. Making this transfer designates these dollars as operating funds and allows their use on payroll and/or accounts payable when the District reaches its low-cash point in May. Depending on the trajectory of interest rates, the District intends to pay the IRS as early as June of 2026 and as late as February of 2028. When that transaction is processed, it will be paid out of the Educational fund.

**Recommendation:** It is recommended that the Board of Education approve a transfer of \$4,857,120.14 from the Capital Projects fund to the Educational fund.



## ADDITIONAL CLASSROOM LEASE

**1. PARTIES:** The parties to this Lease are **Downers Grove Grade School District #58**, DuPage County, Illinois, having its principal offices at 2300 Warrenville Road, Suite 200 NE, Downers Grove, Illinois (“Lessor”), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois (“Lessee”). The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

**2. PREMISES:** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

**One Deaf & Hard of Hearing (DHH) Classroom, Kingsley School, 6509 Powell St., Downers Grove, IL**

including all furnishings and ordinary school equipment necessary to use said rooms as classrooms. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor’s programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee’s use of facilities of common benefit will substantially disrupt or conflict with Lessor’s use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

**3. TERM:** This Lease shall be for a term of one year commencing on November 7, 2025 and continuing until August 10, 2026. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. The Lessee shall notify the Lessor of any such renewal request by March 15, 2026 and the Lessor shall accept or decline the renewal request by March 31, 2026.

**4. RENT AND RELATED COSTS:** Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the school year 2025-2026 it is hereby agreed that the fees for Space Usage are as follows:

<input type="checkbox"/>	<b>Grades K-8:</b>	<b>\$23,000 x 1 Classrooms</b>	<b>\$17,581.00</b>
<input type="checkbox"/>	<b>High School:</b>	<b>\$25,000</b>	
<input type="checkbox"/>	<b>Office Space:</b>	<b>\$12,000</b>	
		<b>TOTAL</b>	<b>\$17,581.00</b>

**5. PAYMENT OF RENT:** Lessee agrees to pay rent in one lump sum on or before January 1, 2026, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

**6. REGULATION OF STUDENTS AND CLASSROOMS:** Lessor shall have the right to establish reasonable rules and regulations:

- a. For the conduct of Lessee, its agents, employees, students, or persons entering or on Lessor’s premises, including that which is leased.
- b. For the reasonable use of the classroom

**7. ASSIGNMENT SUBLETTING:** Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.

**8. SURRENDER OF PREMISES:** Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premise without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

**9. NO WASTE OR MISUSE:** Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damages to Lessor's premises caused by waste or misuse of facilities.

**10. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING:** At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If default be made in the payment of the rent, or any part thereof, or in any of the covenants herein contained to be kept by Lessee, it shall be lawful for the Lessor at any time, at its election, within 30 days of written notice and the right to cure, to declare the term ended and this Lease forfeited.

**11. PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:** Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the waste or misuse of the premises by Lessee, its agents, employees, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

**12. LIABILITY INSURANCE AND INDEMNIFICATION:** Lessor shall maintain adequate insurance to insure against claims for bodily injury and property damage resulting from the use of the Lessor's premises. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor as additional insured on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's business purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices.

Each party to this Lease agree to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only the extent the Loss is caused solely by an act of omission of the indemnifying party or its Board, Board members, employees, volunteers or agents.

**13. SUCCESSORS:** This Lease shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective heirs, legal representatives, successors and assigns.

**14. SERVICES:** Space Usage shall include the following:

- Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting.
- Janitorial service, supplies and general maintenance.
- A proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. SASED staff and students are an integral part of the building, inclusive of building communications and crisis planning. Student fees required by the Lessor for students attending these programs are billed to SASED and will be included in the tuition costs billed to the district of residence. SASED staff has access to the building, general building supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASED faculty and students. Lessor will provide access to Lessor's technology staff to allow for SASED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASED. However, the Lessor's technology staff will be available to assist in resolving problems that are the result of the district network or the result of SASED provided hardware and software interacting with the network. This assistance shall be coordinated with SASED technology staff. SASED teachers working with students included in district classroom programs will be allowed to participate in lessor's staff meeting and activities, inclusive of celebrations and assemblies. The Lessor's building principal, secretary, and nurse consider the staff and students their responsibility, however, this responsibility is secondary to the SASED program coordinator. "Inclusion fees" have been integrated into this lease agreement. The payment of rental fee provides for the cost to lessor of having staffing patterns and other items impacted by including SASED students in the Lessor's programs. The rent amount identified above includes, and there shall be no additional charge for, SASED's use of the premises, facilities, utilities, supplies, maintenance services, access, support, personnel services, programs, area and facilities of common benefit described herein.
- With regard to the school day for SASED students, start and end times shall be the same as for the other students in the school.

**15. ADDENDUM:** This Lease may include an Addendum, if different/additional terms are warranted due to special circumstances (such as a unique space size). If an Addendum is used, it will be signed and dated by both parties, attached to this Lease, and considered a part of this Lease.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 8<sup>th</sup> day of December, 2025

DOWNERS GROVE GRADE SCHOOL  
DISTRICT #58  
850 Curtiss St., Suite 200  
Downers Grove IL 60515

SCHOOL ASSOCIATION FOR SPECIAL  
EDUCATION IN DUPAGE (SASED)  
2900 Ogden Avenue  
Lisle, IL 60532

By:

By:

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

\_\_\_\_\_  
SASED Executive Director

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
SASED Assistant Director of Business/CSBO



Downers Grove Grade School District 58  
We Envision. We Seek. We Believe.

**Downers Grove Grade School District 58**  
850 Curtiss Street, Ste. 200, Downers Grove, IL 60515  
630-719-5800 Phone | 630-719-5418 Fax | www.dg58.org

**Kevin Barto, Director of Buildings & Grounds**  
kbarto@dg58.org | 630-719-5858

## **MEMORANDUM**

### **Buildings & Grounds**

**TO:** Board of Education; Dr. Kevin B. Russell

**FROM:** Kevin Barto ; Greg Harris

**DATE:** December 5, 2025

**RE:** Phase III Referendum Elementary Furniture Purchase

---

#### **Background Information**

As the District implements changes in the middle and elementary schools due to the referendum improvements, purchasing furniture is necessary.

#### **Administrative Considerations**

Space review and furniture selection meetings were conducted with administrators while holding to the District standards that were set with previous phases. Funds for the purchase are available in the referendum furniture budget. Please see the attached Owner's Rep memo for further details. We agree with their analysis and recommendations as attached.

#### **Recommendation**

Motion to purchase furniture from Henricksen as quoted for the Phase III referendum elementary schools at a cost of \$61,271.85.

### Furniture Package Proposals Memo:

The following furniture packages have been identified by our furniture broker Henricksen as long lead items for the Phase 3 Elementary Schools. These packages are all required for installation for summer 2026. Per Henricksen's recommendation, we are seeking approval to purchase these packages to ensure timely production, delivery, and installation for summer 2026. These proposals include a contingency to account for possible cost increases.

Building	Project	Quote #	Proposal Total
Pierce Downer	Administrative Offices and Conference Room	25060502	\$30,490.38
El Sierra	Administrative Offices	25060506	\$15,127.35
Belle Aire	Administrative Offices	25060508	\$15,654.12
		<b>TOTAL</b>	<b>\$61,271.85</b>

### Overall Furniture Budget Status:

Please note below the current status of the overall furniture budget for the referendum project. Middle schools remain within budget, as noted by the Estimated Remaining Scope vs. Remaining Funds columns below. Overall, the budget is trending positive with \$102,165.28 in potential savings when comparing the total estimated remaining scope vs. the total remaining funds.

School	Item	Budget Estimate	Total Committed to Date	Total Invoiced To Date	Current Board Request	Remaining Funds	Estimated Remaining Scope	Potential Savings	Description
O'Neill	Complete Furniture Package	\$750,000.00	\$716,834.59	\$716,834.59	Complete	\$33,165.41	\$0.00	\$33,165.41	Library, Cafeteria, Specialty Classrooms, Newly Constructed Classrooms, Admin Space (if funds allow, commons and additional standard classrooms)
Herrick	Complete Furniture Package	\$1,150,000.00	\$1,025,607.68	\$992,379.26	Complete	\$124,392.32	\$31,440.12	\$92,952.20	Library, Cafeteria, Specialty Classrooms, Newly Constructed Classrooms, Admin Space (if funds allow, commons and additional standard classrooms)
Phase 1 Elementary	Complete Furniture Package	\$125,000.00	\$125,410.20	\$125,410.20	Complete	-\$410.20	\$0.00	-\$410.20	\$25K per Admin Space and \$25K per Teachers Lounge
Phase 2 Elementary	Complete Furniture Package	\$250,000.00	\$223,127.25	\$0.00	Complete	\$26,872.75	\$0.00	\$26,872.75	Admin and Teachers Lounge spaces larger than Phase 1
Phase 3 Elementary	Complete Furniture Package	\$125,000.00	\$61,271.85	\$0.00	\$61,271.85	\$63,728.15	\$0.00	\$63,728.15	\$25K per Admin Space
<b>Budget Adjustment</b>	District adjustment for internal staffing	-\$115,000.00			Funds moved October 2025	0	0	0	Per Jordan Schultz and Todd Drafall
<b>Furniture Total</b>		<b>\$2,285,000.00</b>	<b>\$2,152,251.57</b>	<b>\$1,834,624.05</b>		<b>\$132,748.43</b>	<b>\$31,440.12</b>	<b>\$101,308.31</b>	
Appliances and Fitness	Appliances, Fitness Equipment	\$200,000.00	\$207,586.91	\$0.00		-\$7,586.91	\$6,263.00	-\$13,849.91	Appliances for FACS, Science, Nurses Offices, and Teachers Lounges. Fitness Equipment for Middle School Fitness Rooms. Floor scrubbers for middle schools
Flat Screens	Screens/Mounts	\$50,000.00	\$30,694.19	\$8,854.66		\$19,305.81	\$4,598.93	\$14,706.88	Flat screens displays and mounting brackets for FACS, Administrative Offices, Conference Rooms, and Staff Lounges.
<b>Equipment Total</b>		<b>\$250,000.00</b>	<b>\$238,281.10</b>	<b>\$8,854.66</b>		<b>\$11,718.90</b>	<b>\$10,861.93</b>	<b>\$856.97</b>	
	<b>TOTAL FFE</b>	<b>\$2,535,000.00</b>	<b>\$2,390,532.67</b>	<b>\$1,843,478.71</b>		<b>\$144,467.33</b>	<b>\$42,302.05</b>	<b>\$102,165.28</b>	

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

**Notes**

---

**Area of Work**



Original Project Date: **6/26/2025**

REV	DATE	DESCRIPTION	DWN
1	9/05/2025	306A-Opt1 selected	JJ
2	9/15/2025	UPDATE OPEN OFFICE	KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by **JJJ**

Acct Exec **JHCH**

Project ID **N/A**

Order # **PO #25060502**

Scale **N.T.S.**

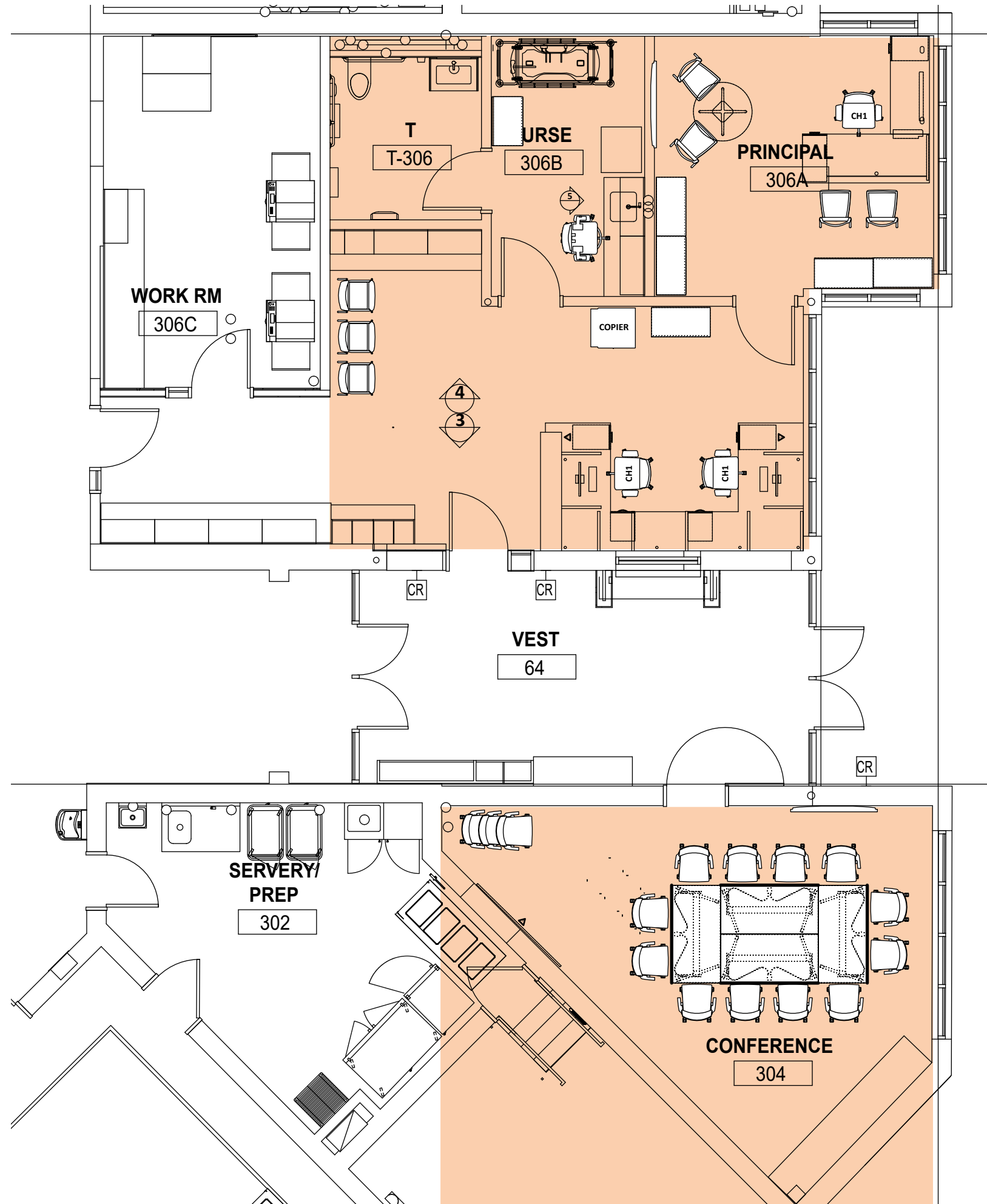
**DGSD58- PIERCE DOWNER  
ELEMENTARY**

1436 GRAND ST  
RENOVATION  
DOWNERS GROVE, IL 60515

**OFFICE**

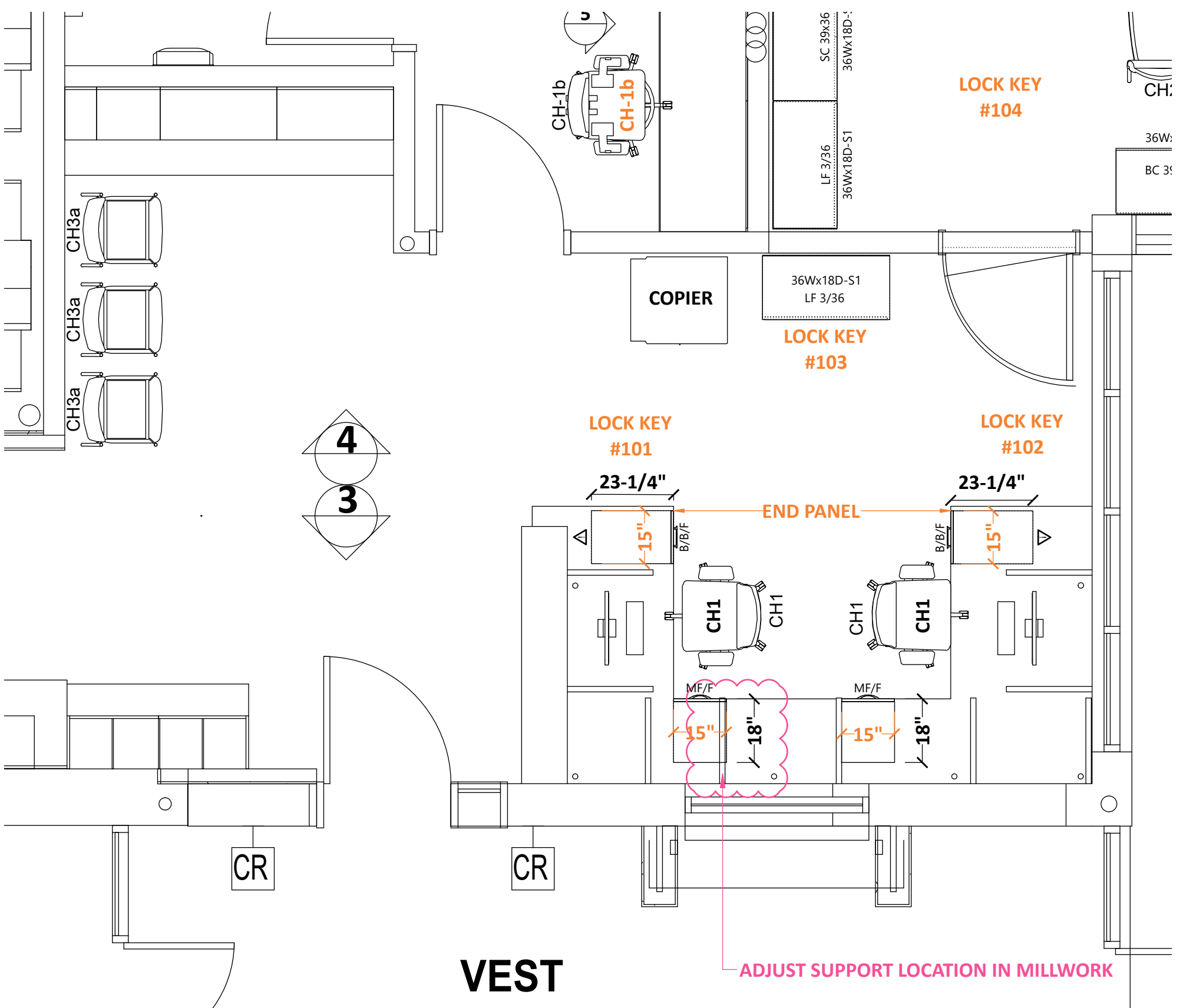
**FURNITURE PLAN**

**F.1**



# MAIN OFFICE

PLOT 11X17



## FINISHES

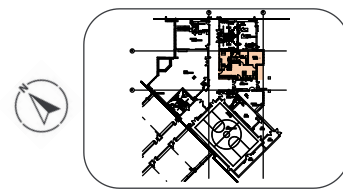
- DESK STORAGE
  - PULL - BEAM SILVER
  - PAINT - GUNMETAL METALLIC
- LATERAL FILE
  - PAINT - LOFT
  - LAMINATE TOP - VERANDA TEAK
- FOCUS TASK
  - MESH - BLACK
  - FRAME - BLACK
  - CASTER - HARD FLOOR & CARPET
  - SEAT - VENICE DEEP SEA
- CORA GUEST CHAIR
  - FRAME - SILVER
  - FABRIC - AFFINITY DENIM

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

## Notes

---

## Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/05/2025	306A-Opt1 selected	JJ
2	9/15/2025	UPDATE OPEN OFFICE	KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060502

Scale 3/8"=1'-0"

**DGSD58- PIERCE DOWNER  
ELMENTARY**

1436 GRAND ST  
RENOVATION  
DOWNERS GROVE, IL 60515

**MAIN OFFICE**

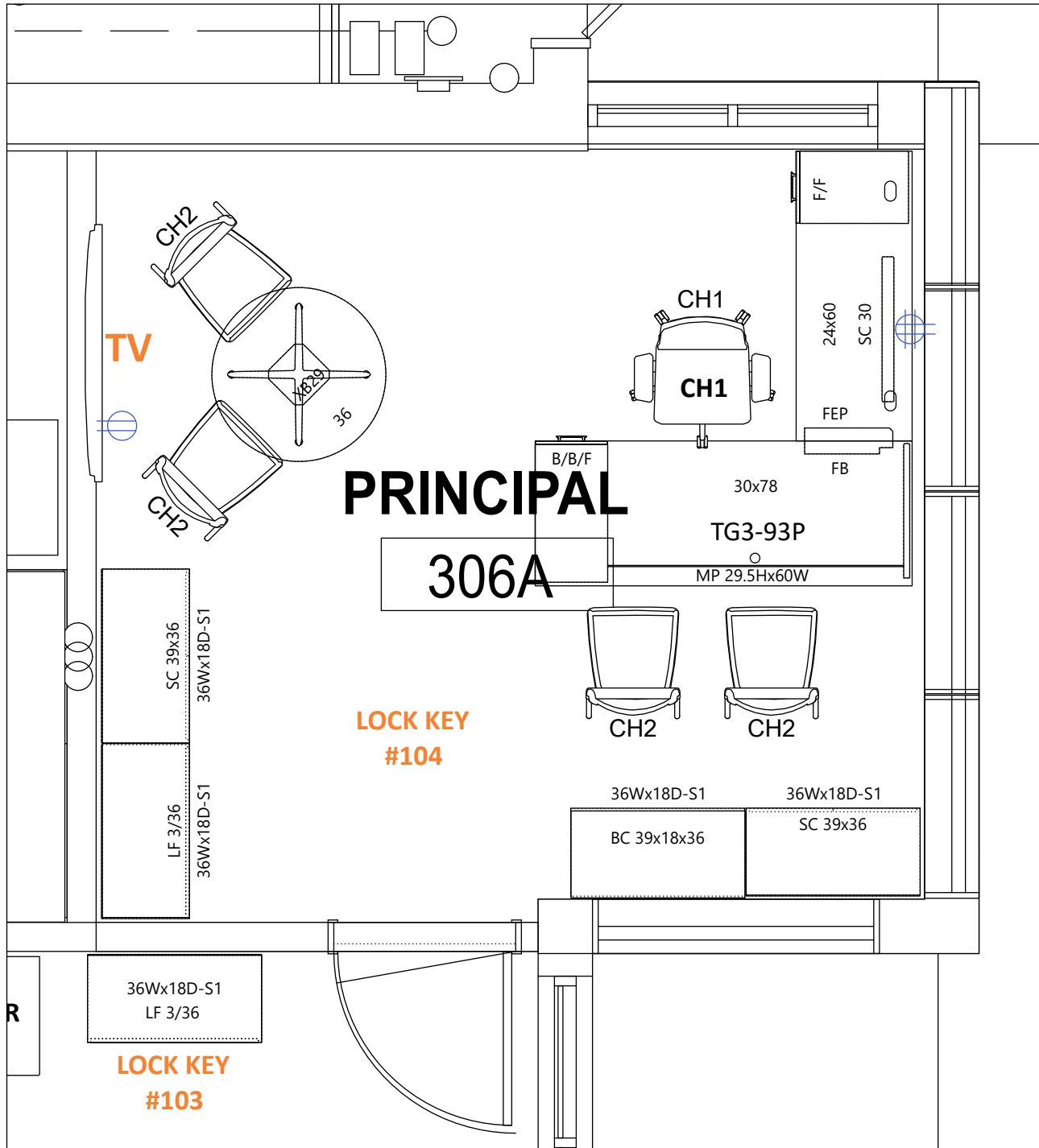
**FURNITURE PLAN**

# F.2

# PRINCIPAL OFFICE

PLOT 11X17

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.



Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/05/2025	306A-Opt1 selected	JJ
2	9/15/2025	UPDATE OPEN OFFICE	KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060502

Scale 3/8"=1'-0"

**DGSD58- PIERCE DOWNER  
ELEMENTARY**

1436 GRAND ST  
RENOVATION  
DOWNERS GROVE, IL 60515

**PRINCIPAL OFFICE - 306A**

**FURNITURE PLAN**

- NOTES
- FIELD CUT HOLE FOR 2" GROMMET. CENTER BETWEEN DESK PEDS AND PLACE BEHIND INSET MODESTY
  - INSET FULL HEIGHT MODESTY PANEL 4"

FINISHES

FOCUS TASK

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - VENICE DEEP SEA

WIT SIDE CHAIR

- FRAME - SILVER
- MESH - NICKEL
- SEAT - PIXEL COAL

DESK

- LAMINATE TOP - VERANDA TEAK
- GROMMET - PECAN
- PAINT - LOFT
- PULL - BEAM SILVER

ESSENTIAL STORAGE

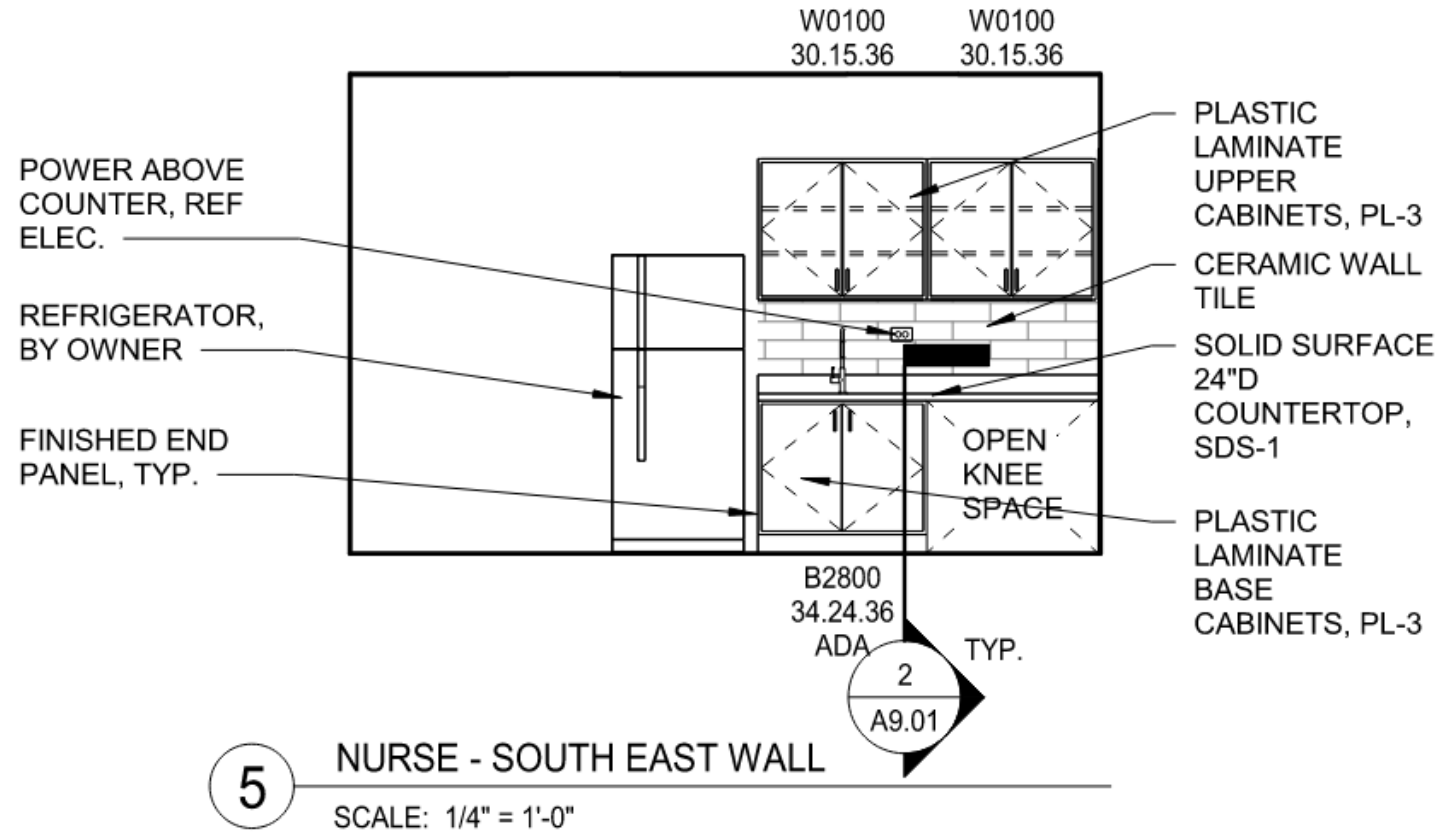
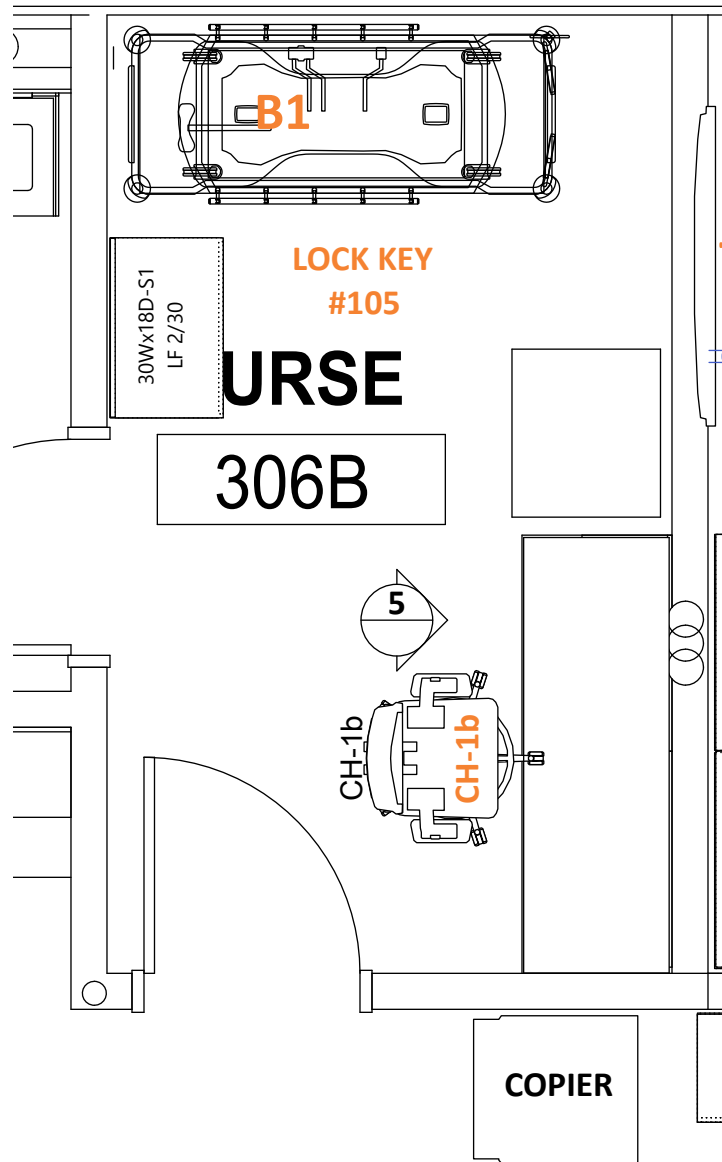
- PAINT - LOFT
- LAMINATE TOP - VERANDA TEAK

TABLE

- LAMINATE TOP - VERANDA TEAK
- BASE - SILVER

# NURSE OFFICE

PLOT 11X17



5 NURSE - SOUTH EAST WALL  
SCALE: 1/4" = 1'-0"



### FINISHES

- CLINTON
- FABRIC - ROYAL BLUE

### FOCUS STOOL

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - AFFINITY DENIM

### ESSENTIAL STORAGE

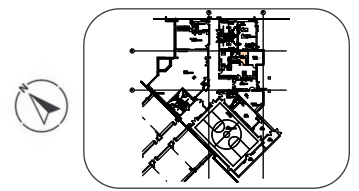
- LAMINATE TOP - FORMICA NUETRAL TWILL
- PAINT - LOFT

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

### Notes

---

### Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/05/2025	306A-Opt1 selected	JJ
2	9/15/2025	UPDATE OPEN OFFICE	KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060502

Scale 3/8"=1'-0"

**DGSD58- PIERCE DOWNER  
ELMENTARY**

1436 GRAND ST  
RENOVATION  
DOWNS GROVE, IL 60515

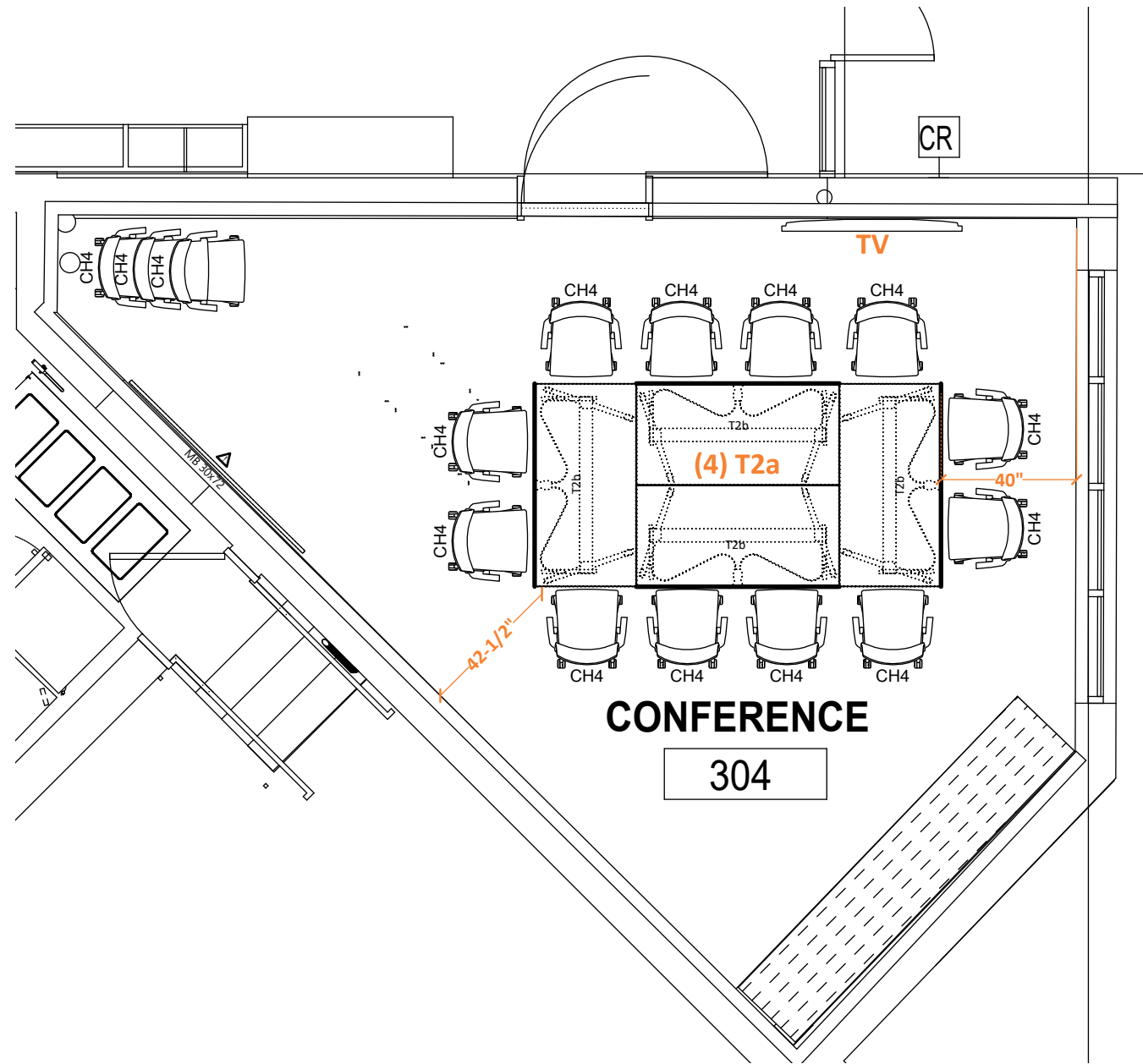
**NURSE OFFICE - 306B**

**FURNITURE PLAN**

# F.4

# CONFERENCE

PLOT 11X17



## NOTES

- 15 TOTAL FLIP/NEST CHAIRS



## FINISHES

### MOVI NESTING CHAIR

- FRAME - FOG
- BASE - SILVER
- MESH - NICKEL
- SEAT - PIXEL COAL

### FLIP/NEST TABLE

- LAMINATE TOP - CRISP LINEN
- EDGE - CLOUD
- BASE - PLATINUM METALLIC

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

## Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/05/2025	306A-Opt1 selected	JJ
2	9/15/2025	UPDATE OPEN OFFICE	KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060502

Scale 1/4"=1'-0"

**DGSD58- PIERCE DOWNER  
ELMENTARY**

1436 GRAND ST  
RENOVATION  
DOWNERS GROVE, IL 60515

**CONFERENCE 304**

**FURNITURE PLAN**

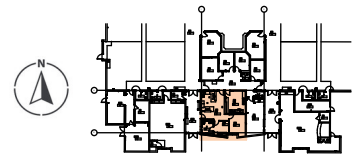
# F.5

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

**Notes**

---

**Area of Work**



Original Project Date: **6/26/2025**

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by: JIJ

Acct Exec: JHCH

Project ID: N/A

Order #: PO #25060508

Scale: 1/4"=1'-0"

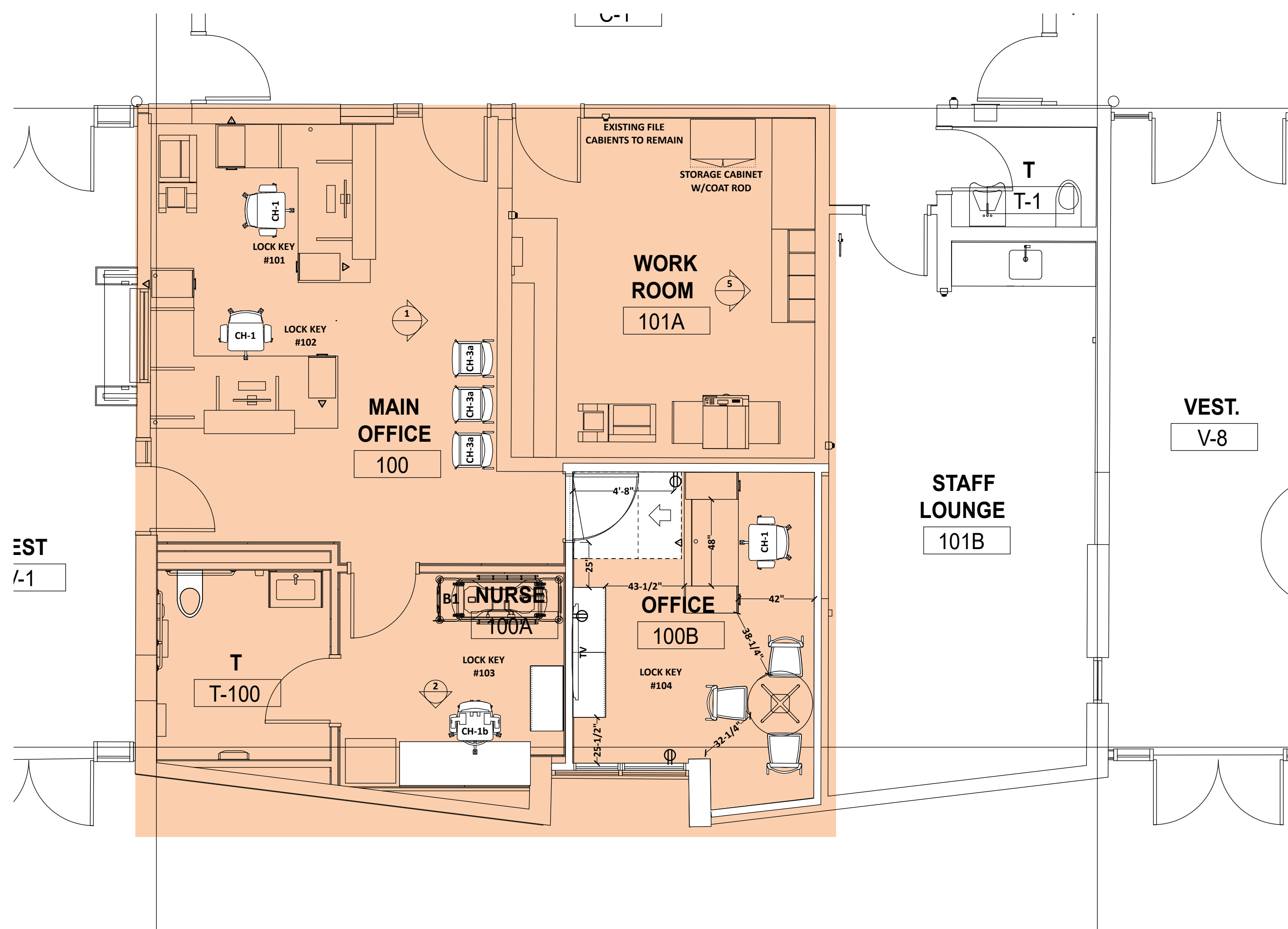
**DGSD58-BELLE AIRE  
ELEMENTARY**

3935 BELLE AIRE LN  
Phase 3  
DOWNERS GROVE, IL 60516

**OFFICES**

**FURNITURE PLAN**

**F.1**

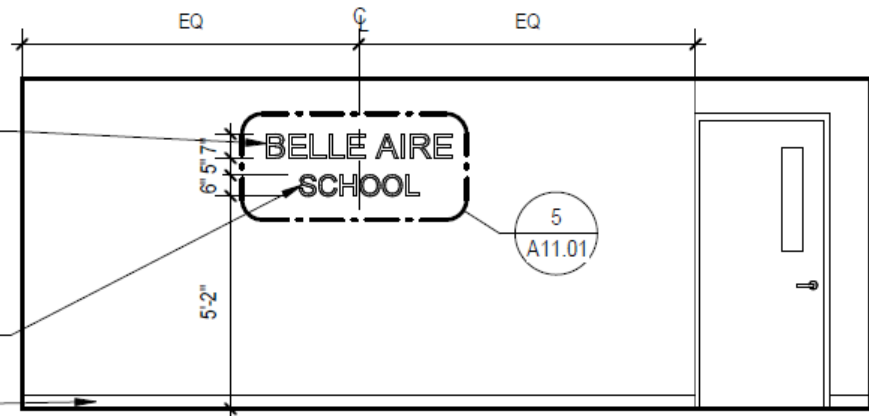


[Top notes #1]

# MAIN OFFICE

PLOT 11X17

- 1/2" THICK DIMENSION LETTER SIGNAGE  
FONT: ARIAL  
SIZE: 7"  
FINISH: BRUSHED ALUMINUM  
TEXT: (9) CHARACTERS
- 1/2" THICK DIMENSION LETTER SIGNAGE  
FONT: ARIAL  
SIZE: 6"  
FINISH: BRUSHED ALUMINUM  
TEXT: (6) CHARACTERS
- SCHEDULED BASE TYP



1 MAIN OFFICE - SOUTH EAST WALL  
SCALE: 1/4" = 1'-0"

## FINISHES

## STORAGE

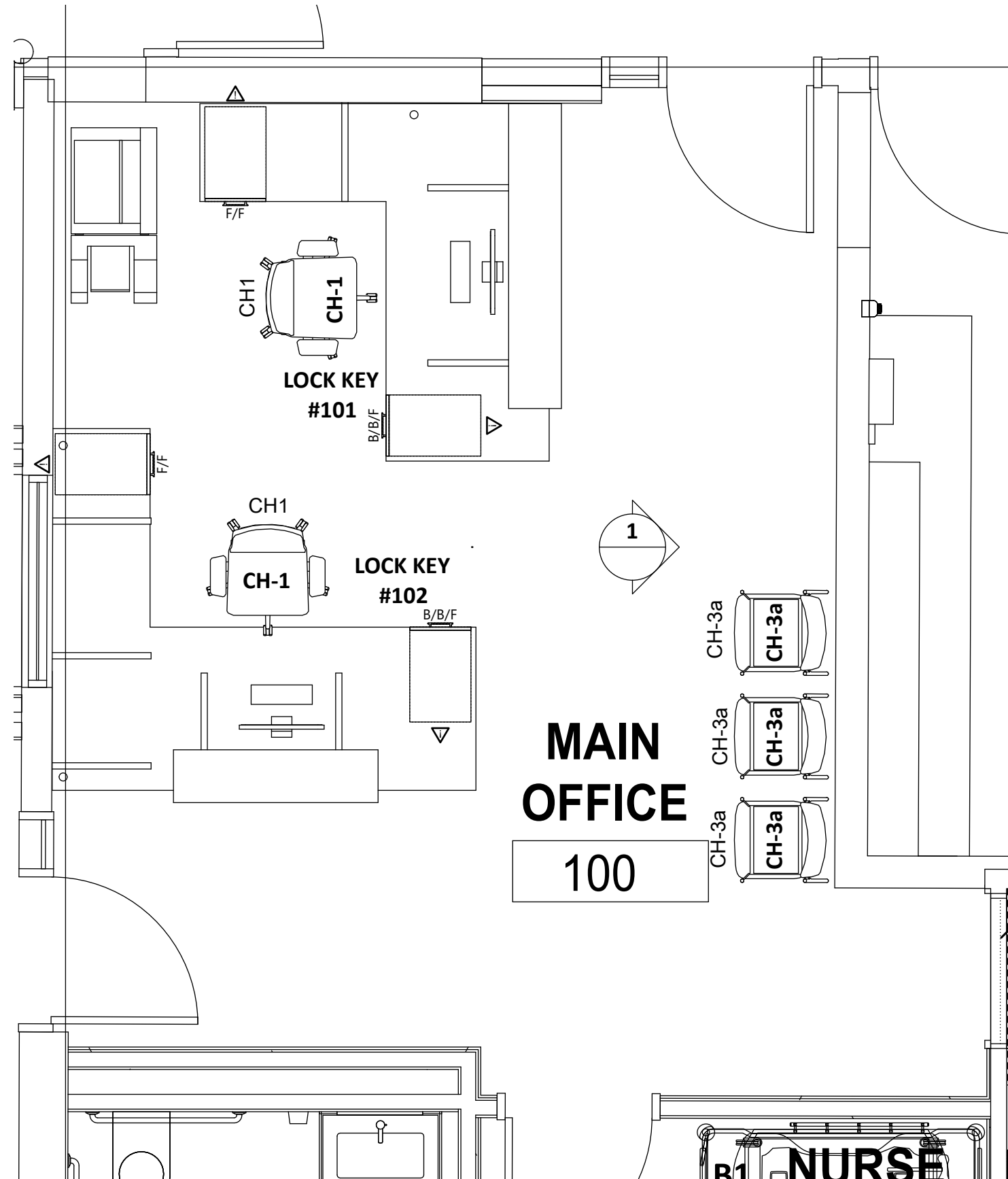
- PULL - BEAM SILVER
- PAINT - GUNMETAL METALLIC

## FOCUS TASK

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - VENICE DEEP SEA

## CORA GUEST CHAIR

- FRAME - SILVER
- FABRIC - AFFINITY DENIM

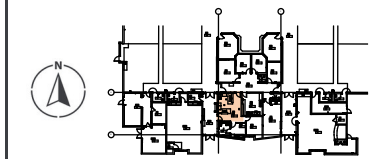


Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

## Notes

---

## Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060508

Scale 3/8"=1'-0"

DGSD58-BELLE AIRE  
ELEMENTARY

3935 BELLE AIRE LN  
Phase 3  
DOWNERS GROVE, IL 60516

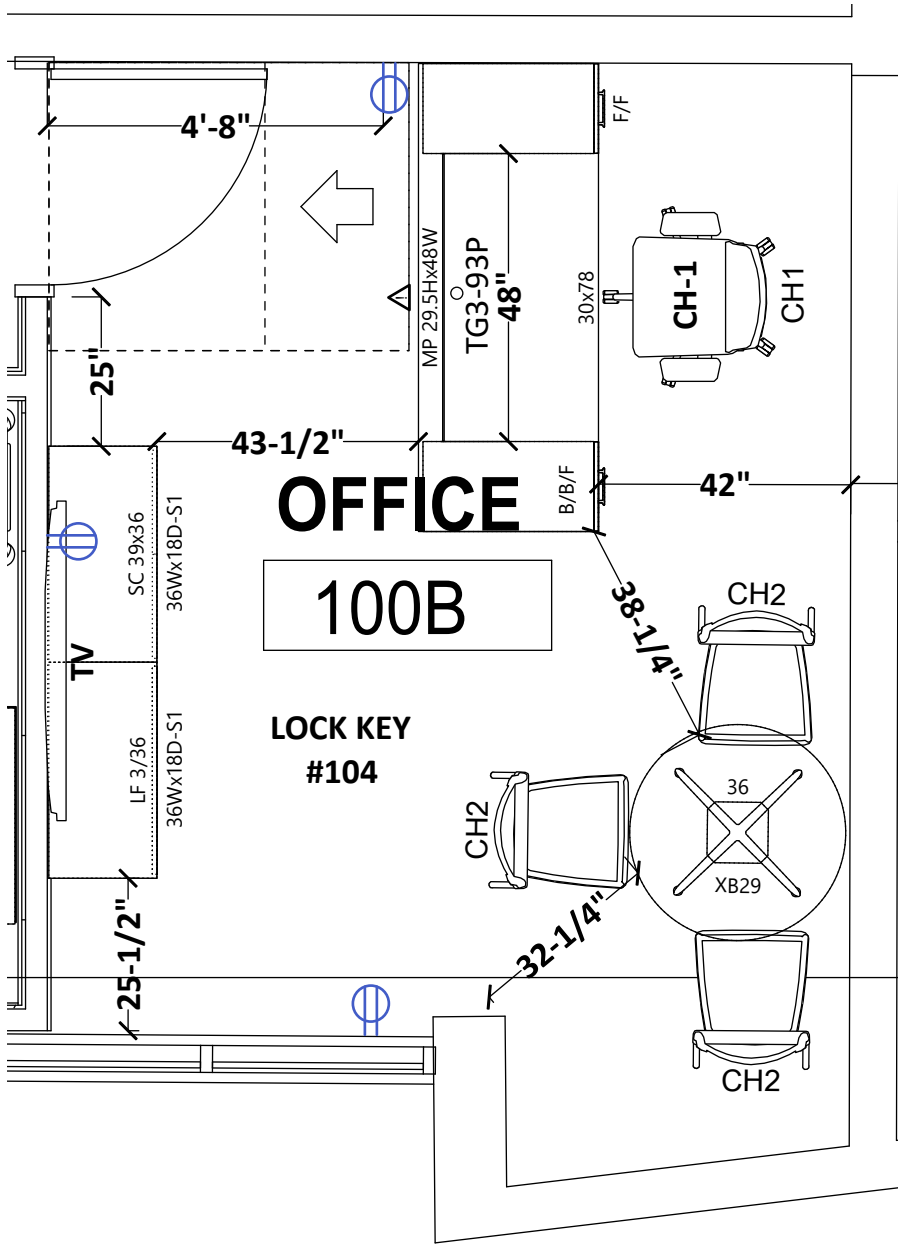
MAIN OFFICE 100

FURNITURE PLAN

# F.2

# PRINCIPAL OFFICE

PLOT 11X17



- NOTES**
- FIELD CUT HOLE FOR 2" GROMMET. CENTER BETWEEN DESK PEDS AND PLACE BEHIND INSET MODESTY
  - INSET FULL HEIGHT MODESTY PANEL 4"



**FINISHES**

- FOCUS TASK**
- MESH - BLACK
  - FRAME - BLACK
  - CASTER - HARD FLOOR & CARPET
  - SEAT - VENICE DEEP SEA

- WIT SIDE CHAIR**
- FRAME - SILVER
  - MESH - NICKEL
  - SEAT - PIXEL COAL

**DESK**

- LAMINATE TOP - VERANDA TEAK
- GROMMET - PECAN
- PAINT - LOFT
- PULL - BEAM SILVER

**ESSENTIAL STORAGE**

- PAINT - LOFT
- LAMINATE TOP - VERANDA TEAK

**TABLE**

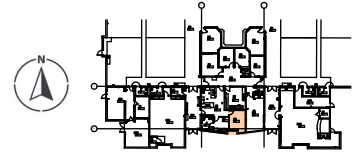
- LAMINATE TOP - VERANDA TEAK
- BASE - SILVER

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

**Notes**

- FIELD CUT HOLE FOR 2" GROMMET
- INSET FULL HEIGHT MODESTY PANEL 4"

**Area of Work**



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060508

Scale 3/8"=1'-0"

**DGSD58-BELLE AIRE ELEMENTARY**

3935 BELLE AIRE LN  
Phase 3  
DOWNERS GROVE, IL 60516

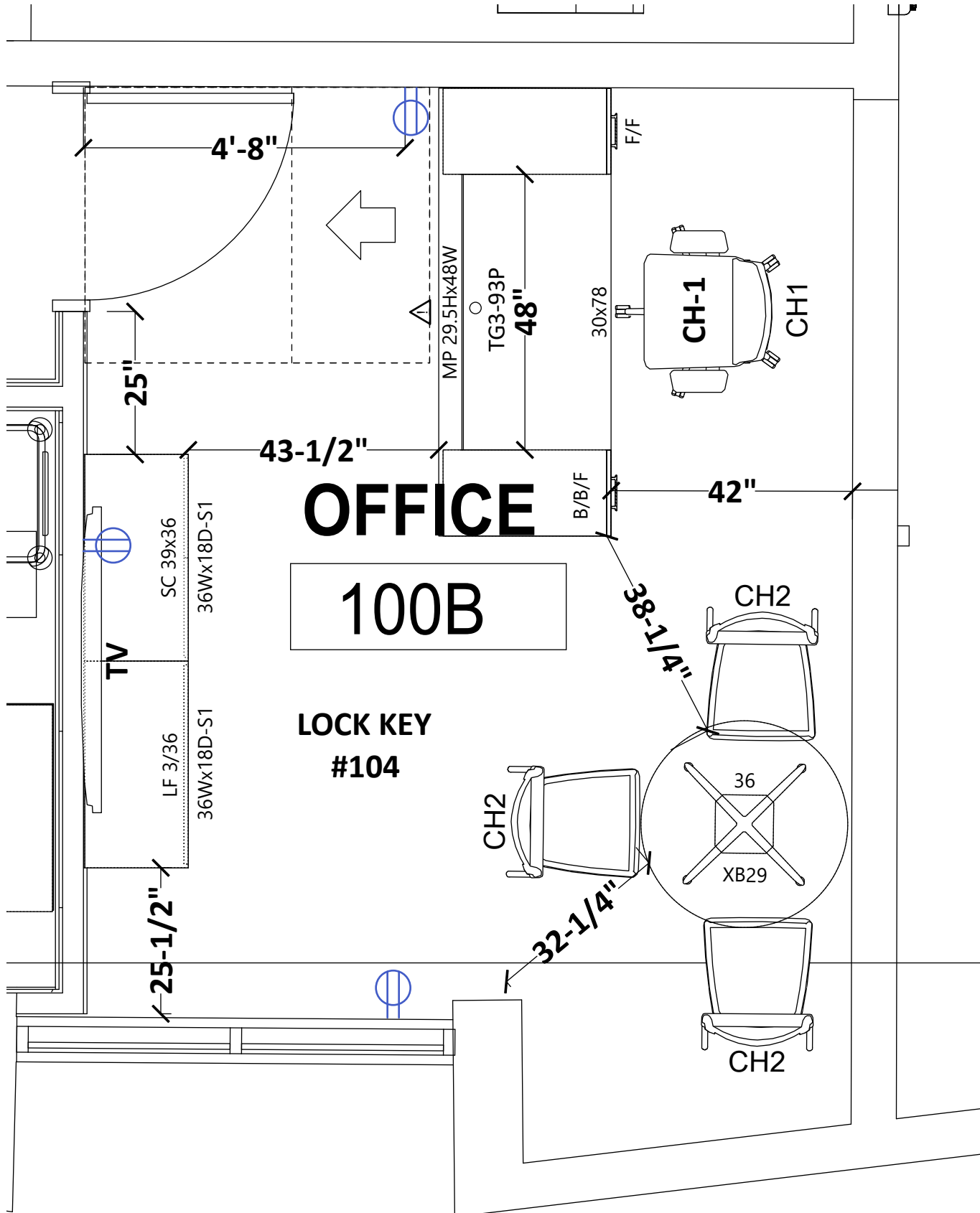
**PRINCIPAL OFFICE 100B**

**FURNITURE PLAN**

# F.3

# PRINCIPAL OFFICE

PLOT 11X17



### POWER NOTES

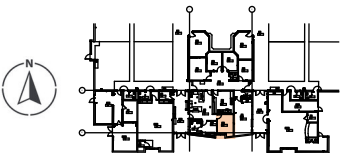
- IF CLIENT WANTS THE DESK FLUSH TO THE WALL WE WILL NEED TO PROVIDE POWER INFRONT OF THE DESK.
- IF THE CLIENT WANTS POWER HIDDEN. WE CAN PLACE POWER BEHIND THE DESK AND THE DESK WILL BE 4" OFF THE WALL TO ALLOW FOR PLUGS.
- THE POWER CANNOT GO BEHIND THE DESK DUE TO PED LOCATION AND DRAWER OPENINGS.

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

### Notes

- FIELD CUT HOLE FOR 2" GROMMET
- INSET FULL HEIGHT MODESTY PANEL 4"

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060508

Scale 3/8"=1'-0"

**DGSD58-BELLE AIRE  
ELEMENTARY**

3935 BELLE AIRE LN  
Phase 3  
DOWNERS GROVE, IL 60516

**PRINCIPAL OFFICE 100B**

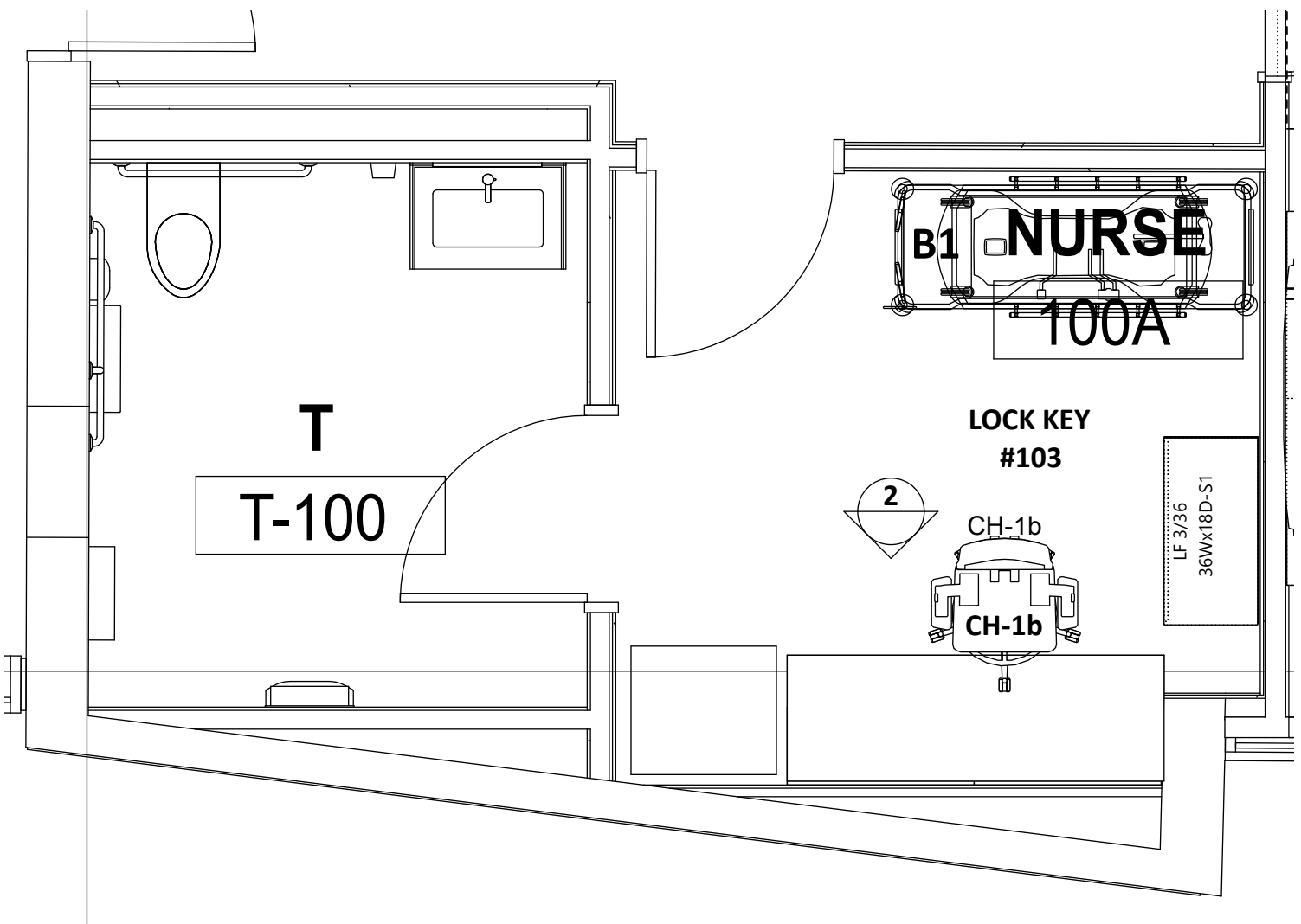
**FURNITURE PLAN**

# F.4

# NURSE OFFICE

PLOT 11X17

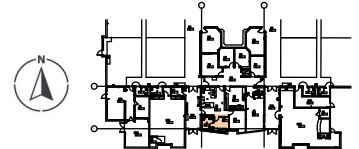
Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.



Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060508

Scale 1/4"=1'-0"

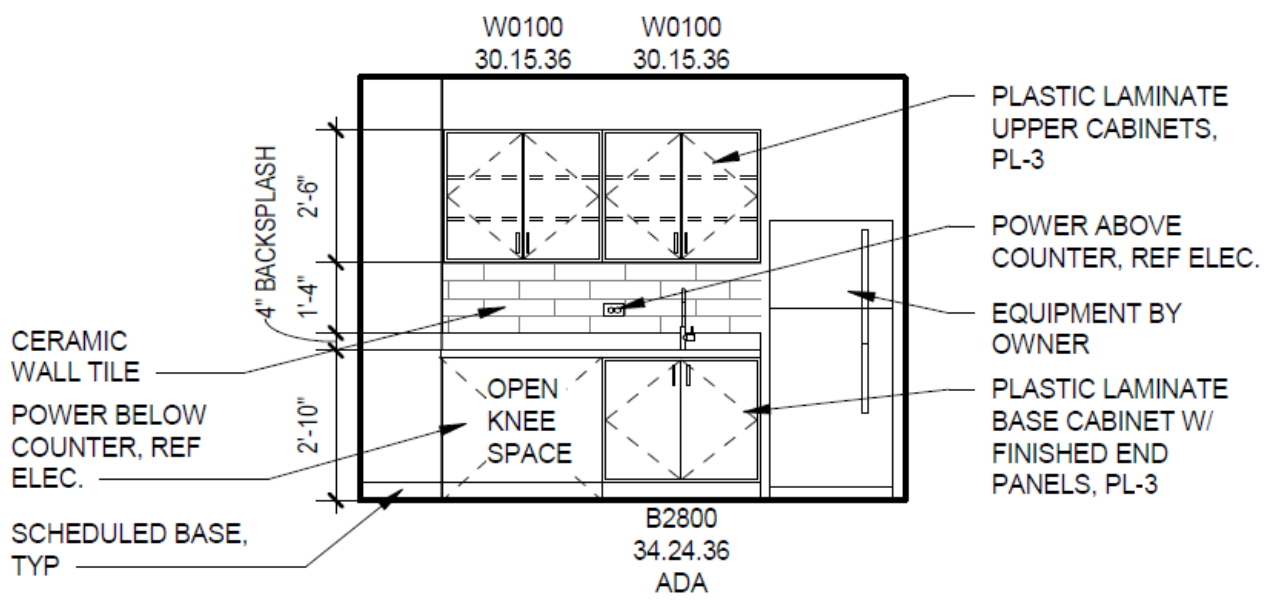
**DGSD58-BELLE AIRE ELEMENTARY**

3935 BELLE AIRE LN  
Phase 3  
DOWNERS GROVE, IL 60516

**NURSE OFFICE 100A**

**FURNITURE PLAN**

# F.5



FINISHES

- CLINTON
- FABRIC - ROYAL BLUE

- FOCUS STOOL
- MESH - BLACK
  - FRAME - BLACK
  - CASTER - HARD FLOOR & CARPET
  - SEAT - AFFINITY DENIM

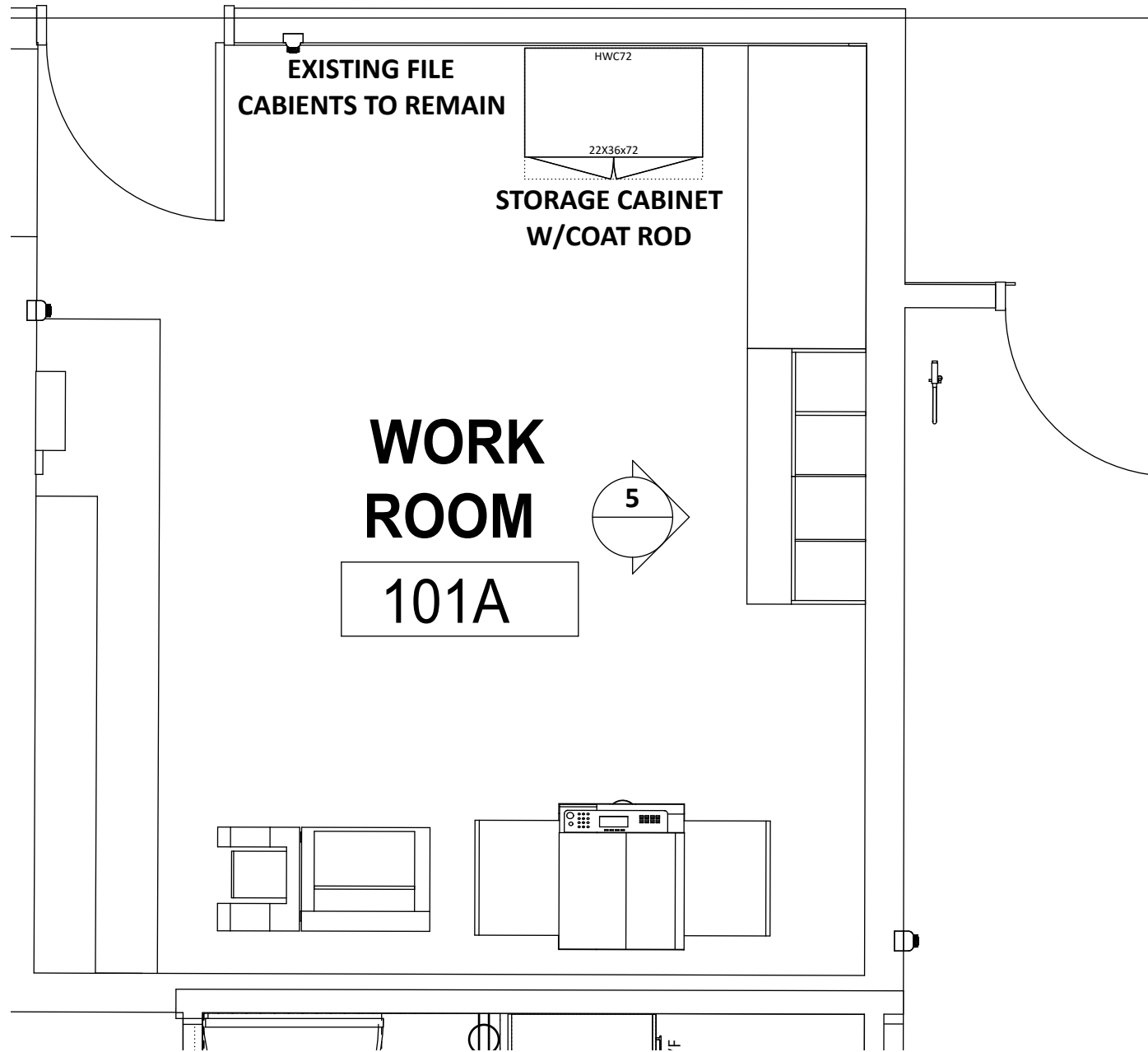
- ESSENTIAL STORAGE
- LAMINATE TOP - FORMICA NUETRAL TWILL
  - PAINT - LOFT

**2** NURSE - SOUTH WEST WALL  
SCALE: 1/4" = 1'-0"

# WORK ROOM

PLOT 11X17

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

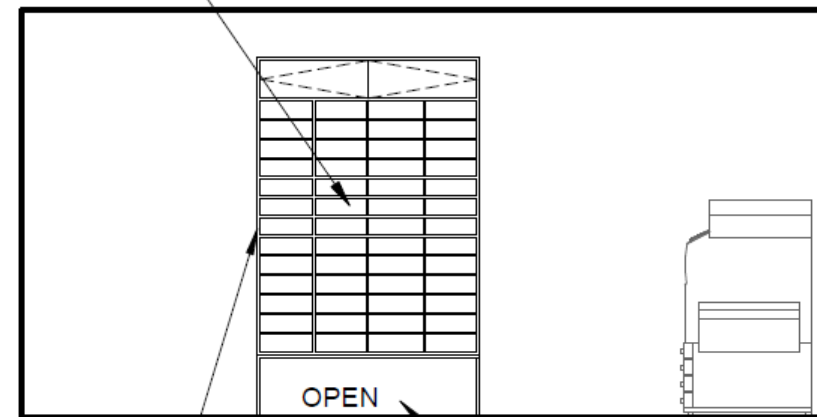


## FINISHES

### STORAGE

- PAINT - LOFT

PLASTIC LAMINATE MILLWORK, PL-3. ADJUSTABLE SHELVING, PROVIDE MIN. (50) SMALL SLOTS



FINISHED END PANEL, PL-3

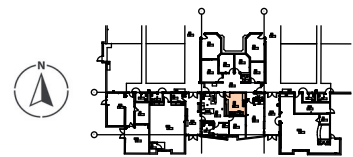
OPEN STORAGE BELOW, TYP.

**5** WORK ROOM - SOUTH EAST WALL  
SCALE: 1/4" = 1'-0"

## Notes

---

## Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/19/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060508

Scale 1/4"=1'-0"

**DGSD58-BELLE AIRE  
ELEMENTARY**

3935 BELLE AIRE LN

Phase 3

DOWNERS GROVE, IL 60516

**WORK ROOM 101A**

**FURNITURE PLAN**

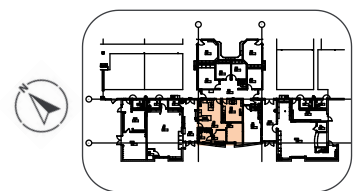
# F.6

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

**Notes**

---

**Area of Work**



Original Project Date: **6/26/2025**

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by: **JIJ**

Acct Exec: **JHCH**

Project ID: **N/A**

Order #: **PO #25060506**

Scale: **1/4"=1'-0"**

**DGSD58 - EL SIERRA ELEMENTARY**

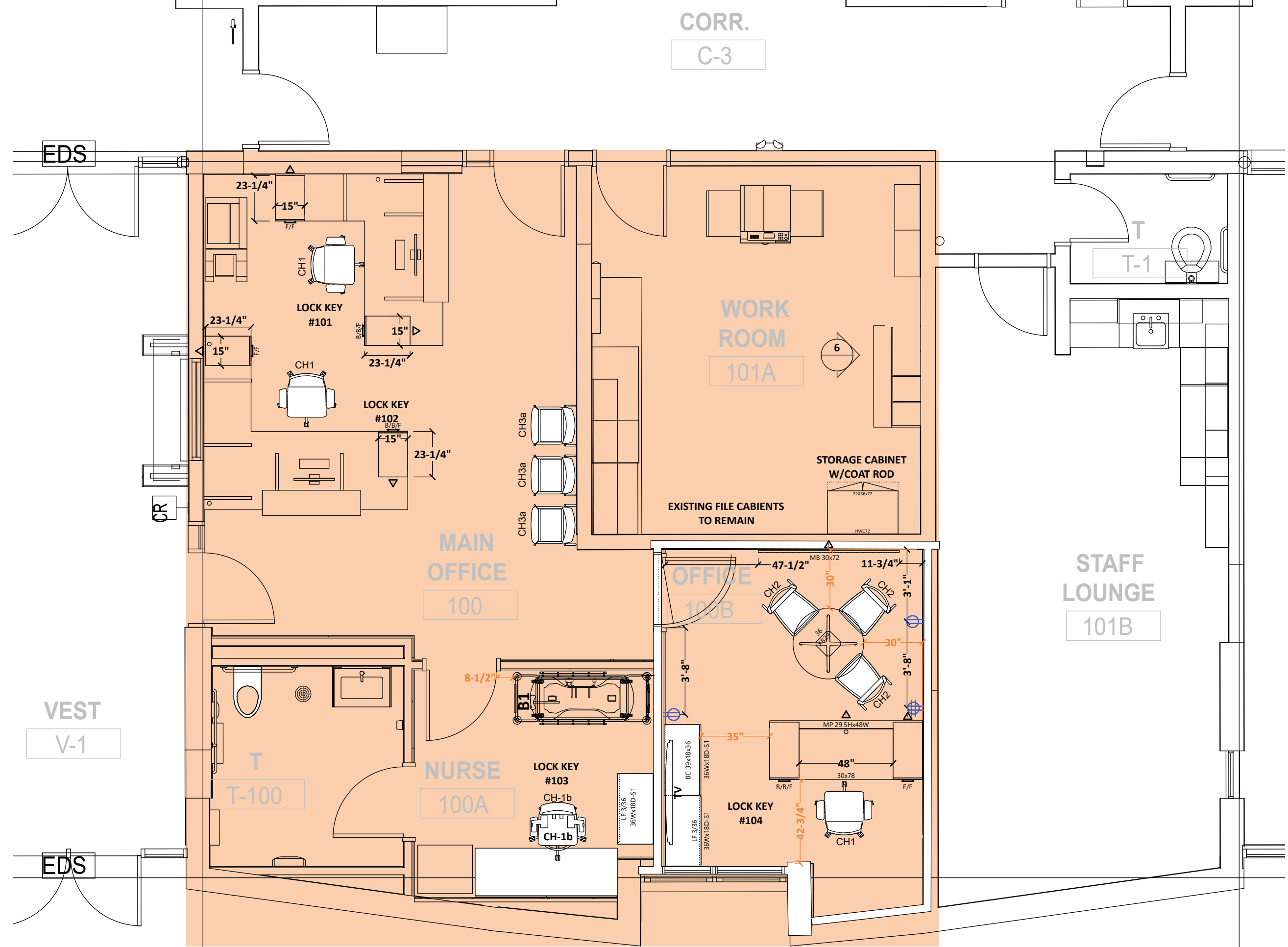
6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

**OFFICES**

**FURNITURE PLAN**

**F.1**

**CORR.**  
**C-3**

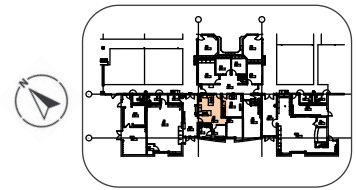


Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060506

Scale 3/8"=1'-0"

DGSD58 - EL SIERRA  
ELEMENTARY

6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

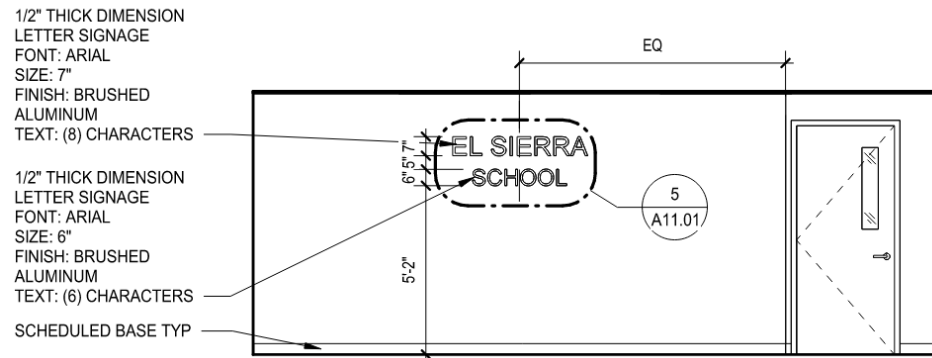
MAIN OFFICE 100

FURNITURE PLAN

F.2

# MAIN OFFICE

PLOT 11X17



1 MAIN OFFICE - NORTH EAST WALL  
SCALE: 1/4" = 1'-0"

FINISHES

STORAGE

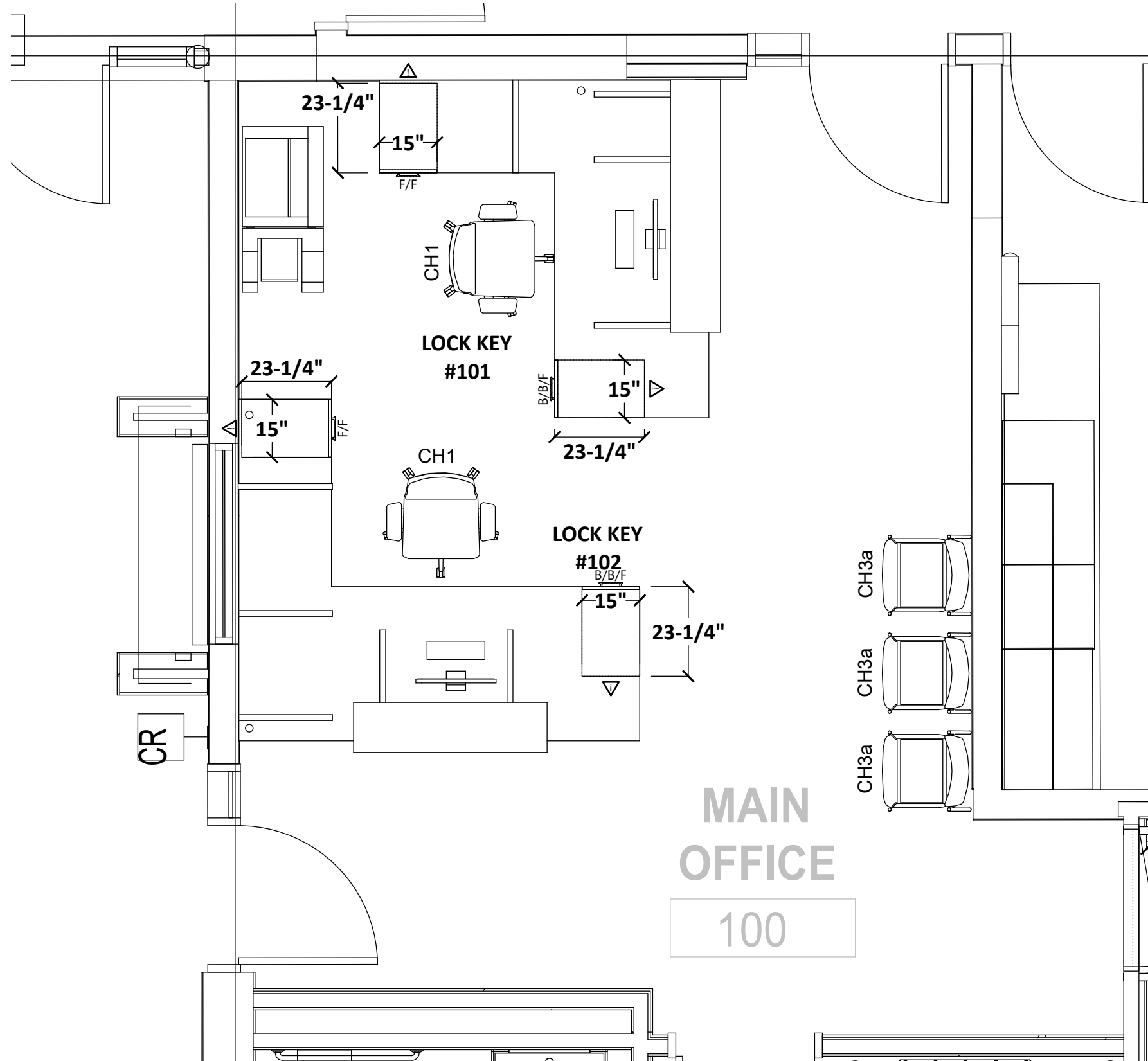
- PULL - BEAM SILVER
- PAINT - GUNMETAL METALLIC

FOCUS TASK

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - VENICE DEEP SEA

CORA GUEST CHAIR

- FRAME - SILVER
- FABRIC - AFFINITY DENIM



MAIN  
OFFICE  
100

CR

CH3a  
CH3a  
CH3a

CH1

CH1

LOCK KEY  
#101

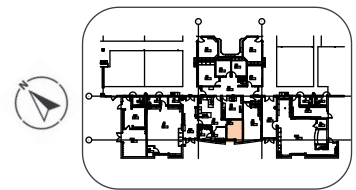
LOCK KEY  
#102

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060506

Scale 3/8"=1'-0"

**DGSD58 - EL SIERRA  
ELEMENTARY**

6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

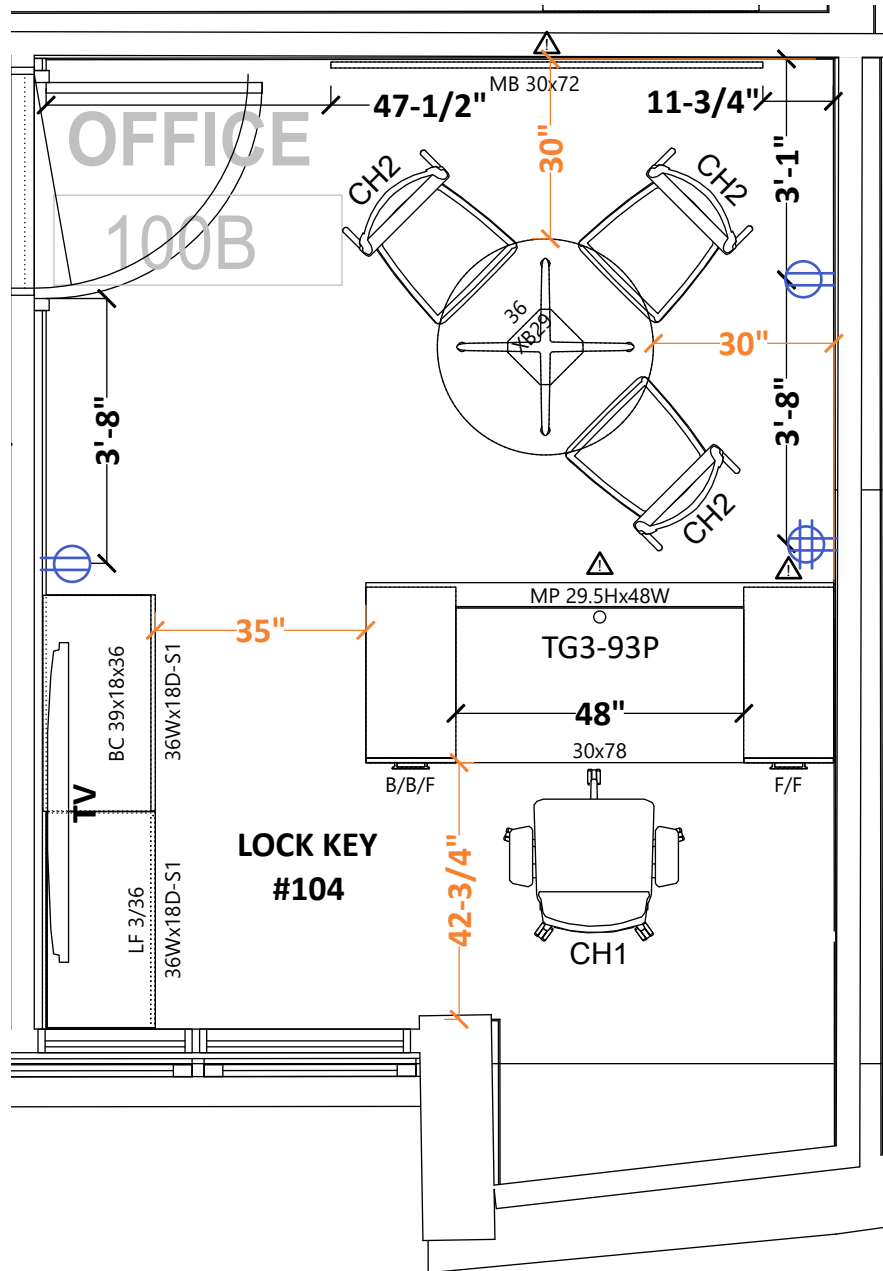
**PRINCIPAL OFFICE 100B**

**FURNITURE PLAN**

**F.3**

# PRINCIPAL OFFICE

PLOT 11X17



FINISHES

FOCUS TASK

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - VENICE DEEP SEA

WIT SIDE CHAIR

- FRAME - SILVER
- MESH - NICKEL
- SEAT - PIXEL COAL

DESK

- LAMINATE TOP - VERANDA TEAK
- GROMMET - PECAN
- PAINT - LOFT
- PULL - BEAM SILVER

ESSENTIAL STORAGE

- PAINT - LOFT
- LAMINATE TOP - VERANDA TEAK

TABLE

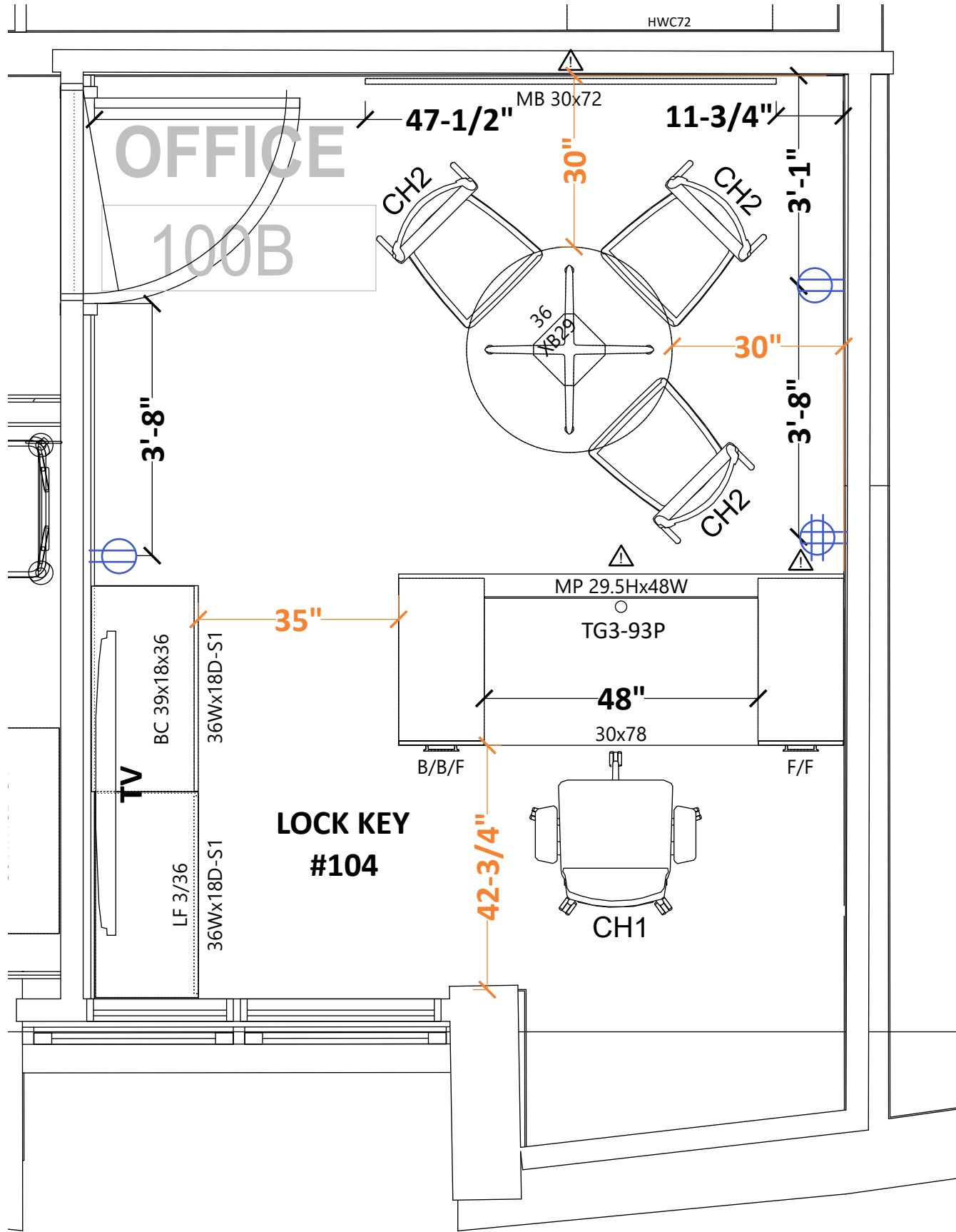
- LAMINATE TOP - VERANDA TEAK
- BASE - SILVER

NOTES

- FIELD CUT HOLE FOR 2" GROMMET. CENTER BETWEEN DESK PEDS AND PLACE BEHIND INSET MODESTY
- INSET FULL HEIGHT MODESTY PANEL 4"
- NEED TO VERIFY IF THERE IS ANY EXISTING WIRE MOLD, SWITCHES, THERMOSTATS, ETC WHERE MARKERBOARD IS BEING PLACED.

# PRINCIPAL OFFICE

PLOT 11X17



## POWER NOTES

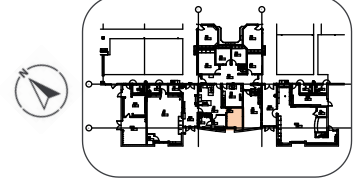
- IF CLIENT WANTS THE DESK FLUSH TO THE WALL WE WILL NEED TO PROVIDE POWER INFRONT OF THE DESK.
- IF THE CLIENT WANTS POWER HIDDEN. WE CAN PLACE POWER BEHIND THE DESK AND THE DESK WILL BE 4" OFF THE WALL TO ALLOW FOR PLUGS.
- THE POWER CANNOT GO BEHIND THE DESK DUE TO PED LOCATION AND DRAWER OPENINGS.

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

### Notes

---

### Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060506

Scale 1/2"=1'-0"

**DGSD58 - EL SIERRA ELEMENTARY**

6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

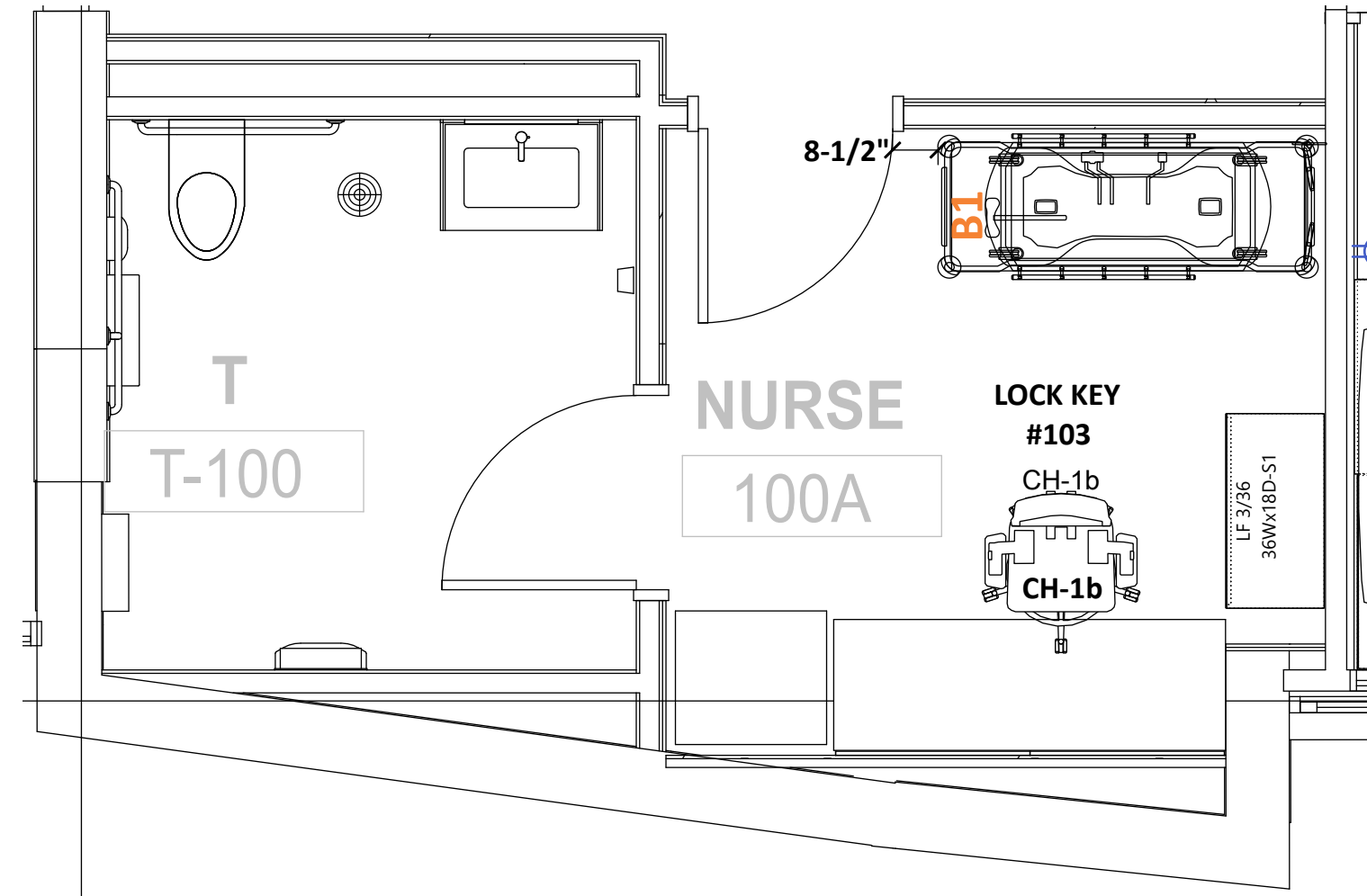
**PRINCIPAL OFFICE 100B**

**FURNITURE PLAN**

# F.4

# NURSE OFFICE

PLOT 11X17



Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060506

Scale 3/8"=1'-0"

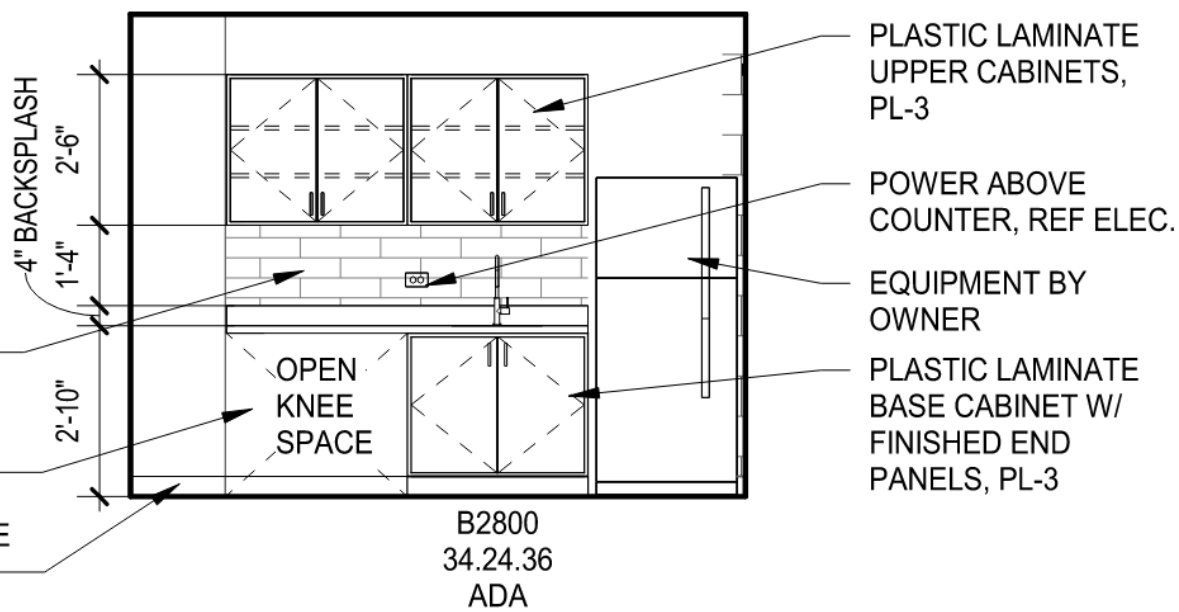
**DGSD58 - EL SIERRA ELEMENTARY**

6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

**NURSE OFFICE 100A**

**FURNITURE PLAN**

**F.5**



FINISHES

CLINTON

- FABRIC - ROYAL BLUE

FOCUS STOOL

- MESH - BLACK
- FRAME - BLACK
- CASTER - HARD FLOOR & CARPET
- SEAT - AFFINITY DENIM

ESSENTIAL STORAGE

- LAMINATE TOP - FORMICA NUETRAL TWILL
- PAINT - LOFT

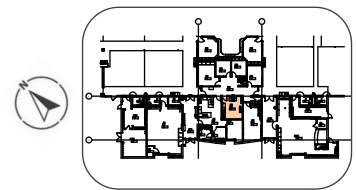
**2** NURSE - SOUTH EAST WALL  
SCALE: 1/4" = 1'-0"

Drawings and specifications are intended to provide interior designs and layouts in sufficient detail for project installation. Designs are the sole property of Henricksen and shall not be shared, used, or disclosed to any persons or firm outside the scope of this project without receiving prior written consent from Henricksen. Architects and contractors shall be responsible for all dimensions and conditions on the job and shall immediately notify Henricksen of any variations from the dimensions and conditions shown. Written dimensions take precedence over scaled dimensions.

Notes

---

Area of Work



Original Project Date: 6/26/2025

REV	DATE	DESCRIPTION	DWN
1	9/15/2025	UPDATE PRINCIPAL PO	KA
2	9/16/2025		KA
3	11/20/2025	DOUBLE CHECK	CF

Drawn by JIJ

Acct Exec JHCH

Project ID N/A

Order # PO #25060506

Scale 3/8"=1'-0"

DGSD58 - EL SIERRA  
ELEMENTARY

6835 FAIRMOUNT AVE  
Phase 3  
DOWNERS GROVE, IL 60516

WORK ROOM 101A

FURNITURE PLAN

F.6

# WORK ROOM

PLOT 11X17

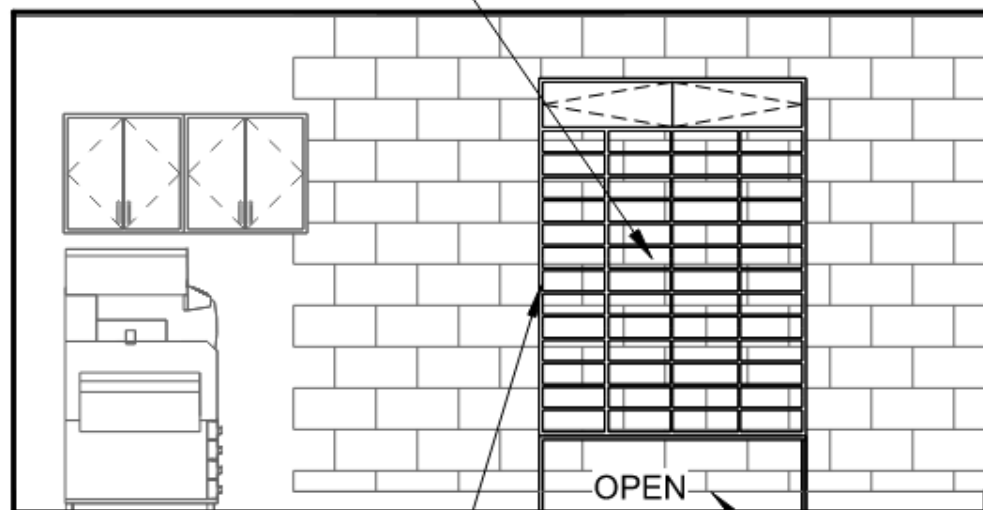


FINISHES

STORAGE

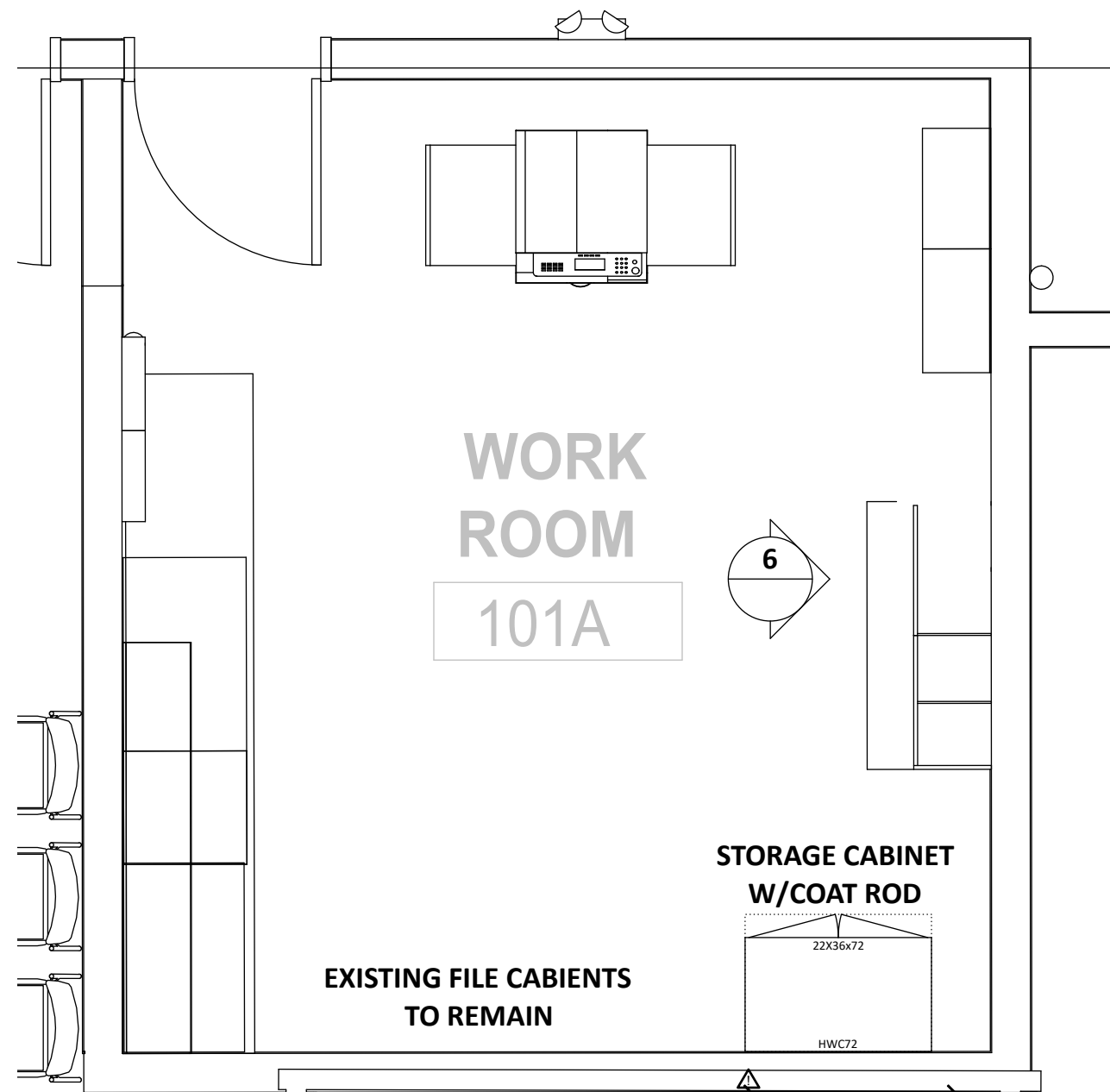
- PAINT - LOFT

PLASTIC LAMINATE MILLWORK, PL-3. ADJUSTABLE SHELVING, PROIDE MIN. (50) SMALL SLOTS

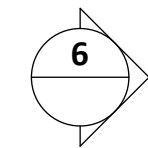


FINISHED END PANEL, PL-3

OPEN STORAGE BELOW, TYP.



WORK ROOM  
101A



STORAGE CABINET  
W/COAT ROD

EXISTING FILE CABIENTS  
TO REMAIN

22X36x72

HWC72

6

WORK ROOM - SOUTH EAST WALL

SCALE: 1/4" = 1'-0"



# Quote

Quoted To:  
**DOWNERS GROVE SD 58**  
 2300 WARRENVILLE RD.  
 DOWNERS GROVE, IL 60515

Account Executive:  
**J HARPER/C HARVEY (JHCH)**  
 J.HARPER@HENRICKSEN.COM  
 312.575.1246

Date: 11/26/2025  
**Quote # 25060502**  
 RENOVATIONS

Ship To:  
**PIERCE DOWNER ELEMENTARY SCHOC**  
 1436 GRANT ST  
 DOWNERS GROVE, IL 60515

Project Coordinator:  
**DARLENE HOLIK**  
 D.HOLIK@HENRICKSEN.COM  
 630.416.2497

## CONFERENCE 304

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
1	APR	1	WKTKGT4H72-FA	Appr Tackzn 30H 72W Wrtbl Surf Fil Hgt 2pc	\$311.20	\$311.20
2	NLT	4	WW3060RTFML	WAVEWORKS,30DX60W,TRAINING TABLE,FLIP/NEST,HPL	\$1,212.75	\$4,851.00
			V440	SOFTENED,CLOUD		
			X	NO GROMMET		
			ZWST1	SPECIAL WILSONART LAMINATE		
			WST 4942 38	WST CRISP LINEN		
			501	PLATINUM METALLIC		
3	SOI	15	1061FT4.MB.AR1	Movi, Nesting Chair, Mesh Back, Fixed Arm	\$398.68	\$5,980.20
			SC27	Fog		
			FC2	Silver Base		
			~	Fog		
			CS6	Hard Floor and Carpet Casters		
			MC21	Nickel Mesh		
			~	No Selection		
			FG2	Fabric Grade 2		
			PIXEL	Pixel Color Selection		
			COAL	Pixel Coal		
			AC	Fully Assembled in Carton		

**Group Subtotal: \$11,142.40**

## MAIN OFFICE

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
4	ALF	2	YPPM271518FFM	Align Ped 27x15x18 FF MetFront Mobile	\$337.87	\$675.74
			.M	Beam		
			PR6	Silver		
			\$(P2)	P2 Paint Opts		
			.PR3	Gunmetal Metallic		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
5	ALF	2	YPPSP281524BBFNA	Align Ped 28x15x24 BBF MetFront Plinth	\$347.47	\$694.94
			.BK	Flush Plinth		

		.M	Beam		
		PR6	Silver		
		\$(P2)	P2 Paint Opts		
		.PR3	Gunmetal Metallic		
		\$(MATCH)	Match Case		
		.NA	Match Case		
		.X	Omit Lock		
<b>6</b>	<b>ALF</b>	<b>1</b>	<b>ELF336NI</b>	<b>Ess Lat 36W 39-1/8H 3-12" Drws Int Pull</b>	<b>\$896.80 \$896.80</b>
			\$(P1)	P1 Paint Opts	
			.P7B	Loft	
			.OMT	OMT Core to Ord key Alike	
<b>7</b>	<b>ALF</b>	<b>1</b>	<b>ISLAUTNPNB3618SS</b>	<b>Stor Isla Top 36Wx18D S1</b>	<b>\$135.33 \$135.33</b>
			.X	Non-FSC Wood	
			\$(L2STD)	Grd L2 Standard Laminates	
			.LVT1	Veranda Teak	
			.VT	Veranda Teak	
<b>8</b>	<b>ALF</b>	<b>1</b>	<b>LKFE2SLV</b>	<b>Lock Core Kit Silver - 2 Cores 2 Keys</b>	<b>\$17.60 \$17.60</b>
			\$(KEYNUM)	Key Number	
			.X101	Key Number 101	
			.1	1	
<b>9</b>	<b>ALF</b>	<b>1</b>	<b>LKFE2SLV</b>	<b>Lock Core Kit Silver - 2 Cores 2 Keys</b>	<b>\$17.60 \$17.60</b>
			\$(KEYNUM)	Key Number	
			.X102	Key Number 102	
			.1	1	
<b>10</b>	<b>ALF</b>	<b>1</b>	<b>LKFE1SLV</b>	<b>Lock Core Kit Silver - 1 Core 2 Keys</b>	<b>\$8.80 \$8.80</b>
			\$(KEYNUM)	Key Number	
			.X103	Key Number 103	
			.1	1	
<b>11</b>	<b>SOI</b>	<b>2</b>	<b>1123.BK2.MB.YE3.F</b>	<b>Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N</b>	<b>\$402.02 \$804.04</b>
			MC5	Onyx (Black) Mesh	
			YCC01	Black	
			LA1	Onyx	
			FC1	Black Frame	
			BT1	5-Star Base	
			BC1	Black Nylon Base	
			CS6	Hard Floor and Carpet Casters	
			CH1	Standard Cylinder	
			FABRIC	Fabric Grade Selections	
			FG1	Fabric Grade 1	
			VENICE	Venice Color Selection	
			DEEPSEA	Venice Deep Sea	
			KD	Knocked Down	
<b>12</b>	<b>SOI</b>	<b>3</b>	<b>1191.SW19.US.UB.C</b>	<b>Cora Guest Chair, without Arms</b>	<b>\$248.27 \$744.81</b>
			FC2	Silver Frame	
			GL2	Performance Multi-Surface Glides	
			~	No Moisture Barrier	
			USU	Single Upholstered	
			~	No Ballistic Nylon Option	
			FG3	Fabric/Vinyl Grade 3	
			AFFINITY	Affinity Color Selection	
			DENIM	Affinity Denim	

AC

Fully Assembled in Carton

**Group Subtotal:****\$3,995.66****NURSE 306B**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
13	ALF	1	ELF830NI \$(P1) .P7B .OMT	Ess Lat 30W 28H 2-12" Drws Int Pull P1 Paint Opts Loft OMT Core to Ord key Alike	\$640.80	\$640.80
14	ALF	1	LKFE1SLV \$(KEYNUM) .X105 .1	Lock Core Kit Silver - 1 Core 2 Keys Key Number Key Number 105 1	\$8.80	\$8.80
15	CLINTO	1	3600-27-016 .016 .3RB	U-LEG 27" W COUCH 016 - Adjustable Wedge Headrest Option for 3600 3F 016 3RB	\$655.99	\$655.99
16	SOI	1	1123.BK1.MB.B.S1. MC1 YCC01 LA1 FC1 BT1 BC1 CS5 FABRIC FG3 AFFINITY DENIM KD	Focus 2.0, Midback, Standard Stool Kit, Mesh Back w/ Adjustable Lumbar, 1 Black Mesh Black Onyx Black Frame 5-Star Base Black Nylon Base Carpet Casters Fabric Grade Selections Fabric Grade 3 Affinity Color Selection Affinity Denim Knocked Down	\$421.81	\$421.81
17	SUBB	1	Laminate Top 30x18 8826-58 TAGGING	Laminate Top 30"W x 18"D x 1-1/4"TH COLOR: Formica Neutral Twill 8826-58 NURSE 100A	\$146.67	\$146.67

**Group Subtotal:****\$1,874.07****PRINCIPAL 306A**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
18	AWS	1	T52460S \$(L2STD) .LVT1 .VT .P	Primary 24Dx60W Flat Eg Lam w/Grommets Grd L2 Standard Laminates Veranda Teak Veranda Teak Plastic Grommet	\$214.40	\$214.40
19	AWS	1	T53078SN \$(L2STD) .LVT1 .VT	Primary 30Dx78W Flat Eg Lam w/o Grom Grd L2 Standard Laminates Veranda Teak Veranda Teak	\$355.47	\$355.47
20	AWS	1	CEP3029F \$(P1) .P7B	Freestanding 30DX29-1/2H End Pnl Sup P1 Paint Opts Loft	\$94.13	\$94.13
21	AWS	1	SPLA-CON-MODPA .M1080237	Full-Hgt 29 1/2H x 61 1/4W Mod Pnl .M1080237 - Special Number	\$26.00	\$26.00

			\$(P2)	P2 Paint Opts		
			.P7B	Loft		
22	AWS	1	Z5SC42	30W External Supt Channel for 42W W/S	\$24.80	\$24.80
23	AOR	1	T624FB	Flat Bracket 24D	\$23.20	\$23.20
24	ALF	1	YPPSP281524FFM	Align Ped 28x15x24 FF MetFront Plinth	\$340.80	\$340.80
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
25	ALF	1	YPPSP281530BBFM	Align Ped 28x15x30 BBF MetFront Plinth	\$351.73	\$351.73
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
26	ALF	1	EBC336	Ess Bookcase 3H 36W Open Cabinet	\$550.00	\$550.00
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
27	ALF	1	ELF336NI	Ess Lat 36W 39-1/8H 3-12" Drws Int Pull	\$896.80	\$896.80
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			.OMT	OMT Core to Ord key Alike		
28	ALF	2	ESC336I	Essentials 39-1/8Hx36W StorageCabinet Integral	\$702.80	\$1,405.60
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			.OMT	OMT Core to Ord key Alike		
29	ALF	4	ISLAUTNPNB3618S	Stor Isla Top 36Wx18D S1	\$135.33	\$541.32
			.X	Non-FSC Wood		
			\$(L2STD)	Grd L2 Standard Laminates		
			.LVT1	Veranda Teak		
			.VT	Veranda Teak		
30	ATA	1	AMPTLF36RND	Structure 36" Diameter Round Top Lam SqrEdge	\$275.73	\$275.73
			.X	Standard Wood		
			\$(L2STD)	Grd L2 Standard Laminates		
			.LVT1	Veranda Teak		
			.VT	Veranda Teak		
31	ATA	1	AMPTXM29G	Structure X Base Med. Seated Height with Glides	\$315.85	\$315.85
			\$(P2)	P2 Paint Grade		
			.PR6	Silver		
32	ALF	1	LKFE5SLV	Lock Core Kit Silver - 5 Cores 2 Keys	\$43.47	\$43.47
			\$(KEYNUM)	Key Number		
			.X104	Key Number 104		

		.1		1			
33	MOCKE	1	TG3-93P	2" Plastic Grom Set Pecan		\$6.53	\$6.53
			TG3-93P	2" Plastic Grom Sleeve Pecan			
			TG3-93P	2" Plastic Grom F/T Cap Pecan			
34	SOI	1	1123.BK2.MB.YE3.FOCUS	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N		\$402.02	\$402.02
			MC5	Onyx (Black) Mesh			
			YCC01	Black			
			LA1	Onyx			
			FC1	Black Frame			
			BT1	5-Star Base			
			BC1	Black Nylon Base			
			CS6	Hard Floor and Carpet Casters			
			CH1	Standard Cylinder			
			FABRIC	Fabric Grade Selections			
			FG1	Fabric Grade 1			
			VENICE	Venice Color Selection			
			DEEPSEA	Venice Deep Sea			
			KD	Knocked Down			
35	SOI	4	2221FT1MB.USAROW	Wit, Side, 4-leg, Mesh Back, Upholstered Seat, Armless		\$211.55	\$846.20
			FC2	Silver Frame			
			GL1	Standard Multi-Surface Glide			
			MC21	Nickel			
			FABRIC	Fabric Grade Selections			
			~	No Selection			
			FG2	Fabric Grade 2			
			PIXEL	Pixel Color Selection			
			COAL	Pixel Coal			
			~	Std Packaging			

**Group Subtotal: \$6,714.05**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
36		1	NOTE	CONTINGENCY TO BE APPLIED IF PRICE INCREASE INCURS	\$1,235.00	\$1,235.00

**Group Subtotal: \$1,235.00**

**FREIGHT & INSTALL**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
37	CLIN	1	FREIGHT	CLINTON FREIGHT	\$345.00	\$345.00
38	MOCK	1	FREIGHT	MOCKETT FREIGHT	\$24.00	\$24.00
39	SUBB	1	FREIGHT	SUBLAM FREIGHT	\$165.00	\$165.00
40	ISI	1	INSTALL	RECEIVE, DELIVER AND INSTALL	\$4,600.00	\$4,600.00

**Group Subtotal: \$5,134.00**

				<b>ALLSTEEL SURCHARGE</b>	\$199.51	\$199.51
				<b>SITONIT SURCHARGE</b>	\$195.69	\$195.69

**Total: \$30,490.38**

50% Down Payment Required Upon Order Placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.

Due to the potential of tariffs and changes in trade regulations, prices are subject to change. We strive to maintain stable pricing but may need to adjust based on evolving costs not under our control. Thank you for your understanding.

Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms + Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

- Prices quoted are held for a period of 15 days.
- Installation pricing is based upon non-union labor rates, unless otherwise specified.
- Freight, delivery, installation, and taxes are not included in the price of the products and will be added to invoices, if applicable.
- A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. The remaining 50% of total will be invoiced upon product being shipped by manufacturer.
- Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
- Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
- No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
- All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
- All requests for changes in quantity or specification shall be in writing and are subject to our approval.
- We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
- Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
- In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
- On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
- Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
- Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
- When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
- The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
- Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
- If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
- Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
- We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
- All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
- All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
- No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
- There are no express or implied warranties. All warranties (statutory, express or implied), including without limitation any warranty of fitness for a particular purpose, are specifically disclaimed. Any warranties by the manufacturer of the merchandise ("Manufacturer") are hereby assigned to the customer ("Customer") to the extent such warranties can be assigned. Any warranty claims by Customer must be brought against Manufacturer. All sales are final. All requests for changes in quantity or specification shall be in writing and subject to the approval of Manufacturer and/or Henricksen. Any resulting charges imposed by Manufacturer will be paid by Customer.

These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.





## Banking Information

### ACH or EFT Payments

Bank name and address: Fifth Third Bank  
1400 16th Street  
Lombard, IL 60148

ACH or EFT Routing/ABA: 071923909

Our Account Number: 0069266999

### Domestic Wire Transfer Payments and International Wire Transfers sent in US Dollars

Bank Name and address: Fifth Third Bank  
5050 Kingsley Drive  
Cincinnati, OH 45227

Wire Transfer ABA: 042000314

Fifth Third Swift Code: FTBCUS3C

For Credit To: Henricksen & Company Inc  
1101 W. Thorndale Ave  
Itasca, IL 60143

### International Wire sent in Foreign Currency

Information varies depending upon type of currency

If you have questions, please feel free to contact Skylar Le Vine at Fifth Third Bank at 224-489-9325.

**Please send all remittance advice to: [ACH@HENRICKSEN.COM](mailto:ACH@HENRICKSEN.COM)**



# Quote

Quoted To:  
**DOWNERS GROVE SD 58**  
 2300 WARRENVILLE RD.  
 DOWNERS GROVE, IL 60515

Account Executive:  
**J HARPER/C HARVEY (JHCH)**  
 J.HARPER@HENRICKSEN.COM  
 312.575.1246

Date: 11/26/2025  
**Quote # 25060508**  
 RENOVATIONS

Ship To:  
**BELLE AIRE ELEMENTARY**  
 3935 BELLE AIRE LN  
 DOWNERS GROVE, IL 60515

Project Coordinator:  
**DARLENE HOLIK**  
 D.HOLIK@HENRICKSEN.COM  
 630.416.2497

## MAIN OFFICE 100

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
1	ALF	2	YPPSP281524BBFMA	Align Ped 28x15x24 BBF MetFront Plinth	\$347.47	\$694.94
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P2)	P2 Paint Opts		
			.PR3	Gunmetal Metallic		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
2	ALF	2	YPPSP281524FFM	Align Ped 28x15x24 FF MetFront Plinth	\$347.47	\$694.94
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P2)	P2 Paint Opts		
			.PR3	Gunmetal Metallic		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
3	ALF	1	LKFE2SLV	Lock Core Kit Silver - 2 Cores 2 Keys	\$17.60	\$17.60
			\$(KEYNUM)	Key Number		
			.X101	Key Number 101		
			.1	1		
4	ALF	1	LKFE2SLV	Lock Core Kit Silver - 2 Cores 2 Keys	\$17.60	\$17.60
			\$(KEYNUM)	Key Number		
			.X102	Key Number 102		
			.1	1		
5	SOI	2	1123.BK2.MB.YE3.A	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N	\$402.02	\$804.04
			MC5	Onyx (Black) Mesh		
			YCC01	Black		
			LA1	Onyx		
			FC1	Black Frame		
			BT1	5-Star Base		

BC1 Black Nylon Base  
 CS6 Hard Floor and Carpet Casters  
 CH1 Standard Cylinder  
 FABRIC Fabric Grade Selections  
 FG1 Fabric Grade 1  
 VENICE Venice Color Selection  
 DEEPSEA Venice Deep Sea  
 KD Knocked Down

<b>6</b>	<b>SOI</b>	<b>3</b>	<b>1191.SW19.US.UB.Cora Guest Chair, without Arms</b>		<b>\$248.27</b>	<b>\$744.81</b>
			FC2 Silver Frame			
			GL2 Performance Multi-Surface Glides			
			~ No Moisture Barrier			
			USU Single Upholstered			
			~ No Ballistic Nylon Option			
			FG3 Fabric/Vinyl Grade 3			
			AFFINITY Affinity Color Selection			
			DENIM Affinity Denim			
			AC Fully Assembled in Carton			

**Group Subtotal: \$2,973.93**

**NURSE 100A**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
<b>7</b>	<b>CLIN</b>	<b>1</b>	<b>3600-27-016</b>	<b>U-LEG 27" W COUCH 016 - Adjustable Wedge Headrest Option for 3600 3F</b>	<b>\$655.99</b>	<b>\$655.99</b>
			.016	016		
			.3RB	3RB		
<b>8</b>	<b>ALF</b>	<b>1</b>	<b>ELF336NI</b>	<b>Ess Lat 36W 39-1/8H 3-12" Drws Int Pull</b>	<b>\$896.80</b>	<b>\$896.80</b>
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			.OMT	OMT Core to Ord key Alike		
<b>9</b>	<b>ALF</b>	<b>1</b>	<b>LKFE1SLV</b>	<b>Lock Core Kit Silver - 1 Core 2 Keys</b>	<b>\$8.80</b>	<b>\$8.80</b>
			\$(KEYNUM)	Key Number		
			.X103	Key Number 103		
			.1	1		
<b>10</b>	<b>SOI</b>	<b>1</b>	<b>1123.BK1.MB.B.S1</b>	<b>Focus 2.0, Midback, Standard Stool Kit, Mesh Back w/ Adjustable Lumbar, 1</b>	<b>\$441.08</b>	<b>\$441.08</b>
			MC1	Black Mesh		
			YCC01	Black		
			LA1	Onyx		
			FC1	Black Frame		
			BT1	5-Star Base		
			BC1	Black Nylon Base		
			CS6	Hard Floor and Carpet Casters		
			FABRIC	Fabric Grade Selections		
			FG3	Fabric Grade 3		
			AFFINITY	Affinity Color Selection		
			DENIM	Affinity Denim		
			KD	Knocked Down		
<b>11</b>	<b>SUBB</b>	<b>1</b>	<b>Laminate Top 36x18</b>	<b>Laminate Top 36"W x 18"D x 1-1/4"TH</b>	<b>\$146.67</b>	<b>\$146.67</b>
			8826-58	COLOR: Formica Neutral Twill 8826-58		
			TAGGING	NURSE 100A		

**Group Subtotal: \$2,149.34**

**PRINCIPAL OFFICE 100B**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
12	AWS	1	T53078SN	<b>Primary 30Dx78W Flat Eg Lam w/o Grom</b> \$(L2STD) Grd L2 Standard Laminates .LVT1 Veranda Teak .VT Veranda Teak	\$355.47	\$355.47
13	AWS	1	SPLA-CON-MODPA	<b>Full-Hgt 29-1/2Hx48W Mod Pnl</b> .M1080305 .M1080305 Special Number \$(P1) P1 Paint Opts .P7B Loft	\$22.27	\$22.27
14	ALF	1	YPPSP281530BBFMA	<b>Align Ped 28x15x30 BBF MetFront Plinth</b> .BK Flush Plinth .M Beam PR6 Silver \$(P1) P1 Paint Opts .P7B Loft \$(MATCH) Match Case .NA Match Case .X Omit Lock	\$351.73	\$351.73
15	ALF	1	YPPSP281530FFM	<b>Align Ped 28x15x30 FF MetFront Plinth</b> .BK Flush Plinth .M Beam PR6 Silver \$(P1) P1 Paint Opts .P7B Loft \$(MATCH) Match Case .NA Match Case .X Omit Lock	\$351.73	\$351.73
16	ALF	1	ELF336NI	<b>Ess Lat 36W 39-1/8H 3-12" Drws Int Pull</b> \$(P1) P1 Paint Opts .P7B Loft .OMT OMT Core to Ord key Alike	\$896.80	\$896.80
17	ALF	1	ESC336I	<b>Essentials 39-1/8Hx36W Storage Cabinet Integral</b> \$(P1) P1 Paint Opts .P7B Loft .OMT OMT Core to Ord key Alike	\$702.80	\$702.80
18	ALF	2	ISLAUTNPNB3618SS	<b>Stor Isla Top 36Wx18D S1</b> .X Non-FSC Wood \$(L2STD) Grd L2 Standard Laminates .LVT1 Veranda Teak .VT Veranda Teak	\$135.33	\$270.66
19	ATA	1	AMPTLF36RND	<b>Structure 36" Diameter Round Top Lam SqrEdge</b> .X Standard Wood \$(L2STD) Grd L2 Standard Laminates .LVT1 Veranda Teak .VT Veranda Teak	\$275.73	\$275.73
20	ATA	1	AMPTXM29G	<b>Structure X Base Med. Seated Height with Glides</b> \$(P2) P2 Paint Grade .PR6 Silver	\$315.85	\$315.85

21	ALF	1	LKFE4SLV \$(KEYNUM) .X104 .1	Lock Core Kit Silver - 4 Cores 2 Keys Key Number Key Number 104 1	\$34.67	\$34.67
22	MOCK	1	TG3-93P TG3-93P TG3-93P	2" Plastic Grom Set Pecan 2" Plastic Grom Sleeve Pecan 2" Plastic Grom F/T Cap Pecan	\$6.53	\$6.53
23	SOI	1	1123.BK2.MB.YE3. <del>AF</del> MC5 YCC01 LA1 FC1 BT1 BC1 CS6 CH1 FABRIC FG1 VENICE DEEPSEA KD	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N Onyx (Black) Mesh Black Onyx Black Frame 5-Star Base Black Nylon Base Hard Floor and Carpet Casters Standard Cylinder Fabric Grade Selections Fabric Grade 1 Venice Color Selection Venice Deep Sea Knocked Down	\$402.02	\$402.02
24	SOI	3	2221FT1MB.USAROW FC2 GL1 MC21 FABRIC ~ FG2 PIXEL COAL ~	Wit, Side, 4-leg, Mesh Back, Upholstered Seat, Armless Silver Frame Standard Multi-Surface Glide Nickel Fabric Grade Selections No Selection Fabric Grade 2 Pixel Color Selection Pixel Coal Std Packaging	\$211.55	\$634.65

**Group Subtotal: \$4,620.91**

**WORK ROOM 101A**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
25	HSF	1	HSC2472 .L \$(P1) .LOFT	Storage Cabinet 24D x 36W x 72H Standard Random Key Lock P1 Paint Opts Loft	\$1,022.56	\$1,022.56
26	HSF	1	HWC72	Storage Cabinet to Wardrobe Conversion Kit	\$90.87	\$90.87

**Group Subtotal: \$1,113.43**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
27		1	NOTE	CONTINGENCY TO BE APPLIED IF PRICE INCREASE INCURS	\$590.00	\$590.00

**Group Subtotal: \$590.00**

**FREIGHT & INSTALL**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
28	SUBB	1	FREIGHT	SUBLAM FREIGHT	\$165.00	\$165.00

29	CLIN	1	FREIGHT	CLINTON FREIGHT	\$345.00	\$345.00
30	MOCK	1	FREIGHT	MOCKETT FREIGHT	\$24.00	\$24.00
31	ISI	1	INSTALL	RECEIVE, DELIVER AND INSTALL	\$3,450.00	\$3,450.00
<b>Group Subtotal:</b>						<b>\$3,984.00</b>
					<b>ALLSTEEL SURCHARGE</b>	<b>\$132.94</b>
					<b>HON SURCHARGE</b>	<b>\$25.05</b>
					<b>SITONIT SURCHARGE</b>	<b>\$64.52</b>
<b>Total:</b>						<b>\$15,654.12</b>

50% Down Payment Required Upon Order Placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.

Due to the potential of tariffs and changes in trade regulations, prices are subject to change. We strive to maintain stable pricing but may need to adjust based on evolving costs not under our control. Thank you for your understanding.

Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms + Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

- Prices quoted are held for a period of 15 days.
- Installation pricing is based upon non-union labor rates, unless otherwise specified.
- Freight, delivery, installation, and taxes are not included in the price of the products and will be added to invoices, if applicable.
- A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. The remaining 50% of total will be invoiced upon product being shipped by manufacturer.
- Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
- Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
- No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
- All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
- All requests for changes in quantity or specification shall be in writing and are subject to our approval.
- We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
- Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
- In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
- On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
- Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
- Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
- When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
- The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
- Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
- If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
- Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
- We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
- All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
- All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
- No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
- There are no express or implied warranties. All warranties (statutory, express or implied), including without limitation any warranty of fitness for a particular purpose, are specifically disclaimed. Any warranties by the manufacturer of the merchandise ("Manufacturer") are hereby assigned to the customer ("Customer") to the extent such warranties can be assigned. Any warranty claims by Customer must be brought against Manufacturer. All sales are final. All requests for changes in quantity or specification shall be in writing and subject to the approval of Manufacturer and/or Henricksen. Any resulting charges imposed by Manufacturer will be paid by Customer.

These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.





## Banking Information

### ACH or EFT Payments

Bank name and address: Fifth Third Bank  
1400 16th Street  
Lombard, IL 60148

ACH or EFT Routing/ABA: 071923909

Our Account Number: 0069266999

### Domestic Wire Transfer Payments and International Wire Transfers sent in US Dollars

Bank Name and address: Fifth Third Bank  
5050 Kingsley Drive  
Cincinnati, OH 45227

Wire Transfer ABA: 042000314

Fifth Third Swift Code: FTBCUS3C

For Credit To: Henricksen & Company Inc  
1101 W. Thorndale Ave  
Itasca, IL 60143

### International Wire sent in Foreign Currency

Information varies depending upon type of currency

If you have questions, please feel free to contact Skylar Le Vine at Fifth Third Bank at 224-489-9325.

**Please send all remittance advice to: [ACH@HENRICKSEN.COM](mailto:ACH@HENRICKSEN.COM)**



# Quote

Quoted To:  
**DOWNERS GROVE SD 58**  
 2300 WARRENVILLE RD.  
 DOWNERS GROVE, IL 60515

Account Executive:  
**J HARPER/C HARVEY (JHCH)**  
 J.HARPER@HENRICKSEN.COM  
 312.575.1246

Date: 11/26/2025  
**Quote # 25060506**  
 RENOVATIONS

Ship To:  
**EL SIERRA ELEMENTARY**  
 6835 FAIRMOUNT AVE  
 DOWNERS GROVE, IL 60516

Project Coordinator:  
**DARLENE HOLIK**  
 D.HOLIK@HENRICKSEN.COM  
 630.416.2497

## MAIN OFFICE 100

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
1	ALF	2	YPPSP281524BBFMA	Align Ped 28x15x24 BBF MetFront Plinth	\$347.47	\$694.94
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P2)	P2 Paint Opts		
			.PR3	Gunmetal Metallic		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
2	ALF	2	YPPSP281524FFM	Align Ped 28x15x24 FF MetFront Plinth	\$347.47	\$694.94
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P2)	P2 Paint Opts		
			.PR3	Gunmetal Metallic		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
3	ALF	1	LKFE2SLV	Lock Core Kit Silver - 2 Cores 2 Keys	\$17.60	\$17.60
			\$(KEYNUM)	Key Number		
			.X102	Key Number 102		
			.1	1		
4	ALF	1	LKFE2SLV	Lock Core Kit Silver - 2 Cores 2 Keys	\$17.60	\$17.60
			\$(KEYNUM)	Key Number		
			.X101	Key Number 101		
			.1	1		
5	SOI	2	1123.BK2.MB.YE3.A	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N	\$402.02	\$804.04
			MC5	Onyx (Black) Mesh		
			YCC01	Black		
			LA1	Onyx		
			FC1	Black Frame		
			BT1	5-Star Base		

BC1	Black Nylon Base
CS6	Hard Floor and Carpet Casters
CH1	Standard Cylinder
FABRIC	Fabric Grade Selections
FG1	Fabric Grade 1
VENICE	Venice Color Selection
DEEPSEA	Venice Deep Sea
KD	Knocked Down

<b>6</b>	<b>SOI</b>	<b>3</b>	<b>1191.SW19.US.UB.Cora Guest Chair, without Arms</b>		<b>\$248.27</b>	<b>\$744.81</b>
			FC2	Silver Frame		
			GL2	Performance Multi-Surface Glides		
			~	No Moisture Barrier		
			USU	Single Upholstered		
			~	No Ballistic Nylon Option		
			FG3	Fabric/Vinyl Grade 3		
			AFFINITY	Affinity Color Selection		
			DENIM	Affinity Denim		
			AC	Fully Assembled in Carton		

**Group Subtotal: \$2,973.93**

**NURSE 100A**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
<b>7</b>	<b>ALF</b>	<b>1</b>	<b>ELF336NI</b>	<b>Ess Lat 36W 39-1/8H 3-12" Drws Int Pull</b>	<b>\$896.80</b>	<b>\$896.80</b>
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			.OMT	OMT Core to Ord key Alike		
<b>8</b>	<b>ALF</b>	<b>1</b>	<b>LKFE1SLV</b>	<b>Lock Core Kit Silver - 1 Core 2 Keys</b>	<b>\$8.80</b>	<b>\$8.80</b>
			\$(KEYNUM)	Key Number		
			.X103	Key Number 103		
			.1	1		
<b>9</b>	<b>CLIN</b>	<b>1</b>	<b>3600-27-016</b>	<b>U-LEG 27" W COUCH 016 - Adjustable Wedge Headrest Option for 3600 3F</b>	<b>\$655.99</b>	<b>\$655.99</b>
			.016	016		
			.3RB	3RB		
<b>10</b>	<b>SOI</b>	<b>1</b>	<b>1123.BK1.MB.B.S1</b>	<b>Focus 2.0, Midback, Standard Stool Kit, Mesh Back w/ Adjustable Lumbar, 1</b>	<b>\$441.08</b>	<b>\$441.08</b>
			MC1	Black Mesh		
			YCC01	Black		
			LA1	Onyx		
			FC1	Black Frame		
			BT1	5-Star Base		
			BC1	Black Nylon Base		
			CS6	Hard Floor and Carpet Casters		
			FABRIC	Fabric Grade Selections		
			FG3	Fabric Grade 3		
			AFFINITY	Affinity Color Selection		
			DENIM	Affinity Denim		
			KD	Knocked Down		
<b>11</b>	<b>SUBB</b>	<b>1</b>	<b>Laminate Top 36x18</b>	<b>Laminate Top 36"W x 18"D x 1-1/4"TH</b>	<b>\$146.67</b>	<b>\$146.67</b>
			8826-58	COLOR: Formica Neutral Twill 8826-58		
			TAGGING	NURSE 100A		

**Group Subtotal: \$2,149.34**

**PRINCIPAL OFFICE 100B**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
12	AWS	1	T53078SN	<b>Primary 30Dx78W Flat Eg Lam w/o Grom</b>	\$355.47	\$355.47
			\$(L2STD)	Grd L2 Standard Laminates		
			.LVT1	Veranda Teak		
			.VT	Veranda Teak		
13	AWS	1	SPLA-CON-MODPA	<b>Full-Hgt 29-1/2Hx48W Mod Pnl</b>	\$22.27	\$22.27
			.M1080305	.M1080305 Special Number		
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
14	ALF	1	YPPSP281530BBFMA	<b>Align Ped 28x15x30 BBF MetFront Plinth</b>	\$351.73	\$351.73
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
15	ALF	1	YPPSP281530FFM	<b>Align Ped 28x15x30 FF MetFront Plinth</b>	\$351.73	\$351.73
			.BK	Flush Plinth		
			.M	Beam		
			PR6	Silver		
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			\$(MATCH)	Match Case		
			.NA	Match Case		
			.X	Omit Lock		
16	ALF	1	EBC336	<b>Ess Bookcase 3H 36W Open Cabinet</b>	\$550.00	\$550.00
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
17	ALF	1	ELF336NI	<b>Ess Lat 36W 39-1/8H 3-12" Drws Int Pull</b>	\$896.80	\$896.80
			\$(P1)	P1 Paint Opts		
			.P7B	Loft		
			.OMT	OMT Core to Ord key Alike		
18	ALF	2	ISLAUTNPNB3618SS	<b>Stor Isla Top 36Wx18D S1</b>	\$135.33	\$270.66
			.X	Non-FSC Wood		
			\$(L2STD)	Grd L2 Standard Laminates		
			.LVT1	Veranda Teak		
			.VT	Veranda Teak		
19	ATA	1	AMPTLF36RND	<b>Structure 36" Diameter Round Top Lam SqrEdge</b>	\$275.73	\$275.73
			.X	Standard Wood		
			\$(L2STD)	Grd L2 Standard Laminates		
			.LVT1	Veranda Teak		
			.VT	Veranda Teak		
20	ATA	1	AMPTXM29G	<b>Structure X Base Med. Seated Height with Glides</b>	\$315.85	\$315.85
			\$(P2)	P2 Paint Grade		
			.PR6	Silver		
21	ALF	1	LKFE3SLV	<b>Lock Core Kit Silver - 3 Cores 2 Keys</b>	\$26.13	\$26.13

			\$(KEYNUM)	Key Number		
			.X104	Key Number 104		
			.1	1		
22	APR	1	WKTKGT4H72-FA	Appr Tackzn 30H 72W Wrtbl Surf Fil Hgt 2pc	\$311.20	\$311.20
23	MOCKE	1	TG3-93P	2" Plastic Grom Set Pecan	\$6.53	\$6.53
			TG3-93P	2" Plastic Grom Sleeve Pecan		
			TG3-93P	2" Plastic Grom F/T Cap Pecan		
24	SOI	1	1123.BK2.MB.YE3.A	Focus 2.0, Highback, Mesh Back, Enhanced Synchro Cntrl w/ Seat Depth, N	\$402.02	\$402.02
			MC5	Onyx (Black) Mesh		
			YCC01	Black		
			LA1	Onyx		
			FC1	Black Frame		
			BT1	5-Star Base		
			BC1	Black Nylon Base		
			CS6	Hard Floor and Carpet Casters		
			CH1	Standard Cylinder		
			FABRIC	Fabric Grade Selections		
			FG1	Fabric Grade 1		
			VENICE	Venice Color Selection		
			DEEPSEA	Venice Deep Sea		
			KD	Knocked Down		
25	SOI	3	2221FT1MB.USAR0W	Fit, Side, 4-leg, Mesh Back, Upholstered Seat, Armless	\$211.55	\$634.65
			FC2	Silver Frame		
			GL1	Standard Multi-Surface Glide		
			MC21	Nickel		
			FABRIC	Fabric Grade Selections		
			~	No Selection		
			FG2	Fabric Grade 2		
			PIXEL	Pixel Color Selection		
			COAL	Pixel Coal		
			~	Std Packaging		

**Group Subtotal: \$4,770.77**

**WORK ROOM 101A**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
26	HSF	1	HSC2472	Storage Cabinet 24D x 36W x 72H	\$1,022.56	\$1,022.56
			.L	Standard Random Key Lock		
			\$(P1)	P1 Paint Opts		
			.LOFT	Loft		
27	HSF	1	HWC72	Storage Cabinet to Wardrobe Conversion Kit	\$90.87	\$90.87

**Group Subtotal: \$1,113.43**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
28		1	NOTE	CONTINGENCY TO BE APPLIED IF PRICE INCREASE INCURS	\$590.00	\$590.00

**Group Subtotal: \$590.00**

**FREIGHT & INSTALL**

#	MFG	QTY	MODEL	DESCRIPTION	UNIT	EXTENDED
29	CLIN	1	FREIGHT	CLINTON FREIGHT	\$345.00	\$345.00

30	MOCK	1	FREIGHT	MOCKETT FREIGHT	\$24.00	\$24.00
31	SUBB	1	FREIGHT	SUBLAM FREIGHT	\$165.00	\$165.00
32	ISI	1	INSTALL	RECEIVE, DELIVER AND INSTALL	\$2,770.00	\$2,770.00
<b>Group Subtotal:</b>						<b>\$3,304.00</b>
					<b>HON SURCHARGES</b>	<b>\$25.05</b>
					<b>ALLSTEEL SURCHARGES</b>	<b>\$136.31</b>
					<b>SITONIT SURCHARGES</b>	<b>\$64.52</b>
<b>Total:</b>						<b>\$15,127.35</b>

50% Down Payment Required Upon Order Placement

We appreciate the opportunity to be of service to your organization. Respectfully submitted by Henricksen.

Due to the potential of tariffs and changes in trade regulations, prices are subject to change. We strive to maintain stable pricing but may need to adjust based on evolving costs not under our control. Thank you for your understanding.

Please sign below accepting Terms & Conditions authorizing Henricksen to proceed with order placement.

Signature: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms + Conditions

The Terms and Conditions of Sale apply to this contract and quotation unless amended or changed in writing and attached hereto.

- Prices quoted are held for a period of 15 days.
- Installation pricing is based upon non-union labor rates, unless otherwise specified.
- Freight, delivery, installation, and taxes are not included in the price of the products and will be added to invoices, if applicable.
- A 50% deposit shall be provided upon entering of any order. No interest shall accrue against such deposit. The remaining 50% of total will be invoiced upon product being shipped by manufacturer.
- Terms of sale are net 15 days from date of invoices. Invoices will be tendered in full on all items received or being held at our warehouse. A service charge of 1.5% per month (18% annual percentage rate) will be added to all unpaid invoices beyond 30 days from invoice date. Payment by credit card will result in the additional costs to be passed on to the Customer.
- Design and product application services are included in product pricing within two revisions. Additional design work is to be billed at an hourly rate.
- No payment shall be withheld on any invoice beyond the selling price of the specific merchandise not delivered or subject to repair and/or replacement.
- All sales are final. Orders cannot be cancelled except by mutual consent. Resulting cancellation and/or restocking charges imposed by the manufacturer shall be paid by the Customer.
- All requests for changes in quantity or specification shall be in writing and are subject to our approval.
- We will coordinate shipments to arrive just before the scheduled installation date and provide warehousing for merchandise shipped to our warehouse for a period of no greater than 30 days beyond the original installation date, without charge to you. Beyond 30 days, we will provide warehousing at a rate to be agreed upon.
- Direct power connection to building circuitry to be provided through owner. Some facilities may require union electrician to hardwire building electric to furniture base feed and panel to panel electrical connections. Owner assumes the cost for any electrical permits that need to be pulled and additional labor required. Permit fees incurred for installing the furniture may result in an additional charge to the Customer.
- In the event that construction delays or other causes not within our control force postponement of the installation, the merchandise will be stored until installation can be resumed and will be considered accepted by you for purpose of payment. In such event, you have the right to withhold 5% of the invoice amount against completion of delivery.
- On direct shipments, not including installation, the Customer will receive and install. It will be Customer's responsibility to inspect the merchandise and file freight claims. We cannot be held liable for cost of repairs and/or replacement of damaged goods.
- Delivery and installation will be made during normal working hours of 7:00 - 4:00. Additional labor costs resulting from overtime work performed at your request or after 4:00 and on weekends will be paid by the Customer.
- Installation is to include merchandise purchased on this order only and does not include moving or handling of existing furnishings, machines, etc.
- When furnishings are delivered and brought onto the job site, they shall be inspected and conditionally accepted by you. The responsibility for the security and the protection of the delivered goods shall pass to you. Any exceptions shall be reported in writing immediately.
- The job site shall be clean, clear, and free of debris prior to installation. Exceptional delivery and installation encumbrances will result in extra charges. The job site shall also be free of the interference of all trades in the work areas.
- Electric current, light, heat, hoisting and/or elevator service and suitable unobstructed dock space and secured staging areas will be furnished by the Customer without charge.
- If staging / storage areas provided at the job site are inconveniently located, are on another floor from where the work is to be done, or if products must be walked up or down stairs, or if the merchandise must be moved due to the progress of other trades, or at your request or if we are required to move, or handle existing furniture, the additional cost of moving and transporting shall be paid by the Customer.
- Our ability to erect or assemble furnishings is dependent upon jurisdictional agreements between trade unions at the job site. If trade regulations require employing tradesmen to complete the installation, the additional cost will be paid by the Customer.
- We agree to completely install the furnishings according to the final floor plan. Any changes to the final plan will be provided prior to the installation date. Once the installation has begun, the Customer agrees to assume any expenses incurred by us due to changes made at your request or for any reason beyond our control. Work will not be completed until there is a signed change order to approve the work.
- All furnishings will be left clean and in working order. All cartoning and packaging materials will be removed, and the premises will be left broom clean.
- All furnishings are warranted to be free from defects in materials or workmanship for a period of twelve (12) months from date of delivery. We will arrange for the repair or replacement of defective items or those inadvertently damaged by us during installation. We will act as your agent in the event claims concerning damaged and/or defective materials and/or workmanship made within the warranty periods as stated by the particular manufacturer, supplier, or fabricator. There are no expressed or implied warranties.
- No liability shall accrue against Henricksen as a result of any breach of these Terms and Conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delays beyond our control. We do not assume any liability for consequential damages or loss of anticipatory profits resulting from the use of the merchandise or delay in its delivery and installation, or for the misuse or abuse by the Customer.
- There are no express or implied warranties. All warranties (statutory, express or implied), including without limitation any warranty of fitness for a particular purpose, are specifically disclaimed. Any warranties by the manufacturer of the merchandise ("Manufacturer") are hereby assigned to the customer ("Customer") to the extent such warranties can be assigned. Any warranty claims by Customer must be brought against Manufacturer. All sales are final. All requests for changes in quantity or specification shall be in writing and subject to the approval of Manufacturer and/or Henricksen. Any resulting charges imposed by Manufacturer will be paid by Customer.

These Terms and Conditions of Sale supersede any terms and conditions appearing on the Customer's purchase order, or any other documents, and all verbal communications and/or understandings related thereto.





## Banking Information

### ACH or EFT Payments

Bank name and address: Fifth Third Bank  
1400 16th Street  
Lombard, IL 60148

ACH or EFT Routing/ABA: 071923909

Our Account Number: 0069266999

### Domestic Wire Transfer Payments and International Wire Transfers sent in US Dollars

Bank Name and address: Fifth Third Bank  
5050 Kingsley Drive  
Cincinnati, OH 45227

Wire Transfer ABA: 042000314

Fifth Third Swift Code: FTBCUS3C

For Credit To: Henricksen & Company Inc  
1101 W. Thorndale Ave  
Itasca, IL 60143

### International Wire sent in Foreign Currency

Information varies depending upon type of currency

If you have questions, please feel free to contact Skylar Le Vine at Fifth Third Bank at 224-489-9325.

**Please send all remittance advice to: [ACH@HENRICKSEN.COM](mailto:ACH@HENRICKSEN.COM)**



Downers Grove Grade School District 58  
We Envision. We Seek. We Believe.

**Downers Grove Grade School District 58**  
850 Curtiss Street, Ste. 200, Downers Grove, IL 60515  
630-719-5800 Phone | 630-719-5418 Fax | www.dg58.org

**Kevin Barto, Director of Buildings & Grounds**  
kbarto@dg58.org | 630-719-5858

## **MEMORANDUM**

### **Buildings & Grounds**

**TO:** Board of Education

**FROM:** Kevin Barto ; Greg Harris ; Dr. Kevin B. Russell

**DATE:** December 5, 2025

**RE:** Phase III Referendum Elementary Furniture Purchase

---

#### **Background Information**

As the District implements changes in the middle and elementary schools due to the referendum improvements, occasionally use of the owner's contingency is necessary.

#### **Administrative Considerations**

As construction has progressed to near completion for the Herrick Middle School project, additional project funds are necessary to complete final changes. Please see the attached Owner's Rep memo for further details. We agree with their analysis and recommendations as attached. With this transfer, the District will still have over \$3 million in the owner's contingency.

#### **Recommendation**

Motion to transfer \$350,000 from referendum owner's contingency to the Herrick Middle School project.

# MEMORANDUM

**TO:** Downers Grove District 58  
**FROM:** Jordan Schulz - Huffman Keel/Forge, Owners Representative Team  
**DATE:** 12/03/2025  
**RE:** HMS Contingency Request

Members of the School Board,

**REQUEST:**

The purpose of this memo is to follow up on November’s discussion regarding the current overall referendum budget and to request additional funds for additional scope at Herrick Middle School. As we have shared over the last year, the rate of use of the Construction Contingency for construction at HMS has been projected to surpass the initial amount held by the contractor. At this time, as construction wraps up, final costs are being reconciled and several additional items have arisen, we request \$350,000 be allocated from Owner Contingency to the HMS project. This sum will allow HMS completion – any funds not used from this sum will be returned to the district.

**SCOPE:**

While there is no one single item to point to as there was when we had the HMS soils issue to address in August of 2024, there are several more recent items we’d like to mention: Replacement of existing galvanized pipe in utility tunnel, miscellaneous work at stage to improve condition and use, additional required casework for staff dining, additional abatement of flooring and piping, moving high voltage existing electrical feeder for the elevator, etc. These items address some of the existing conditions and functional/long-term needs of the school as we wrap up the referendum projects, as well as address the goal of equity across the district schools.

**CURRENT OWNER CONTINGENCY:**

As discussed at the November Board Meeting, several positive recent updates to the Owner Contingency further underscore the prudence of approving the additional needs at HMS. The following help bring the total current Owner Contingency (prior to this request) to \$3.4M: Phase II Savings, Phase III Pre-Allocation not used, Phase III Bid Savings. With construction on the overall referendum projects over 90% complete, the district is in a very good position with Contingency.

**SUMMARY:**

Current HMS Construction Contract Sum:	\$53,275,325.87
Current Request for Additional Allocation of Owner Contingency:	<u>\$350,000.00</u>
Revised Construction Contract Sum:	\$53,625,325.87

Please do not hesitate to reach out with any questions.

On behalf of the project team, and at your service,

Jordan Schulz