MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

Public Hearing and Regular Board Meeting
Tuesday, November 17, 2026
470 N Lake St, Mundelein, Illinois, 60060
6:30 PM

1. CALL TO ORDER
2. ATTENDANCE
3. PUBLIC HEARING REGARDING 2026 AGGREGATE PROPERTY TAX LEVY
4. CITIZEN COMMENTS
5. ADJOURN PUBLIC HEARING
6. CALL TO ORDER
7. ATTENDANCE
8. RECOGNITION
9. CITIZEN COMMENTS
10. BOE COMMENTS
    a. Code of Conduct
11. DISTRICT 75 REPORT
    a. Business Office
        1. Adoption Aggregate Tax Levy Year 2026
        2. 2026 Supplemental Levy Resolution
        3. SEDOL Levy Resolution
    b. Human Resources
        1. Article VIII-3 MEEA Memorandum of Agreement
        2. Article XIX MEEA Memorandum of Agreement
        3. Staffing Calendar Preview
        4. Job Descriptions
        5. Shared-Services Human Resources Department Overview
    c. Superintendent's Office
        1. Carl Sandburg Facility Naming Contest
        2. Triple I Joint Conference Meeting
        3. Social Media Mass Action Lawsuit
        4. Village of Mundelein TIF
12. REPRESENTATIVE and COMMITTEE UPDATES
    a. Representative: STEAM Foundation
    b. Representative: SEDOL
    c. Representative: Village Liaison
    d. Committee: Finance Advisory
    e. Committee: Shared Services
    f. Committee: Community Outreach
    g. Committee: Board Policy
13. CONSENT AGENDA
    a. Minutes of the Regular Board Meeting of October 20, 2026
    b. Approval of Personnel Report
    c. Bill List
    d. Financial Report
    e. FOIA Request(s)

f. Annual Renewal List

14. BOARD ACTION ITEM
    a. Adoption Aggregate Tax Levy Year 2026
    b. 2026 Supplemental Levy Resolution
    c. SEDOL Levy Resolution
    d. Article VIII-3 MEEA Memorandum of Agreement
    e. Article XIX MEEA Memorandum of Agreement
    f. Updated Job Descriptions
    g. Social Media Mass Action Lawsuit
15. ADJOURN TO EXECUTIVE SESSION
16. ENTER EXECUTIVE SESSION
    a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5ILCS 120/2(c)(1), as amended by. A. 93-0057
    b. Executive Session Minutes and/or Semi-annual review of the minutes 5 ILCS 120/2(c)(21)
17. RETURN TO OPEN SESSION
18. ACTION MAY BE TAKEN AS A RESULT OF EXECUTIVE SESSION
    a. Approve Resolution Authorizing Issuance of Notice of Charges and Dismissal and Hearing Rights to Tenured Teacher
    b. Minutes of Executive Session of October 20, 2026
19. PRESIDENT'S PREROGATIVE
20. ADJOURNMENT

Board Calendar Dates, Public Participation at School Board Meetings and Petitions to the Board: Click Here

MUNDELEIN ELEMENTARY SCHOOL DISTRICT

Final 2026 Property Tax Levy

Levy Year 2026 - Paid in 2027

Mundelein Elementary District 75

Presented by: Dr. Cathy Johnson | November 17, 2026

What Is a Levy?

What is a tax levy?

A tax levy is the district's formal request for money from local property taxes. The County Assessor finalizes property values. The county then applies legal limits to the request and determines how much the district will receive. That amount is called the extension.

Purpose

The purpose of local property taxes is to maintain and enhance the programs associated with providing students a high quality educational experience.

Importance

Local property taxes represent approximately 61% of the district’s operating revenue.

Process

- The Board approves a tentative levy at least 20 days before adopting the final levy.
- A Truth in Taxation hearing is required if the levy is expected to increase by more than 5%.
- The final levy must be adopted and filed with the county clerk by the last Tuesday in December.

Property Tax Extension Limitation Law (PTELL)

How much can the District ask for?

Although the law is commonly referred to as a “tax cap,” this phrase can be misleading. PTELL does not cap individual property tax bills or property assessments.

PTELL sets a ceiling on how much the district's tax request can grow each year. The ceiling is 5% or CPI, whichever is less..

New property and school bond payments are not included in the limit.

Prior Year Extension + **The Lesser of CPI or 5%** + **New Property & Bond Payments** = **Current Year Extension**

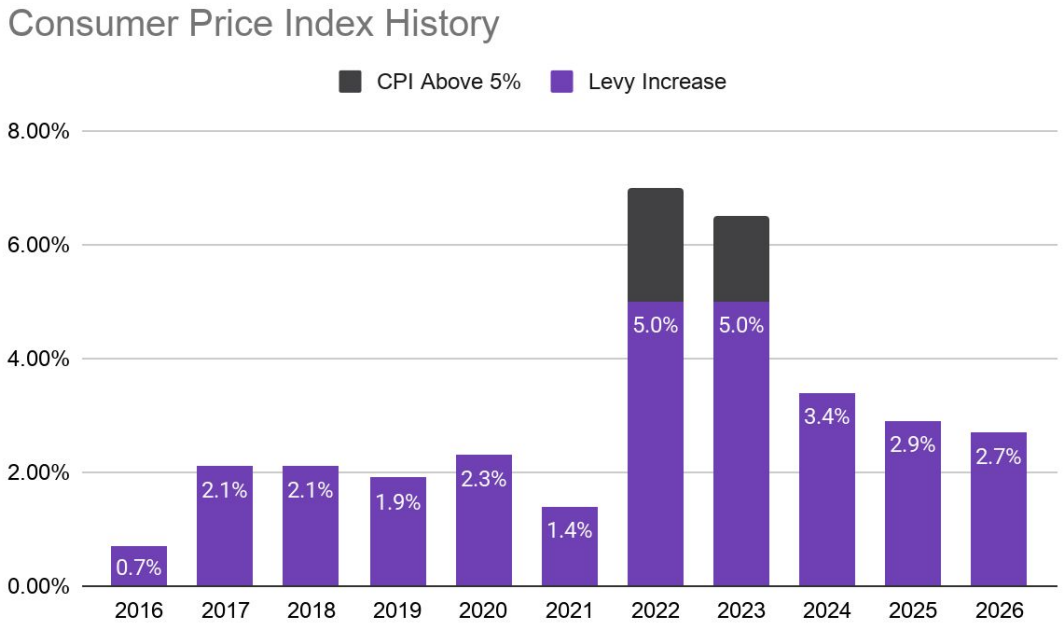
The Consumer Price Index (CPI)

What is CPI?

The Consumer Price Index (CPI) tracks how prices change for everyday goods and services like food, transportation, and medical care.

CPI for 2026 Taxes is 2.7%

Since this is below the 5% limit, the District's request can increase by 2.7%. The increase is added to last year's extension. Revenue from new property is added on top.



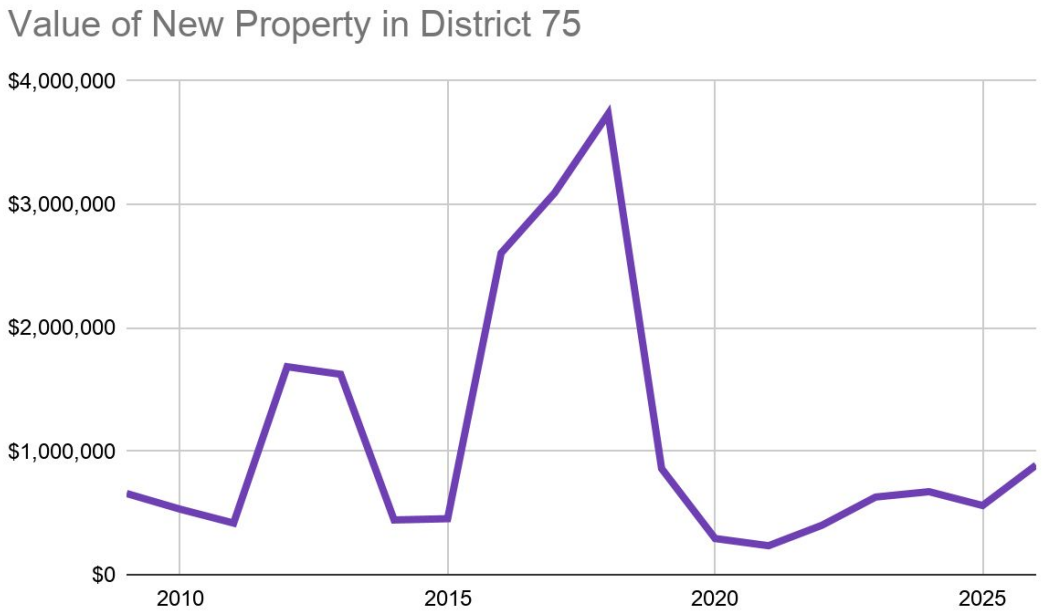
New Property Within District 75

D75's Growth

After a period of growth in the 2010s, the District is now seeing only modest growth in new property.

PTELL & New Property

New property isn't part of the PTELL cap in its first year. While the district's total extension may grow faster than the cap, this growth comes from new development being taxed, not from a bigger bill for existing homeowners.



Safeguarding for the Unknown

Estimating Before the Numbers Are Final

When the district makes its levy request, some numbers aren't final:

- Assessors are finalizing property values.
- New property values are still being assessed.
- Some properties may still be reclassified (e.g., commercial to residential).

The districts uses the best estimates available, but adds a safeguard in case those numbers change.

The District Can't Collect More Than the Law Allows

Once numbers are final, the district's levy request is automatically adjusted down to follow PTELL limits. It can never collect more than the law allows.

But it only works one way: if the district asks for less than it could have, it can't go back and ask for more later. That's why the safeguard matters: asking for too little is a permanent loss, while asking a bit more is simply corrected down to the legal limit.

How Much Is the District Requesting? (Summary)

2025 Levy Year Actual Extension		2026 Levy Year Safeguard Request (The amount being requested)		2026 Levy Year Anticipated Extension (The amount anticipated)	
Rate	Actual Extension	Rate	Request	Rate	Est. Extension
3.835	$ 20,441,032.41	3.668	$ 21,070,029.23	3.659	$ 21,017,895.04
Total Estimated Increase:		3.08%	$628,996.82	2.82%	$576,862.63



How Much Is the District Requesting? (Detail)

		2025 Levy Year Actual Extension		2026 Levy Year Safeguard Request (The amount being requested)		2026 Levy Year Anticipated Extension (The amount anticipated)	
Fund		Rate	Actual Extension	Rate	Request	Rate	Est. Extension
Funds Capped by PTELL	Educational	2.207	$ 11,763,170.03	2.106	$ 12,099,773.00	2.106	$ 12,099,465.56
	Operations & Maintenance	0.525	2,800,005.22	0.537	$ 3,084,804.00	0.501	$ 2,880,054.16
	Transportation	0.352	1,875,003.31	0.301	$ 1,728,608.00	0.336	$ 1,928,607.50
	Working Cash	0.001	5,159.81	0.001	$ 5,000.00	0.001	$ 5,307.32
	Municipal Retirement	0.058	310,494.56	0.065	$ 375,000.00	0.056	$ 319,371.24
	Social Security	0.070	372,593.47	0.065	$ 375,000.00	0.067	$ 383,245.49
	Fire Prevention & Safety	0.000	-	0.000	$ -	0.000	$ -
	Tort Immunity	0.000	-	0.000	$ -	0.000	$ -
	Special Education	0.379	2,017,590.93	0.361	$ 2,075,272.00	0.361	$ 2,075,271.54
Operating Rates & Extension		**3.591**	**$ 19,144,017.33**	**3.437**	**$ 19,743,457.00**	**3.428**	**$ 19,691,322.81**
Other	SEDOL IMRF	0.001	3,997.79	0.002	12,853.00	0.002	12,853.00
	PTAB Recapture*	0.033	176,414.91	0.031	180,000.00	0.031	180,000.00
	Bond & Interest	0.209	1,116,602.38	0.197	1,133,719.23	0.197	1,133,719.23
Other Rates & Extension		**0.243**	**$ 1,297,015.08**	**0.231**	**$ 1,326,572.23**	**0.231**	**$ 1,326,572.23**
Total Extension & Rates		**3.835**	**$ 20,441,032.41**	**3.668**	**$ 21,070,029.23**	**3.659**	**$ 21,017,895.04**
Total Estimated Operating Increase:				3.13%	$599,439.67	2.86%	$547,305.48
Total Estimated Increase:				**3.08%**	**$628,996.82**	**2.82%**	**$576,862.63**

*The county clerk automatically adds PTAB Recapture to the district's extension to recover taxes it had to refund after a property's assessment was lowered. The district does not request this amount. 2026 amounts are estimates.

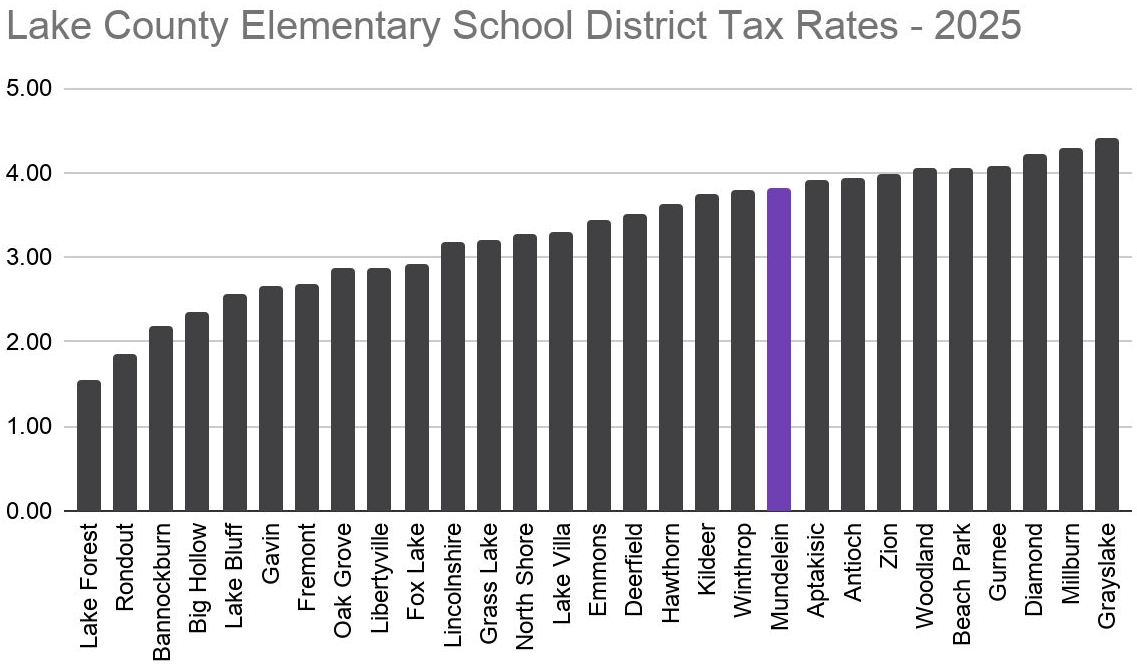
How Do D75's Tax Rates Compare?

District 75's Tax Rates

2025: 3.835
2026: 3.668 (estimated)

How Do We Compare?

Mundelein District 75's tax is lower than about 32% compared to other Lake county elementary districts.



What is a Supplemental Levy?

The district pays its 2023 bonds through a levy capped at an amount called the Debt Service Extension Base (DSEB). DSEB grows a little each year. The supplemental levy is the request to use that increase. Skipping it means the district would not collect enough money to cover bond payments.

1. DSEB Increases

DSEB grows each year by the lesser of CPI or 5%.

2. The Ask

The Board must ask, through a levy, to use that increase.

3. Limits

Property taxes collected for the 2023 bonds are limited to what's owed on the bonds that year, never more.

Additional Financial Data - The Miller Ratio

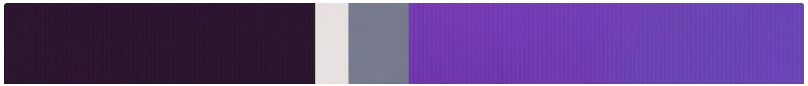
Expenditures	Education Fund10	Operations & Maintenance Fund 20	Transportation Fund 40	Totals Operational Funds
FY24	$ 23,465,662	$ 3,021,640	$ 2,295,177	$ 28,782,479
FY25	$ 23,204,103	$ 2,908,162	$ 2,707,897	$ 28,820,162
FY26	$ 23,016,613	$ 3,092,662	$ 2,686,181	$ 28,795,456
3-Yr Avg Expenditures	$ 23,228,793	$ 3,007,488	$ 2,563,085	$ 28,799,366
Cash Reserve as of 6/30/2026	$ 19,213,357	$ 1,112,864	$ 1,646,228	$ 21,972,450
Cash Reserve as a % of Expenditures	82.71%	37.00%	64.23%	76.29%

*Statute (105 ILCS 5/17-1.3): Districts must disclose cash reserve balances and related obligations at the annual budget and levy hearing.

*Board Policy 4:10: Districts must report 3-year average operational expenditures; if reserves exceed 2.5 times that average, a Reserve Reduction Plan is required.

Summary - District 75's Levy Request

Property taxes are the primary way our community funds the education of its children. Every dollar supports the classrooms, teachers, and resources that help students learn and grow, strengthening our schools and our community for years to come.



2026 Levy Requested Increase:

Requested (with safeguard): +3.08%
Anticipated: +2.82%

District Funding

Local property taxes represent approximately 61% of the district's operating revenue.

Safeguarding for the Unknown

The district adds a safeguard to its levy request to avoid permanent losses due to the unknown.

Limits to Property Tax Increases

Once numbers are final, the district's levy request is automatically adjusted down to follow PTELL limits. It can never collect more than the law allows.

Discussion and Q&A



Thank you for supporting Mundelein Elementary District 75 and our students.

We welcome your questions and feedback.

TAX LEVY RESOLUTION

WHEREAS, the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois, has determined the amount of money, exclusive of election costs and bond principal and interest levies, that is necessary to be raised by taxation for the year 2026; and

WHEREAS, the Board of Education disclosed at a public meeting its intention to adopt a levy; and

WHEREAS, the Board of Education advertised its intent to adopt a levy.

NOW, THEREFORE, BE IT, AND IT IS HEREBY RESOLVED by the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois, as follows:

1. That there shall be and there is hereby levied by the Board levies for the year 2026 upon which all sums are hereby declared to be required for the next ensuing year:

Amount levied for Education-General	$12,099,773
Amount levied for Education-Special Education	2,075,272
Amount levied for Operations & Maintenance	3,084,804
Amount levied for Transportation	1,728,608
Amount levied for Municipal Retirement	375,000
Amount levied for Social Security	375,000
Amount levied for Working Cash	5,000
Amount levied for Tort Immunity	0
Amount levied for SEDOL IMRF	12,853
Aggregate Levy	$19,756,310

2. That the sums set forth above shall be incorporated into the Certificate of Tax Levy for the year 2026, attached hereto as Exhibit A.

3. That the administration is hereby authorized and directed to file the Certificate of Tax Levy and all support data and Certifications with the County Clerk of Lake County, Illinois.

A motion was made by _____ and seconded by _____ that the Tax Levy Resolution be adopted as presented. Upon roll call the following members answered:

AYES: _____

_____

NAYS: _____

_____

ABSENT: _____

The President declared the motion carried and the Resolution adopted.

CERTIFICATION

I DO HEREBY CERTIFY that I am the duly elected and acting Secretary of the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois, and as such, I am the keeper of the records and minutes of said Board.

I DO FURTHER CERTIFY that the above resolution is a correct and complete copy of the Tax Levy resolution as adopted by said Board of Education at its meeting held on November 17, 2026.

_____
Secretary, Board of Education
Mundelein Elementary School District 75,
Lake County, Illinois

ILLINOIS STATE BOARD OF EDUCATION

Original: x
Amended:

School Business and Support Services Division
(217) 785-8779

CERTIFICATE OF TAX LEVY

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

District Name	District Number	County
Mundelein Elementary School District 75	34-049-0750-02	Lake

Amount of Levy

Educational	$	12,099,773	**Fire Prevention & Safety** *	$	0
Operations & Maintenance	$	3,084,804	**Tort Immunity**	$	0
Transportation	$	1,728,608	**Special Education**	$	2,075,272
Working Cash	$	5,000	**Leasing**	$	0
Municipal Retirement	$	375,000		$	0
Social Security	$	375,000	**SEDOL IMRF Extension**	$	12,853
			Total Levy	$	19,756,310

* 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 12,099,773 dollars to be levied as a special tax for educational purposes; and
the sum of 3,084,804 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 1,728,608 dollars to be levied as a special tax for transportation purposes; and
the sum of 5,000 dollars to be levied as a special tax for a working cash fund; and
the sum of 375,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 375,000 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 2,075,272 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 12,853 dollars to be levied as a special tax for SEDOL IMRF Extension
on the taxable property of our school district for the year 2026

Signed this 17 day of November 2026 .

_____
(President)

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

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

Number of bond issues of said school district that have not been paid in full 2 .

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 34-049-0750-02 , Lake County, Illinois, on the equalized assesed value of all taxable property of said school district for the year 2026 was filed in the office of the County Clerk of this County on _____ , 2026 .

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 2026 , is $.

_____
(Signature of County Clerk)

_____ _____
(Date) *(County)*

RESOLUTION AUTHORIZING REDUCTION OF CERTAIN FUND LEVIES FOR THE 2026 LEVY YEAR

WHEREAS, on November 17, 2026, the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois ("School District") did adopt a certificate of tax levy for the 2026 levy year and subsequently filed the same with the County Clerk of Lake County ("County Clerk"); and

WHEREAS, the County Clerk has notified each Lake County taxing district which is now subject to the Property Tax Extension Limitation Law ("PTELL") that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2026 levy year to meet the requirements of the PTELL.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois as follows:

Section 1. That the Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That the Board of Education hereby authorizes and directs the County Clerk to make the necessary reductions to the School District's tax levy for the 2026 levy year in order that the levies by fund shall be no less than the following amounts as indicated:

Education-General	$12,099,773
Education-Special Education	2,075,272
Operations & Maintenance	3,084,804
Transportation	1,728,608
Municipal Retirement	375,000
Social Security	375,000
Working Cash	5,000
Tort Immunity	0
SEDOL IMRF	12,853
Total Capped Funds	$19,756,310

Section 3. That the Board of Education further authorizes and directs the County Clerk that if any additional reductions are required to be made to the School District's tax levy beyond those projected and specified by the Board of Education in Section 2 above, that such reductions shall be made to the following funds as indicated:

Education Fund 100%

Section 4. That the Superintendent of Schools of this School District be and is hereby directed to file a certified copy of this Resolution with the County Clerk as soon as practicable following its adoption and execution.

Section 5. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect immediately and forthwith upon its passage.

AYES: _____

_____

NAYS: _____

_____

ABSENT: _____

Adopted this 17th day of November 2026.

_____
President, Board of Education
Mundelein Elementary School District 75,
Lake County, Illinois

ATTEST:

_____
Secretary, Board of Education
Mundelein Elementary School District 75
Lake County, Illinois

STATE OF ILLINOIS)

) SS

COUNTY OF LAKE)

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the "Board") of Mundelein Elementary School District 75, Lake County, Illinois (the "District"), and as such official, I am the keeper of the records and files of the District and the Board.

I do further certify that attached hereto is a true and correct copy of a resolution entitled "Resolution Authorizing Reduction of Certain Fund Levies for the 2026 Levy Year" duly adopted by the Board at a public meeting conducted on November 17, 2026.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the new media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of November 2026.

_____
Secretary, Board of Education
Mundelein Elementary School District 75
Lake County, Illinois

CERTIFICATION OF COMPLIANCE
WITH THE TRUTH-IN-TAXATION LAW

I, Kristie Fingerhut, the duly qualified and presiding officer of the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois, do hereby certify that the levy resolution of Mundelein Elementary School District 75, a copy of which is attached hereto, was adopted in full compliance with the provisions of the "Truth in Taxation Law," 35 ILCS 200/18-55 et seq.

IN WITNESS THEREOF, I have placed my official signature this 10th day of November 2026.

_____
Kristie Fingerhut
Board President,
Board of Education
Mundelein Elementary School District 75
Lake County, Illinois

(SEAL)

MINUTES of a regular public meeting of the Board of Education of School District Number 75, Lake County, Illinois, held in the East District Office, 470 North Lake Street, Mundelein, Illinois, in said School District at 6:30 o'clock P.M., on the 17th day of November, 2026.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Kristie Fingerhut, the President, and the following members were physically present at said location:

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference:

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever:

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 75, Lake County, Illinois.

* * *

WHEREAS, School District Number 75, Lake County, Illinois (the *"District"*), is a duly organized School District operating under the provisions of the School Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the *"School Code"*); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax School Bonds, Series 2023, dated March 8, 2023 (the *"Bonds"*); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the *"Debt Reform Act"*); and

WHEREAS, pursuant to a resolution adopted by the Board of Education of the District (the *"Board"*) on the 16th day of February, 2023 (as supplemented by a notification of sale and by resolutions adopted by the Board prior to the date hereof supplementing the taxes levied therein, the *"Bond Resolution"*), and in accordance with the provisions of the School Code and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds; and

WHEREAS, the Bond Resolution has been filed with the County Clerk of the County of Lake, Illinois (the *"County Clerk"*); and

WHEREAS, pursuant to the Bond Resolution, the District directed the County Clerk to extend the taxes levied in the Bond Resolution to pay principal of and interest on the Bonds in accordance with the terms of the Bond Resolution; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the School Code and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the *"Tax Extension Limitation Law"*); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the *"Base"*), which is an amount equal to that portion of the extension of the District for the 1994 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commending with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2026 is equal to $1,152,801.63 (the *"2026 Base"*); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied with respect to the Bonds and currently on file in the office of the County Clerk; and

WHEREAS, in accordance with the School Code, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds for the levy year 2026 and each levy year thereafter to be increased up to the amount of the 2026 Base, less the amount of taxes levied to pay the principal of or interest on the District's other outstanding limited bonds, or the amount of the principal of and interest due on the Bonds payable from the taxes levied for each such levy year, whichever is less; and

WHEREAS, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Education of School District Number 75, Lake County, Illinois, as follows:

Section 1. The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into this Resolution by this reference.

Section 2. The District does hereby levy for each of the years 2026 to 2033, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Resolution. A schedule showing the aggregate of the taxes levied in the Bond Resolution, and the taxes levied in this Resolution is set forth in Column (D) of *Exhibit A*.

Section 3. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk, and it shall be the duty of the County Clerk to annually in and for each of the years 2026 to 2033, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of *Exhibit A,* and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for school purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general school purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund heretofore created and designated in the Bond Resolution as the "School Bond and Interest Fund of 2023", which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the School Treasurer who receives the taxes of the District.

Section 4. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 17, 2026.

President, Board of Education

Secretary, Board of Education

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE:

The following members voted NAY:

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of School District Number 75, Lake County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Education

Exhibit A

Supplemental and Total Taxes Levied and to Be Extended

Year of Levy	(A) Debt Service on the Bonds	(B) Total Tax Levy Currently on File	(C) Supplemental Tax Levy	(D) Total Taxes to Be Extended to Produce
2026	$315,960.00	$315,289.29	$ 670.71	$315,960.00
2027	339,855.00	323,469.29	16,385.71	339,855.00
2028	717,640.00	717,640.00	0.00	717,640.00
2029	716,180.00	716,180.00	0.00	716,180.00
2030	713,980.00	713,980.00	0.00	713,980.00
2031	711,040.00	711,040.00	0.00	711,040.00
2032	707,360.00	707,360.00	0.00	707,360.00
2033	642,940.00	642,940.00	0.00	642,940.00

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of School District Number 75, Lake, Illinois (the *"Board"*), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of November, 2026, insofar as same relates to the adoption of a resolution entitled:

> RESOLUTION authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 75, Lake County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of November, 2026.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the ____ day of _____, 2026, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 75, Lake County, Illinois.

duly adopted by the Board of Education of School District Number 75, Lake County, Illinois, on the 17th day of November, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2026.

County Clerk

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of School District Number 75, Lake County, Illinois (the *"District"*), and as such official I do further certify that on the 17th day of November, 2026, there was filed in my office a duly certified copy of a resolution entitled:

> RESOLUTION authorizing a supplemental property tax levy to pay the principal of and interest on outstanding limited bonds of School District Number 75, Lake County, Illinois.

duly adopted by the Board of Education of the District on the 17th day of November, 2026, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of November, 2026.

School Treasurer

RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES

WHEREAS, the Board of Education is authorized by Section 7-171 of the Pension Code to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes; and

WHEREAS, the Board of Education is authorized by Public Act 90-511 to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes for its contribution to the Special Education District of Lake County; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION,
Mundelein Elementary School District Number 75, Lake County, State of Illinois, as follows:

Section 1. For the ensuing year, the County Clerk of Lake County hereby authorized and directed to extend the following special taxes on behalf of this School District: The sum of **$12,853** to be levied as a special tax for its contribution to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

Section 2. This Resolution shall be in full force and effect upon its adoption.

Adopted this 17th day of November, 2026.

_____
Kristie Fingerhut

President, Board of Education

ATTEST:

_____
Eric Billittier

Secretary, Board of Education

STATE OF ILLINOIS

SS

COUNTY OF LAKE

CERTIFICATION

I, Eric Billittier, the duly qualified and acting Secretary of the Board of Education, Mundelein Elementary School District Number 75, Lake County, Illinois, and the keeper of the records thereof, DO HEREBY CERTIFY that attached hereto is a true and correct copy of the resolution entitled:

RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES

adopted at a regular meeting of the Board of Education of said Mundelein Elementary School District 75 held on **17th** the day of **November , 2026.**

IN WITNESS WHEREOF, I have hereunto set my hand this **17th** the day of **November, 2026.**

_____

Eric Billittier
Secretary, Board of Education,

Mundelein Elementary School District No.75
Lake County, Illinois

Memorandum of Agreement

Amendment to Collective Bargaining Agreement

This Memorandum of Agreement (MOA) is entered into by the Board of Education of Mundelein Elementary School District 75, Lake County, Illinois, and the Mundelein Elementary Education Association,collectively referred to as the Parties.

The Parties are signatories to a collective bargaining agreement (CBA) effective July 1, 2026 through June 30, 2029 and agree to amend the provision identified below.

Purpose and Scope

This MOA addresses a desire by the parties to elevate the minimum starting salary of specialist teachers employed in the job classifications of Social Worker, counselor, speech/language teachers to MA+24 on the salary schedule.

Agreed Amendment

Article VIII-3 Credit for Previous Experience, is amended as follows:

Currently Language:

For initial placement, specialists with Masters Degrees requiring an excess of 30 hours will receive salary schedule credit for courses beyond the 30 hours required for a Master's Degree. (Example: Social Workers, counselors, speech/language teachers, etc.)

Amended Language:

Specialists with Masters Degrees requiring an excess of 30 hours will receive salary schedule placement at MA+24 on the salary schedule. (Example: Social Workers, counselors, speech/language teachers, etc.)

Effective Date

This MOA becomes effective retroactive to July 1, 2026, provided that all required District and Union approvals have been completed.

By the Mundelein Elementary Education Association:

Tina Sheedy, Co-President — Date: 10-14-26

Nick Ciko, Co-President — Date: 10/14/26

By the Board of Education:

_____ _____

Memorandum of Agreement
This agreement is made and entered into by and between Mundelein Elementary Education Association and the Mundelein Elementary School District 75 Board Of Education.

The purpose of this Memorandum Of Agreement (MOA) is to memorialize the correction to the contract between the Mundelein Elementary School District 75 Board Of Education and the Mundelein Elementary Education Association IEA/NEA (collectively, the "parties") concerning termination date of the Collective Bargaining Agreement ("CBA") in ARTICLE 13 - Duration of Agreement, Section 13.1 Duration of Agreement.

The current language in Article XIX: Signatures, states:

Article XIX: Signatures

The new, corrected language in Article XIX: Signatures shall be corrected to state:

Article XIX: Signatures

This agreement shall be effective July 1, 2026 through June 30, 2029.

The terms and conditions of this MOA as noted herein are strictly for Article XIX: Signatures of the CBA. All other provisions in the 2026 – 2029 CBA remain unchanged and in effect. Reviewed and agreed to this day _____, 2026, as a complete statement of our understanding with respect to this mutual agreement.

Nick SA 11/12/25

Mundelein Elementary Education Association President Date

Mundelein Elementary School District 75 Board Of Education President Date

Mundelein
School Districts 75 & 120

FY28 Staffing Calendar

Mundelein School Districts 75 & 120

Presented by: Shane McCreery | November 2026

2-Year Revolving Review & Correction Schedule

The District reviews employee compensation annually through an alternating two-year cycle.

Year 1 • Odd Fiscal Years

Salary Band Review

Focuses on salary bands across the district to assess overall alignment with market competitive rates.

Applicable Schedule

FY27 • FY29 • FY31 • FY33 • FY35

Year 2 • Even Fiscal Years

Market Correction Evaluation

Evaluates individual roles specifically to determine whether targeted market adjustments are warranted.

Applicable Schedule

FY28 • FY30 • FY32 • FY34 • FY36

Timeline for Board Review/Approval of FTE by Job Classification

DECEMBER
Administration Review
District Office &
Building Leadership

JANUARY
Certified Staff Review

Approve Administrator Contracts

FEBRUARY
Classified Staff Review

Approve certified staff FTE

MARCH
Confidential Staff Review

Approve classified staff FTE

APRIL
Athletic Coaches & Activity Sponsors Review

Approve confidential staff FTE

MAY

Approve Athletic Coaches & Activity Sponsor FTE

Questions?



JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT - CARL SANDBURG

QUALIFICATIONS:

- High school diploma or equivalent; associate degree, postsecondary coursework, or relevant administrative training preferred.
- Progressively responsible administrative support experience, preferably in a school district or similarly complex public-service organization.
- Demonstrated experience with budget monitoring, purchasing, invoice processing, recordkeeping, and confidential information.
- Strong proficiency with Microsoft and Google office productivity tools, student information and communication platforms, calendar systems, and web-based applications.
- Excellent organizational, written and verbal communication, problem-solving, customer-service, and interpersonal skills.
- Ability to manage competing priorities accurately and calmly in a high-volume environment with frequent interruptions.
- Ability to maintain confidentiality and exercise sound judgment in accordance with Board policy, district procedures, and applicable law.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

JOB GOAL:

The Executive Administrative Assistant to the Principal provides high-level administrative, fiscal, operational, and communication support to the principal and school community. The position coordinates the principal's office, manages building-level financial and administrative processes, supports school programs and events, and serves as a central resource for staff, students, families, district departments, vendors, and community partners.

REPORTS TO: Building Principal

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Administrative Coordination

- Manage the principal’s calendar, email, correspondence, telephone calls, task tracking, and follow-up; provide assigned administrative support to the assistant principal.
- Prepare and distribute notices, letters, reports, handbooks, welcome materials, financial statements, and school-wide communications.
- Coordinate staff onboarding, year-end checkout, and school opening and closing procedures.
- Organize main-office workflows and provide school secretaries with the information and resources needed to perform their duties.

- Serve as a central resource for staff, students, families, and administrators regarding schedules, events, operations, and administrative procedures.
- Prioritize competing demands, meet deadlines, improve administrative processes, and resolve operational issues within assigned authority.
- Maintain a professional, organized, and responsive main-office environment.

Purchasing and Budget Administration

- Manage and reconcile the Building, Sports and Stipends, Performing Arts, and Cash Account budgets; monitor expenditures, identify variances, and provide regular reports to the principal.
- Support annual budget development and year-end closeout by compiling historical data, projections, transfers, journal entries, and account reclassifications in coordination with the district finance department.
- Manage purchasing from requisition through payment, including account coding, invoice processing, vendor communication, and discrepancy resolution.
- Maintain contracts and subscriptions, monitor usage and renewal dates, and provide renewal recommendations.
- Coordinate the purchase of instructional materials with Teaching and Learning administrators.
- Collect, deposit, document, and reconcile student and family payments for assigned accounts.
- Administer the Student Assistance Fund by documenting requests, coordinating approvals, and connecting families with available resources in collaboration with the principal and school social workers.
- Process and reconcile stipend payroll for clubs, athletics, extra-duty assignments, and NJHS sponsorship in accordance with applicable collective bargaining agreements.

Student Programs, Activities, and Events

- Coordinate administrative operations for extracurricular activities, after-school clubs, summer camps, athletics, performing arts, and the National Junior Honor Society.
- Coordinate NJHS induction and student recognition materials, including certificates, pins, graduation cords, Dual Language cords, DAR Awards, and Presidential Awards.
- Lead administrative planning for eighth-grade promotion, including vendors, communications, diplomas, rehearsals, volunteers, awards, and day-of operations.
- Coordinate school events and programs, including the Promotion Breakfast, eighth-grade dance, field trips, Brat Fest, parent nights, student dances, and school picture days.
- Support summer camps by coordinating promotion, registration, payments, and required Board referral forms.
- Serve as the administrative liaison to the PTO and coordinate book fairs, dances, celebrations, Teacher Appreciation Week, communications, and meeting arrangements.
- Support the Athletic Director with transportation, referee payroll, W-9 documentation, equipment and uniform inventory, and recognition displays.
- Support performing arts programs with budgeting, scheduling, transportation, clinician documentation, and correspondence.

Communications and Family Services

- Maintain the building, principal, website, staff-meeting, department, academic, and trimester reporting calendars across applicable platforms.
- Manage weekly announcements and collaborate with the district communications team and webmaster.
- Coordinate incoming sixth-grade orientation, placement-letter mailings, and feeder-school transition activities.

- Assist families in communicating with building administrators in a timely, respectful, and compassionate manner.
- Coordinate parent-teacher conferences, including scheduling-system setup and student-information uploads.

Building Operations

- Serve as the building liaison to the district transportation provider and coordinate bus requests for athletics, field trips, performing arts, and other school activities.
- Coordinate summer building operations, including room moves, staff relocations, classroom transitions, instructional-material organization, and facility walkthroughs with the principal.
- Identify and help prioritize maintenance, repair, and facility-improvement needs.
- Coordinate the approved decommissioning and disposition of textbooks, library books, science materials, and other instructional resources.
- Manage facility-use requests, event setups, and gymnasium rental arrangements with the Mundelein Park District.
- Receive and distribute packages, coordinate outgoing shipments, and maintain office and copy-paper supplies.
- Coordinate with the technology department regarding school bell-system operations and communications.
- Provide limited health-office coverage during the nurse's lunch period, as trained and authorized, including basic observation, documentation, and prompt referral.
- Treat students with care, dignity, respect, and appropriate urgency while maintaining composure and professionalism in a high-volume office environment.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

NEW

JOB DESCRIPTION

TITLE: DIRECTOR OF MULTILINGUAL TEACHING & LEARNING

EDUCATION AND LICENSURE:

- Valid General Administrative License.
- Master's Degree in Educational Administration or equivalent.
- Endorsements in Bilingual Education or ESL required
- Possesses the ISBE Principal Qualified Evaluator certification and ISBE Teacher Qualified Evaluator certification.
- Such alternatives to the above the Board of Education may find necessary, appropriate, and acceptable.

SKILLS AND EXPERIENCE REQUIRED

- Minimum of 3 years of administrative experience.
- Minimum of 5 years teaching experience in a dual language, bilingual or multilingual program.
- Experience coordinating a program or serving as a lead teacher, department chair or coordinator overseeing a dual language, bilingual or multilingual program.
- Fluent (reading/writing/communicating) in Spanish, native Spanish fluency preferred.
- Expertise in analyzing data, identifying trends, and designing and implementing intervention plans for multilingual students.
- Successful experience implementing equity minded decision making.

JOB GOAL: Under the direction of the Superintendent or designee, this role plans, organizes, directs and administers the delivery of the Districts Pre-K through 8th grade multilingual curriculum and instruction program.

REPORTS TO: Assistant Superintendent of Student Services

SUPERVISES: Building Principal - Mechanics Grove Intermediate School
Executive Assistant - Teaching & Learning

PERFORMANCE RESPONSIBILITIES:

Multilingual Program Leadership, Curriculum, and Student Learning

- Provides leadership for the development, implementation, evaluation, and continuous improvement of the District's PreK–8 multilingual education, bilingual education, and English Learner (EL) instructional programs.
- Creates and implements strategic plan goals related to multilingual curriculum, instruction, assessment, and personalized learning.
- Ensures instructional programs reflect the District's mission, vision, and commitment to equitable educational opportunities.
- Ensures differentiated instructional practices are implemented with fidelity to meet the academic and linguistic needs of multilingual learners.

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- Facilitates curriculum mapping, curriculum review, grading practices, and continuous instructional improvement.
- Collaborates in the analysis of student achievement data, multilingual program design, and instructional effectiveness.
- Oversees subject-area leadership for PreK–8 Fine Arts, Related Arts, and Physical Education/Health to ensure curriculum remains aligned with state standards and instructional best practices.
- Assists with the review, evaluation, and selection of instructional materials, textbooks, and supplemental resources.

Instructional Leadership, Professional Learning, and Talent Development

- Develops and implements district professional learning focused on multilingual instructional practices, curriculum, assessment, and culturally responsive teaching.
- Develops comprehensive staff development plans aligned to district goals and student achievement.
- Coordinates international teacher recruitment, selection, onboarding, and placement.
- Supports building administrators in recruiting, selecting, and retaining highly qualified bilingual, multilingual, and ESL-certified educators.
- Supports the recruitment and retention of highly effective instructional staff committed to maximizing student learning.
- Designs, coordinates, and implements the District's mentoring and induction program for newly hired certified staff.
- Ensures professional growth plans are aligned with district goals, school improvement priorities, teacher evaluations, and student achievement data.

Organizational Leadership, Family Engagement, and Culture

- Promotes a culture where the District's identity, mission, vision, and core values guide instructional decision-making.
- Builds strong partnerships with students, families, community organizations, and stakeholders to support multilingual student success.
- Engages families and community members as active partners in advancing student learning and district goals.
- Utilizes meaningful feedback from students, families, staff, and community members to evaluate instructional programs and improve school practices.
- Creates and sustains an inclusive learning environment that values cultural diversity, multilingualism, equity, dignity, and multiple perspectives.
- Models ethical leadership, professionalism, confidentiality, and equitable treatment of all students, staff, and community members.
- Participates in district leadership meetings, Board of Education meetings, professional organizations, and other committees as appropriate.
- Assists in the development, oversight, and monitoring of departmental budgets and grant-funded programs.

IV. Compliance, Assessment, Accountability, and Continuous Improvement

- Ensures multilingual education programs comply with all applicable federal and state laws, regulations, and accountability requirements.
- Maintains current knowledge of federal and state mandates affecting multilingual education, bilingual education, curriculum, instruction, assessment, and accountability.
- Oversees the development, administration, analysis, and use of assessment systems and student performance data to drive instructional improvement.

- Establishes continuous improvement systems using multiple sources of student data and student work to identify priorities, monitor progress, evaluate program effectiveness, and celebrate success.
- Prepares, submits, and administers the Title III – English Learners and Immigrant Education. Grant and all associated compliance reports.
- Monitors grant implementation, budget expenditures, and program accountability requirements related to multilingual education initiatives.
- Performs other duties as assigned by the Superintendent or designee.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $110,000 - $140,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

REVISED

JOB DESCRIPTION

TITLE: DIRECTOR OF TEACHING & LEARNING

EDUCATION AND LICENSURE:

- Valid General Administrative License.
- Master's Degree in Educational Administration or equivalent.
- Possesses the ISBE Principal Qualified Evaluator certification and ISBE Teacher Qualified Evaluator certification.
- Such alternatives to the above the Board of Education may find necessary, appropriate, and acceptable.

SKILLS AND EXPERIENCE REQUIRED

- Minimum of 3 years of administrative experience.
- Minimum of 5 years teaching experience.
- Expertise in analyzing data, identifying trends, and designing and implementing intervention plans for multilingual students.
- Successful experience implementing equity minded decision making.

JOB GOAL: Under the direction of the Superintendent or designee, this role plans, organizes, directs and administers the delivery of the Districts Pre-K through 8th grade curriculum and instruction program.

REPORTS TO: Assistant Superintendent of Student Services

SUPERVISES: Instruction & Assessment Coordinator
Building Principal - Washington Early Learning Center
Executive Assistant - Teaching & Learning

PERFORMANCE RESPONSIBILITIES:

Curriculum, Instruction, and Student Learning Leadership

- Provides leadership for the development, implementation, evaluation, and continuous improvement of the District's PreK–8 curriculum, instruction, assessment, and personalized learning initiatives.
- Creates and implements strategic plan goals related to curriculum, instruction, assessment, and personalized learning.
- Leads the student acceleration determination process.
- Oversees intervention and enrichment programming to support student achievement.
- Facilitates curriculum mapping, curriculum review, and continuous curriculum improvement.
- Collaborates with staff to develop and implement a rigorous, standards-based instructional framework that incorporates research-based instructional practices and high expectations for student achievement.

REVISED

- Establishes continuous improvement systems using multiple measures of student data and student work to identify priorities, monitor progress, evaluate outcomes, and celebrate success.
- Collaborates in the analysis of student achievement data, instructional program design, and program effectiveness.
- Oversees the selection, evaluation, and implementation of instructional resources, including textbooks, digital resources, software, and supplemental instructional materials.

Instructional Leadership and Professional Learning

- Leads district-wide professional learning aligned to instructional priorities and strategic goals.
- Develops and implements comprehensive professional development plans that strengthen instructional practice.
- Provides training and support to instructional teams using evidence-based practices designed to improve teaching effectiveness and student learning.
- Evaluates instructional effectiveness through formal and informal classroom observations and provides timely, actionable feedback consistent with the Illinois Performance Evaluation Reform Act (PERA).
- Ensures individual professional growth plans align with district goals, student performance data, and school improvement initiatives.
- Plans, coordinates, and implements the District's Teacher/Certified Staff Induction Program.
- Supports recruitment, selection, onboarding, and retention of highly qualified instructional staff.

Organizational Leadership, Collaboration, and Operations

- Collaborates with district and building leadership to effectively allocate personnel, time, materials, and instructional resources.
- Participates in leadership meetings, Board of Education meetings, professional organizations, and other district committees as appropriate.
- Assists in the development, oversight, and monitoring of departmental budgets and grant-funded programs.
- Prepares, submits, and manages required state and federal applications, including the Consolidated District Plan and Title I, II, and IV grants.

Compliance, Assessment, and Continuous Improvement

- Ensures district curriculum, instructional practices, assessment systems, and grading practices comply with all applicable state and federal laws, regulations, and mandates.
- Oversees the development, administration, analysis, and use of district assessment systems and instructional data to inform decision making.
- Maintains current knowledge of educational research, legislation, accountability requirements, and best practices affecting curriculum, instruction, assessment, and school improvement.
- Develops, monitors, and evaluates district instructional initiatives to ensure continuous organizational improvement and equitable student outcomes.
- Performs other duties as assigned by the Superintendent or designee.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening,

REVISED

and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $110,000 - $140,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

REVISED

JOB DESCRIPTION

TITLE: BUILDING PRINCIPAL – CARL SANDBURG MIDDLE SCHOOL

QUALIFICATIONS:

- Illinois Professional Educator License with General Administrative Endorsement (formerly Type 75).
- Master's Degree in Educational Administration or equivalent.
- Demonstrated expertise in curriculum, instruction, and school improvement.
- Minimum of five years of successful teaching and/or administrative experience.
- Proven ability to motivate staff, maximize student achievement, and establish a safe and orderly learning environment.
- Other qualifications as determined appropriate by the Board of Education.

JOB GOAL: The Building Principal provides instructional, operational, and organizational leadership for the school. The principal is responsible for ensuring high levels of student achievement through effective curriculum, instruction, assessment, staff development, school operations, fiscal management, and community engagement. The principal promotes a safe, inclusive, and collaborative learning environment that supports the educational success of every student.

REPORTS TO: Assistant Superintendent of Secondary Schools

SUPERVISES: Classified and certified staff members.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership & School Improvement

- Provide visionary instructional leadership focused on continuous improvement in teaching and learning.
- Lead the implementation, monitoring, and evaluation of curriculum aligned to district goals and state standards.
- Collaborate with staff to review and refine curriculum through an ongoing continuous improvement process.
- Monitor instructional practices and ensure effective instructional strategies meet diverse student learning needs.
- Analyze student achievement and assessment data to guide instructional decisions and school improvement efforts.
- Promote purposeful planning and evidence-based instructional practices.
- Develop and implement the school's improvement goals aligned with district priorities.
- Ensure equitable access to instructional resources and educational opportunities.
- Foster high expectations for student achievement and staff performance.
- Support instructional technology integration that enhances teaching and learning.

Human Capital Leadership & Professional Learning

- Recruit, supervise, develop, and evaluate certified and classified staff.
- Promote a collaborative professional culture built on shared beliefs, mission, and goals.
- Develop and implement a comprehensive school-based professional learning plan aligned with district priorities.
- Support teacher growth through coaching, mentoring, professional learning communities, and reflective practice.
- Facilitate effective team-building, collaboration, and consensus-building among staff.
- Utilize effective communication, conflict resolution, and decision-making strategies.
- Foster leadership capacity among staff and encourage professional networking and continuous learning.
- Conduct staff evaluations in accordance with district procedures and collective bargaining agreements.
- Maintain high expectations for professionalism, accountability, and continuous improvement.

School Operations & Organizational Management

- Direct the daily operation of the school to ensure a safe, orderly, and supportive learning environment.
- Develop and implement administrative procedures consistent with Board policy, district procedures, state and federal law, and contractual agreements.
- Supervise school scheduling, staffing, facilities, and operational systems.
- Prepare, administer, and monitor the school budget and financial resources.
- Maintain accurate fiscal records and implement sound accounting practices.
- Seek and manage resources that enhance educational programs.
- Oversee maintenance and operation of the physical plant.
- Ensure confidential management of student and school data.
- Coordinate school safety procedures and emergency preparedness.
- Manage the effective use of instructional, technological, and operational resources.
- Encourage meaningful participation of volunteers and community partners in school programs.

Family, Community & Professional Leadership

- Build collaborative partnerships with students, families, staff, community organizations, and business partners.
- Engage families in curriculum, assessment, and school improvement initiatives.
- Foster positive school-community relationships that support student success.
- Represent the school effectively within the district and broader community.
- Understand and respond appropriately to local, state, and federal educational initiatives and legislative requirements.
- Collaborate with district leadership to achieve organizational goals.
- Participate in ongoing professional growth and leadership development.
- Engage in self-assessment, goal setting, and reflective leadership practices.
- Maintain knowledge of current educational research, leadership practices, and organizational improvement strategies.
- Perform other duties as assigned by the Superintendent or Assistant Superintendent of Secondary Schools.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the

position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $120,000 - $160,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

NEW

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

QUALIFICATIONS:

- Postsecondary education required
- Associate's degree in Business Administration, Office Management, Human Resources or a related field preferred
- ~~Experience in a responsible secretarial position;~~
- Excellent computer skills including Google Workplace and Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong ~~Proficient in~~ verbal and written communication skills
- Proficiency with online agenda and meeting management platform, BoardBook Premier preferred
- Knowledge of Board governance procedures and public meeting requirements
- ~~Notary public or application upon hire;~~
- ~~Attend evening meetings as required.~~
- Minimum 5 years' experience in a high-level executive administrative support role
- Prior experience supporting executive-level leadership in a school district, municipal office, or similar organization preferred

JOB GOAL:

~~To complete details and written work and coordinate matters essential to the Superintendent's efficiency and effectiveness.~~
To provide operational and administrative support to the Superintendent and to assist the Board of Education with Board Governance.

REPORTS TO:

Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Superintendent Support and Office Administration

- Strong organizational and time management skills with the ability to manage multiple priorities and deadlines
- Exceptional attention to detail and accuracy

REVISED

- Ability to handle confidential and sensitive information with professionalism and discretion ~~Maintain confidentiality of district personnel information and other sensitive matters.~~
- Knowledge of school district operations
- Ability to work independently and collaboratively across departments
- Strong problem-solving skills and ability to exercise sound judgement
- Manage calendars, appointments, and scheduling for the Superintendent
- Prepare correspondence, reports, meeting agendas, and official documents
- Coordinate meetings, including logistics, materials, and follow-up communication
- Maintain and organize confidential files and records
- Track deadlines and ensure timely submission of required reports and documentation
- Familiarity with managing audits
- Familiarity with the Illinois Open Meeting Act, Freedom of Information Act, and applicable education laws
- ~~Provide secretarial and administrative support to the Superintendent, including routine matters as assigned.~~
- Prepare outgoing correspondence and review, prioritize, and distribute incoming communications.
- Coordinate travel arrangements and reservations for the Superintendent and Board members.
- Prepare office purchase orders and manage budget line items for the Superintendent's office.
- Participate in workshops and training to maintain and strengthen professional skills.
- ~~Notary public or application upon hire;~~
- ~~—~~Perform other duties as assigned.

Board of Education Support and District Records

- Serve as Recording Secretary ~~to~~ for the Board of Education.
- ~~Collect agenda items and prepare and distribute Board meeting packets.~~
- Assists with the preparation of Board meeting agendas in collaboration with the Superintendent and other designated officials.
- Attend all Board of Education meetings and prepares meeting minutes.
- Record, organize, and file official district documents.
- Serves as liaison between the Board of Education, Superintendent, and district administrators, and community members.
- Coordination of Board of Education meetings
- Compiles, proofreads, and assists with the distribution of Board agenda materials within established timelines.
- Assists with the preparation and processing of Board resolutions, legal notices, oaths of office, election documents, and official certifications.
- *Serve as recording secretary during negotiation sessions.*

REVISED

Communication, ~~Staff Development~~, and Community Engagement

- Interact with the public in a professional, courteous, and welcoming manner.
- ~~Organize district-level support staff development activities.~~
- Attend and assist in organizing community engagement events as directed by the Superintendent.
- Works cooperatively with co-workers and other District employees.
- Demonstrates considerable judgment and tact when handling the diverse issues that arise.
- Maintains a regular, organized filing system
- Maintains high standards of professionalism and confidentiality and actively models these for others.
- Works well under pressure with tight deadlines and frequent interruptions.
- Follows complex oral and written instructions.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

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TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $80,000 - $120,000

REVISED

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

REVISED

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: STUDENT INFORMATION SYSTEMS SPECIALIST

QUALIFICATIONS:

- Experience in information management and student information systems management such as Infinite Campus, PowerSchool SIS or similar systems
- Familiarity with the SIS teacher/gradebook, ReportWorks, and PowerScheduler modules, preferred.
- Experienced in basic data transformations in Excel or similar programs
- Familiarity with Google Suite applications preferred
- Experience completing compliance or state required reporting, preferably in a K-8 setting.
- Excellent documentation and data organization skills
- Excellent inter-personal communication and collaboration skills across all district staff levels.

JOB SUMMARY:

The Student Data Systems Specialist oversees a range of educational information systems, with primary responsibility for the Student Information System (SIS). This role completes critical annual processes, including End-of-Year (EOY) procedures, Start-of-Year setup, and data rollovers, while also handling system administration and general data management. This work supports accurate reporting for district needs and compliance with Illinois state requirements. As a key member of cross-functional teams, this role collaborates with stakeholders across the district to assess needs and support diverse user groups in effectively utilizing SIS tools and data. Additionally, this position is a primary contact for staff, students, and community members and will help troubleshoot day-to-day issues, answer questions, and support the needs of these groups in relation to the SIS.

REPORTS TO: Student Data Systems Manager

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Manages the student data system processes and settings, including but not limited to student information management, data auditing, importing/exporting data, compliance reporting and end-user support.
- Partners with district staff to identify areas for system improvements and user enhancements

- Provides support for all PowerSchool and PowerTeacher users (students, guardians, staff, teachers, and administrators).
- Ensures data security and confidentiality in accordance with organizational policies, FERPA/HIPAA (if applicable), and regulatory standards.
- Aids in the planning, and implementation of system improvements, including new software, PowerSchool customizations, plug-ins, and add-on modules.
- Supports data integration, automation, and orchestration from the SIS to other district enterprise systems such as Active Directory, Canvas, Clever, etc.
- Exports student data regularly and within the deadlines established by the state and federal reporting systems, such as IWAS.
- Ensures the information loaded to the state and federal systems is accurate and in compliance.
- Monitors state and federal reporting requirement changes and ensures the SIS is ready to collect new or updated information.
- Maintains appropriate system documentation on procedures and configurations.
- Troubleshoots and work with vendors' product support to resolve technical issues.
- Perform other tasks and duties as assigned

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $60,000 - $100,000

APPROVED BY

THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

NEW

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: STUDENT DATA SYSTEMS MANAGER

JOB SUMMARY:

The Student Data Systems Manager oversees a range of educational information systems, with primary responsibility for both the Student Information System (SIS) and the Learning Management System (LMS). This role manages critical annual processes, including End-of-Year (EOY) procedures, Start-of-Year setup, and data rollovers, while also handling system administration, security, server maintenance, and overall data management. The position is responsible for managing data integrations between the SIS and other instructional and operational platforms. Additionally, the Student Data Systems Manager drives continuous improvement by researching system enhancements and maintaining customizations and plug-ins to ensure systems remain efficient, secure, and aligned with best practices in data collection. This work supports accurate reporting for district needs and compliance with Illinois state requirements. As a key member of cross-functional teams, this role collaborates with stakeholders across the district to assess needs and support diverse user groups in effectively utilizing SIS tools and data.

REPORTS TO: Chief Information Officer

SUPERVISES: Student Data Systems Specialist

PERFORMANCE RESPONSIBILITIES:

- Manages the student data system processes and settings, including but not limited to student information management, data auditing, importing/exporting data, compliance reporting, data verification, gradebook setup, end-user support, portal management, SSO and MFA, user access roles, system health monitoring, and annual routine tasks.
- Leads the research, planning, and implementation of system improvements, including new software, PowerSchool customizations, plug-ins, and add-on modules.
- Supports data integration, automation, and orchestration from the SIS to other district enterprise systems such as Active Directory, Canvas, Clever, etc.
- Implements best practices for data collection across the district and builds data health checks to fix data incongruencies preemptively.
- Creates reports to support instructional decision-making and monitoring of district initiatives.
- Exports student data regularly and within the deadlines established by the state and federal reporting systems, such as IWAS.
- Ensures the information loaded to the state and federal systems is accurate and in compliance.

- Monitors state and federal reporting requirement changes and ensures the SIS is ready to collect new or updated information.
- Maintains appropriate system documentation on procedures and configurations.
- Troubleshoots and work with vendors' product support to resolve technical issues.
- Collaborates with the Network Administrator to maintain current SSL certificates on all PowerSchool servers and ensure optimal system performance.
- Partners with district staff to identify and implement PowerSchool integrations that support district initiatives and improve operational efficiency.
- Provides support for all PowerSchool and PowerTeacher users (students, guardians, staff, teachers, and administrators.
- Ensures data security and confidentiality in accordance with organizational policies, FERPA/HIPAA (if applicable), and regulatory standards.
- Perform other tasks and duties as assigned by the Chief Information Officer.

QUALIFICATIONS:

- Intermediate to Advanced SQL scripting, HTML, and reporting skills
- Experience working with PowerSchool Administrator, including navigation, system procedures, and data table management.
- Familiarity with PowerSchool modules such as PowerTeacher, Gradebook, ReportWorks, and PowerScheduler.
- Ability to develop custom SQL queries to extract and export multi-table, template-based datasets.
- Experience customizing PowerSchool using HTML, including the integration of embedded SQL queries.
- Experienced in all aspects of the data integration process: ETL (Extract, Transform, Load)
- Excellent documentation and data organization skills
- Excellent inter-personal communication and collaboration skills across all district staff levels.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

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work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $90,000 - $125,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

NEW

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: EXECUTIVE ASSISTANT TO HR MANAGEMENT

QUALIFICATIONS:

- High School Diploma and/or GED required. Associate's degree in Human Resources, Business Administration, or a related field preferred.
- Minimum of 3-5 years of executive administrative support experience required.
- Experience in Human Resources or public-school setting preferred.
- Knowledge of office administration and executive support practices.
- Understanding of Human Resources principles and employment practices
- Proficiency in Microsoft Office Suite, Google Workspace, applicant tracking systems, Canva, and HR information systems.
- Strong organizational skills and the ability to manage and track multiple projects simultaneously.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Ability to work independently and collaboratively in a team environment.
- Ability to fluently speak, read, and write in English and Spanish (preferred).

JOB GOAL:

To provide confidential executive-level administrative support to the Assistant Superintendent of Human Resources & Legal by coordinating departmental operations, supporting Human Resources functions, maintaining confidential personnel records, and ensuring efficient, compliant, and customer-focused service to District employees.

REPORTS TO: Assistant Superintendent of Human Resource Management/Legal
Director of Human Resources

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Executive & Departmental Administration

- Provide confidential executive-level administrative support to the Assistant Superintendent of Human Resources & Legal and the Human Resources Department.
- Manage calendars, appointments, meetings, interviews, travel arrangements, and departmental events.
- Coordinate meeting logistics, prepare agendas, compile materials, record meeting minutes, and monitor follow-up actions.
- Prepare correspondence, reports, presentations, and other confidential documents.
- Serve as the primary point of contact for the Human Resources Department by responding to visitors, telephone calls, emails, and inquiries with professionalism and discretion.
- Maintain organized electronic and physical filing systems and ensure the confidentiality of sensitive personnel information.
- Monitor departmental deadlines, coordinate projects, prepare purchase orders, maintain office supplies, and assist with other administrative functions.

- Perform other duties as assigned.

Human Resources Operations & Talent Support

- Coordinate recruitment activities, including job postings, applicant tracking, employment advertising, job fair preparation, and interview scheduling.
- Design recruitment materials and promote employment opportunities through district communication platforms.
- Prepare onboarding materials and coordinate new employee orientation for District 75 and District 120 employees.
- Coordinate offboarding activities for resigning, retiring, and separated employees.
- Process employment verifications, criminal background checks, fingerprinting, employment clearances, and other pre-employment requirements.
- Maintain confidential personnel files and Human Resources records.
- Respond to employee inquiries regarding employment procedures, benefits, leave programs, and Human Resources processes.
- Assist with employee recognition initiatives, special projects, and other Human Resources activities

Compliance, Reporting & Records Management

- Coordinate compliance with federal, state, and district Human Resources requirements, including Faith's Law documentation and mandatory reporting requirements.
- Assist with audits, compliance monitoring, and required personnel reporting for District 75 and District 120.
- Prepare statistical reports, maintain personnel data, and support Human Resources reporting requirements.
- Ensure Human Resources records are accurate, complete, and maintained in accordance with district policy and applicable laws.
- Support the department in maintaining compliance with employment practices and administrative procedures.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

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TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $60,000 - $95,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

NEW

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: HUMAN RESOURCES SPECIALIST ~~BENEFITS COORDINATOR~~

QUALIFICATIONS:

- High School Diploma and/or GED required. Associate's degree in Human Resources, Business Administration, or a related field preferred; equivalent combination of education and experience may be considered.
- Knowledge of human resources principles, practices, and applicable employment laws, including FMLA, ACA, FLSA, IL School Code and workers' compensation.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office, Google Workspace, Human Resources Information Systems (HRIS), benefits administration systems, and employee management software.
- Understanding of payroll, benefits administration, and contract administration.
- Strong organizational skills and the ability to manage and track multiple projects simultaneously.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Demonstrated attention to detail.
- Demonstrated excellence in verbal and written communication.
- Strong skills working with numerical data.
- Ability to work independently and collaboratively in a team environment.

JOB GOAL: ~~The Human Resources Specialist provides comprehensive administrative and operational support for the Human Resources department for both District 120 & 75. This position is responsible for administering employee benefits, coordinating leave and workers' compensation programs, supporting compliance reporting, onboarding new employees, and ensuring accurate employee records. The HR Specialist serves as a resource for employees while maintaining confidentiality and delivering exceptional customer service.~~

To provide comprehensive operational support for the Human Resources Department by administering employee benefits, leave programs, compliance reporting, and personnel records while delivering responsive customer service and ensuring compliance with applicable laws, Board policy, and collective bargaining agreements.

REPORTS TO: Director of Human Resources

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- ~~Understands federal and state laws and regulations (e.g. EEO, FLSA, Civil Rights Act, Affirmative Action, ADA, Illinois School Code, etc.) to ensure compliance with appropriate medical, administrative, parental, military, and other leaves of absence.~~
- ~~Administer Family and Medical Leave Act (FMLA), other leaves & ADA requests for both D75 & D120, ensuring compliance with applicable federal and state regulations, district policies and labor union contracts.~~

- ~~Coordinate and process workers' compensation claims for both D75 & D120, serving as the liaison between employees, supervisors, insurance carriers, and third-party administrators.~~
- ~~Administer employee benefit programs for both D120 & D75, including enrollment, qualifying life event changes, benefit terminations, and employee assistance.~~
- ~~Process and submit annual Employer Information System (EIS) reports and Affordable Care Act (ACA) reporting requirements accurately and timely.~~
- ~~Administer and process unemployment insurance claims, including preparing and submitting required documentation, responding to agency requests, coordinating with supervisors, attending unemployment hearings as needed, and maintaining compliance with applicable state regulations.~~
- ~~Prepare and distribute the annual Sequence of Dismissal (SOD) list and Senate Bill 7 (SB7) notification letters for both D120 & D75 in accordance with regulatory requirements.~~
- ~~Review, approve, and process employee tuition reimbursement requests for both D120 & D75 in accordance with district policy.~~
- ~~Coordinate and manage the district's annual employee wellness fair for both D120 & D75, including vendor communication, event logistics, and employee participation.~~
- ~~Manage both D120 & D75 Certificates of Insurance, including requests, issuance, and record maintenance.~~
- ~~Prepare and distribute employment offer letters for newly hired staff for both D120 & D75.~~
- ~~Process new employee information in applicable Human Resources Information Systems (HRIS), including Business Solver, Frontline Central, Red Rover and SDS.~~
- ~~Serve as backup receptionist for the Human Resources office by greeting visitors, answering telephone inquiries, and directing requests appropriately.~~
- ~~Maintain accurate and confidential employee records and documentation.~~
- ~~Respond to employee questions regarding HR policies, benefits, leave programs, and employment procedures.~~
- ~~Assist with special projects, audits, and other Human Resources initiatives as assigned.~~

Benefits, Leave Administration & Employee Support

- Administer employee benefit programs for Districts 75 and 120, including enrollments, qualifying life events, terminations, and employee assistance.
- Administer Family and Medical Leave Act (FMLA), ADA accommodations, and other leave programs in compliance with federal and state laws, Board policy, and collective bargaining agreements.
- Coordinate workers' compensation and unemployment insurance claims, serving as liaison with employees, supervisors, insurance carriers, third-party administrators, and state agencies.
- Respond to employee inquiries regarding benefits, leave programs, Human Resources policies, and employment procedures while providing exceptional customer service.
- Coordinate employee wellness initiatives, retirement recognition activities, and other employee engagement programs.

Human Resources Operations & Records Management

- Prepare employment offer letters and process new employee information within Human Resources Information Systems.
- Maintain accurate, confidential employee personnel records and Human Resources documentation.
- Monitor employee evaluation schedules and notify administrators of required evaluation timelines.
- Review and process tuition reimbursement requests in accordance with Board policy.
- Manage Certificates of Insurance and related documentation.
- Serve as backup receptionist for the Human Resources Department.
- Assist with special projects and other Human Resources initiatives as assigned.

Compliance, Reporting & Administrative Services

- Ensure compliance with applicable federal and state employment laws, Illinois School Code, Board policy, and collective bargaining agreements as they relate to leave administration, benefits, and personnel practices.
- Prepare and submit required state and federal reports, including Employer Information System (EIS) and Affordable Care Act (ACA) reporting.
- Prepare and distribute the annual Sequence of Dismissal (SOD) list and Senate Bill 7 (SB7) notifications.
- Assist with Human Resources audits, compliance monitoring, and required reporting activities.
- Maintain accurate Human Resources data and records to support district compliance and operational effectiveness.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

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TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $65,000 - $105,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Education, or a related field required.
- Understanding of Illinois School Codes and/or worked in the education field.
- A minimum of 5 ~~3~~ years of administrative experience, preferably in personnel management and/or education.
- Comprehensive knowledge of federal and state employment laws, Illinois School Code, Board policies, and collective bargaining practices.Thorough knowledge of the Illinois School Code, collective bargaining best practices, and public school employment practices.
- Knowledge of public school staffing, compensation, employee benefits, labor relations, and compliance requirements.
- Strong leadership, organizational, communication, and interpersonal skills.
- Ability to analyze complex personnel issues and recommend effective solutions.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Proficiency with HR information systems, applicant tracking systems, Microsoft Office applications, Google Workspace, absence management systems and HR reporting tools.
- Ability to build collaborative relationships with employees, administrators, unions, Board members, and community stakeholders.

JOB GOAL: ~~To provide leadership, direction, and oversight for the daily operations of the Human Resources Department. This position is responsible for developing, implementing, and administering comprehensive human resource programs that support the District's mission, strategic goals, and compliance with federal, state, and local laws, Board of Education policies, and collective bargaining agreements.~~

Provide strategic leadership and operational oversight for the District's Human Resources Department by directing talent acquisition, employee relations, compliance, and HR operations in support of the District's mission, strategic priorities, and legal obligations.

REPORTS TO: Assistant Superintendent of Human Resources/Legal

SUPERVISES: Human Resource Specialist
Executive Assistant to Human Resource Management

PERFORMANCE RESPONSIBILITIES:

- ~~Manages the day-to-day operations of the Human Resources Department.~~
- ~~Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions, collaborates with administrators to understand skills and competencies required for vacancies.~~
- ~~Implements new hire orientation and employee recognition programs.~~
- ~~Assists the Assistant Superintendent of Human Resources and Legal to develop and monitor policies related to the Human Resources Department.~~
- ~~Represents Districts in contract negotiations, meetings, and negotiations with employee and labor organizations.~~

- ~~Collaborates with leadership on matters of policy and terms of memorandum of understanding before and throughout the negotiation process.~~
- ~~Performs routine tasks required to administer and execute human resource programs, including but not limited to disciplinary matters, disputes and investigations, performance management, and productivity.~~
- ~~Assists in analyzing information and data necessary to define and discern cost and policy implications of negotiations and disputes. This may include management and union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances.~~
- ~~Addresses employment-related inquiries from applicants, employees, and supervisors referring complex and/or sensitive matters to appropriate staff.~~
- ~~Identifies and provides professional development training and mandatory compliance training to staff. Develops further training as needed.~~

Human Resources Leadership & Operations

- Provide leadership and oversight for the daily operations of the Human Resources Department to ensure efficient, responsive, and customer-focused service.
- Supervise, coach, and evaluate Human Resources staff while establishing departmental goals, priorities, and annual work plans.
- Collaborate with district leadership to improve HR systems, workflows, and operational effectiveness.
- Develop, implement, and monitor Board policies, administrative procedures, and HR practices.
- Maintain the integrity of HR information systems, personnel records, and workforce data.
- Prepare reports, presentations, and personnel recommendations for district leadership, the Board of Education, and state agencies.
- Participate in district leadership teams, committees, and Board meetings as assigned.

Talent Management & Employee Relations

- Lead district recruitment, hiring, onboarding, and orientation processes to attract and retain highly qualified employees.
- Coordinate staffing activities, including job postings, applicant tracking, substitute recruitment, and staffing recommendations.
- Partner with administrators on workforce planning, employee performance, evaluations, coaching, and improvement plans.
- Serve as a trusted resource to administrators and employees regarding personnel matters and employment practices.
- Support positive employee relations by assisting with conflict resolution, investigations, grievance administration, and consistent application of collective bargaining agreements.
- Participate in collective bargaining negotiations and promote collaborative labor-management relationships.
- Coordinate employee recognition initiatives that foster a positive organizational culture.

Compliance, Benefits & Risk Management

- Ensure compliance with federal and state employment laws, Illinois School Code, Board policies, and collective bargaining agreements.

- Oversee compliance related to educator licensure, background checks, employment eligibility, mandatory training, Faith's Law, and other regulatory requirements.
- Administer employee leave programs, including FMLA, ADA accommodations, workers' compensation, unemployment, and related benefit programs.
- Collaborate with insurance providers and third-party administrators regarding employee benefits and leave administration.
- Ensure timely completion of required federal and state reporting, including ACA, EIS, and other personnel reports.
- Assist in the preparation and administration of administrator employment contracts and compensation communications.
- Perform other duties as assigned by the Superintendent or designee.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels, deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $105,000 - $145,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

Mundelein School Districts 75 & 120

JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES/LEGAL

QUALIFICATIONS:

- ~~College degree required with Master's degree or Juris Doctorate, preferred.~~
- ~~Multiple years of experience in human resource management, employment law/compliance or a related field.~~
- ~~Ability to quickly make sense of, combine and organize information into meaningful patterns.~~
- ~~Knowledge of management principals involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.~~
- ~~Ability to set priorities and complete assignments on time with a high attention to detail.~~
- ~~Ability to work with and maintain confidential information with discretion.~~
- ~~Ability to handle difficult and stressful situations with professional composure.~~

- Master's degree or Juris Doctor required with additional certification in Human Resources preferred.
- Minimum of 7 to 10 of progressively responsible Human Resources leadership experience.
- Demonstrated experience leading collective bargaining and labor relations.
- Extensive knowledge of Illinois School Code, employment law and public-sector Human Resources.
- Previous Title VII/IX Coordinator experience~~, preferred.~~
- Demonstrated experience leading organizational change and strategic planning.
- Strong fiscal management and personnel budgeting experience.
- Excellent communication, negotiation, and conflict resolution skills with experience addressing challenging and stressful situations with professional composure.

JOB GOAL:

~~Responsible for assisting the Superintendent in providing leadership, management, and coordination of strategic initiatives, emerging priorities, and a range of other activities central to the success of District 75 and District 120. Serves as a liaison with other administrative officials and manages relationships and collaborative partnerships between both Districts. Represents, advises, and provides day to day support to the Superintendent and facilities communication and coordination of the administrative team. Within the framework of functional leadership, works with all stakeholders to realize both District's mission, vision, and values. Provides direct oversight of both District's human resources functions, services, and legal compliance.~~

Provide executive leadership and strategic direction for all Human Resources, labor relations, legal compliance, and employee services functions for Districts 75 and 120. The Assistant Superintendent serves as the Superintendent's principal advisor on

personnel matters, organizational effectiveness, employment law, and workforce strategy while ensuring compliance with applicable laws, Board policy, and collective bargaining agreements in support of the districts' mission and strategic priorities.

REPORTS TO:

Superintendent

SUPERVISES:

Shared-Service Director of Human Resources
Shared-Service Head of Security & Events
Executive Assistant to Human Resource Management

PERFORMANCE RESPONSIBILITIES:

- ~~Advises and supports the superintendent in the effective performance of their duties that includes performing research to contribute to informed decision-making and providing feedback, when requested;~~
- ~~Assists in superintendent interaction with constitutes including the development and delivery of appropriate correspondence;~~
- ~~Develops the master staffing plan for District 75 and District 120 with collaborative support of administrators and analyzes staffing needs.~~
- ~~Plans, coordinates, and conducts collective bargaining with employee groups, maintains communication with bargaining unit leadership, and develops positive relationships with bargaining unit leadership.~~
- ~~Collaborates and consults with administrators with regard to difficult and/or sensitive personnel matters including remediation plans, evaluations, accommodation plans, and disciplinary matters.~~
- ~~Works with outside counsel to collect, prepare, and assemble information needed for use in litigation, hearings, conferences, as defined by the law or contract.~~
- ~~Maintains current knowledge of governmental statues and regulations, maintains contact with outside legal counsel on personnel and general administrative matters.~~
- ~~Oversees the administration and operation of Shared-Service Security and Events.~~
- ~~Identifies internal and external developments that could impact District success.~~
- ~~Provides leadership through regular communications, active goal setting, and routine coaching to district administrators to model and promote behavior that aligns with district values.~~
- ~~Reviews policies and prepares revisions, as needed, for submission to the Board of Education for approval.~~
- ~~Serves and the D75 and D120 Complaint Manager, Title IX Coordinator, ADA Coordinator, Non-Discrimination Coordinator, and Freedom of Information Act Officer.~~

- ~~Oversees and manages district-wide HR functions including compensation, diversity, retention, progressive discipline, performance management, employee relations, and organizational development.~~
- ~~Serves as the main resource for compliance with District, State, and Federal employment rules (e.g. EEO, Title VII, Title IX, Affirmative Action, ADA, and Illinois School Code; advises supervisors and staff accordingly.~~
- ~~Oversees the management of employee insurance plans for health, dental, life, vision, etc.;~~
- ~~Implements and makes the necessary adjustments to a program for recruiting, selecting, and onboarding new District staff.~~
- ~~Ensures that personnel records for all employees are maintained in compliance with district policies, state and federal regulations, and contractual requirements.~~
- ~~Maintains the sequence for dismissal list and seniority list pursuant to the Senate Bill 7 Performance Rating Group.~~
- ~~Prepares the monthly staffing report and district litigation report to the Boards of Education.~~
- ~~Undertakes administrative projects as requested by the superintendent Deputy Superintendent.~~

Strategic Leadership, Governance & Organizational Effectiveness

- Serve as the Superintendent's chief advisor on human resources, employment law, labor relations, organizational development, and strategic workforce planning.
- Provide executive leadership for all Human Resources functions serving Districts 75 and 120.
- Develop long-range human capital strategic plans, succession planning, and organizational initiatives aligned with district goals.
- Monitor workforce demographics, recruitment trends, vacancies, retention, and turnover data to inform district decision-making.
- Advise the Superintendent and Board of Education on personnel matters, employment trends, legal risks, and organizational priorities.
- Lead district strategic initiatives related to talent management, employee engagement, organizational effectiveness, and continuous improvement.
- Develop, review, and recommend Board policies and administrative procedures related to personnel, employment, and legal compliance.
- Collaborate with the Business Office on salary modeling, staffing projections, and budget development.
- Foster collaborative relationships with administrators, employee groups, community partners, and legal counsel.
- Supervise and evaluate Human Resources leadership staff and the Shared Services Head of Security & Events.
- Collaborate with district leadership regarding emergency preparedness, crisis response, and school safety initiatives.
- Prepare Board reports, staffing updates, litigation summaries, and executive presentations.
- Perform other duties as assigned.

Human Resources Leadership & Labor Relations

- Direct all district Human Resources operations, including recruitment, staffing, onboarding, compensation, employee relations, performance management, succession planning, retention, and organizational development.
- Develop and oversee district staffing plans and workforce allocations in collaboration with district leadership.
- Lead collective bargaining negotiations and administer collective bargaining agreements.
- Provide executive guidance regarding employee discipline, investigations, grievances, evaluations, remediation plans, accommodations, and other complex personnel matters.
- Lead district administrator performance evaluation processes, including both district's Performance Evaluation Review Act (PERA) committees.
- Promote positive labor-management relationships through collaborative problem-solving and effective communication.
- Oversee employee benefits, compensation administration, and Human Resources information systems.
- Ensure personnel records, staffing documentation, and employment practices comply with legal and contractual requirements.

Legal Compliance, Risk Management & Employee Services

- Ensure district compliance with all applicable federal and state employment laws, Illinois School Code, Board policies, and collective bargaining agreements.
- Serve as Title IX Coordinator, ADA Coordinator, Complaint Manager, Non-Discrimination Coordinator, and Freedom of Information Act (FOIA) Officer.
- Coordinate with legal counsel regarding litigation, administrative hearings, investigations, negotiations, and legal matters affecting the districts.
- Oversee compliance with educator licensure requirements, Senate Bill 7, Faith's Law, Sequence of Dismissal requirements, employee investigations, and mandatory reporting obligations.
- Monitor legal and regulatory developments and implement necessary policy or procedural changes.
- Oversee district risk management activities related to employment practices and personnel compliance.
- Ensure timely completion of required federal and state reporting.

PHYSICAL REQUIREMENTS: The employee must be able to perform the essential functions of the position, including regularly sitting, standing, walking, speaking, listening, and using technology; moving throughout the school and grounds; responding to emergencies; and occasionally lifting or moving up to 30 pounds. Work is performed primarily in a school setting with frequent interruptions, varied noise levels,

deadlines, and occasional evening or off-site responsibilities. Reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

TRAVEL REQUIREMENTS: The individual will need to provide own transportation to district and professional meetings as required.

TERMS OF EMPLOYMENT: 12 Months

SALARY RANGE: $200,000 - $240,000

APPROVED BY THE BOARD OF EDUCATION:

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.

Mundelein
School Districts 75 & 120

Human Resources Overview

Mundelein School Districts 75 & 120

Presented by: Shane McCreery | November 2026

Evolution of Human Resources

Historical Progression of HR Structure & Shared Services

Prior to 2018

No Delineated HR Function

HR duties were distributed across administrative offices:

- Staffing & discipline
- Legal compliance
- Labor relations
- State/federal reporting

Duties were managed by the Superintendent's Office, the Business Office, & Principal

2018 – 2024

Shared Service Director of Human Resources

Introduction of shared leadership across both districts:

- Shared Director of HR
- Separate HR Coordinators for D75 & D120

Duties were tailored to respective district needs.

2024 – 2026

Expansion of Shared Services

District-wide restructuring and realignment of HR roles:

- Asst. Supt. of HR / Legal
- Director of HR Management
- Benefits Coordinator
- Executive Asst. of HR Management

2026

Redistribution of Responsibilities

Evolving compliance mandates and operational demands required restructuring duties:

- Surge in compliance and reporting obligations
- Mandated Faith's Law compliance
- Red Rover implementation
- Teach Boost management

Roles & Responsibilities

Overview of Core Organizational Functions

Assistant Superintendent of Human Resources/Legal – Strategic leadership, labor relations and negotiation, federal and state legal compliance, FOIA processing, organizational effectiveness, staffing, and investigations.

Director of Human Resources – Departmental leadership, compensation, talent management, recruitment, certifications, daily HR operations, and compliance.

Human Resources Specialist – Benefits, leave administration, HR operations, insurance, and compliance reporting.

Executive Assistant to Human Resource Management – Executive support, departmental coordination, onboarding, bilingual support, staff celebrations, and administrative operations.



Questions?



Social Media Litigation – Board Consideration

Overview

The District has been invited to participate in multidistrict litigation being pursued by Frantz Law Group, in partnership with F3 Law, on behalf of school districts against several major social media companies, including Meta/Facebook/Instagram, TikTok/ByteDance, Snap/Snapchat, and Google/YouTube.

The litigation alleges that certain design, marketing, algorithm, and age-verification practices used by social media companies have contributed to harmful impacts on youth and, consequently, increased costs and responsibilities for school districts.

Impact on School Districts

The lawsuits allege that school districts have incurred additional costs associated with the effects of social media on students, including:

- Mental health and counseling services;
- Student education and prevention programming;
- Staff training and intervention;
- Attendance, behavioral, and disciplinary issues; and
- Property damage associated with social-media-related trends or challenges.

Participating districts may seek recovery for qualifying past costs as well as anticipated future costs, including mental health and educational resources.

Structure of the Litigation

This is being pursued as a *mass action* rather than a traditional class action. Each participating school district would maintain an individual claim, while the cases would be coordinated through the federal multidistrict litigation process.

The attorneys estimate that District participation will be relatively limited; primarily involving responding to questions, identifying relevant expenses and records, and reviewing information submitted on the District's behalf. Actual time requirements cannot be guaranteed and could change as the litigation proceeds.

Financial Considerations

The representation is offered on a contingency-fee basis:

If the District receives no recovery: $0 attorney fee.

If the District receives a monetary recovery: Frantz Law Group receives 25% of the District's recovery. F3 Law would serve as co-counsel/liaison, with its fees paid by Frantz Law Group rather than separately by the District.

Potential Outcomes

There is no guarantee that the litigation will result in a settlement or financial recovery. If successful, participating districts could potentially receive individualized compensation related to documented past and future costs.

The litigation also seeks non-monetary relief intended to change certain practices of the social media companies, including aspects of marketing, algorithms, and age verification.

Board Consideration

It is recommended that the Board authorize participation in the litigation and approve the related contingency-fee agreement.

5901 Priestly Drive, Suite 200
Carlsbad, CA 92008
Main: 760.304.6000 Fax: 760.304.6011

MEMORANDUM

CONFIDENTIAL ATTORNEY WORK PRODUCT ATTORNEY CLIENT PRIVILEGED COMMUNICATION

TO: School District Clients

FROM: Fagen Friedman & Fulfrost, LLP ("F3") Litigation Partner, Shiva Stein

DATE: September 16, 2026

RE: (Advertising Material) Social Media Mass Action Litigation Frequently Asked Questions

This Memorandum is intended to provide answers to frequently asked questions by school district administrators and boards of education regarding the multidistrict litigation against various Social Media Companies (Defendants).

1. What is the Lawsuit about?

In the Lawsuit, the Plaintiffs (various school districts) are alleging that the Social Media Defendants caused and/or substantially contributed to the youth mental health crisis through deceptive marketing practices, flawed or malfunctioning age verification technology, and profit centered algorithms. The Lawsuit alleges that Defendants' practices/actions specifically target vulnerable youth by subjecting them to harmful and exploitative content that encourages disordered eating, unhealthy social comparison, destructive and/or violent acts, and cyberbullying.

As to the effects on the school district populations, the Lawsuit alleges that Defendants' practices negatively impacts school districts in several ways:

- Defendants have caused a mental health crisis among children and teenagers that is marked by higher proportions of anxiety, depression, and thoughts of self-harm, all of which severely affect their ability to succeed in school.
- Children and teenagers spend an inordinate amount of time scrolling through Facebook, Instagram, YouTube, and TikTok, where they are subjected to often harmful and exploitative content that encourages disordered eating, unhealthy social comparison, destructive and/or violent acts (i.e., encouraging students to vandalize/damage school property and or "slap a teacher"), and cyberbullying. Students experiencing anxiety, depression, and other mental health issues perform worse in school, are less likely to attend school, are more likely to engage in substance use and to act out, all of which directly affects school districts' ability to fulfill their educational mission.
- As a result of these mental health issues, Plaintiffs have been forced to hire additional mental health professions, educate students about the dangers and negative effects of social media, and provide additional training to teachers (all at a substantial cost).
- The harmful and exploitative social media content has encouraged some students to damage/destroy property resulting in additional property-related substantial costs to the school districts.

2. What are the potential benefits of my district participating in the Lawsuit?

While there is no promise or guarantee about the outcome of the Lawsuit and/or recovery by your District, Plaintiffs that elect to participate in the Lawsuit have the potential to obtain monetary damages designed to compensate for past and future costs related to the mental health crisis and negative impacts caused by the various social media platforms. Plaintiffs are asking for recoupment of any monies already spent on mental health/property damage-related issues on campus. Plaintiffs are also asking for additional damages to compensate for future expenses. The sought future damages will include funding for educational programs and mental health

resources, including, several years of funding for salaries of school counselors. Plaintiffs are also seeking injunctive relief requesting that the Court order Defendants to cease harmful marketing/algorithm strategies and require stronger, more accurate age verification programs. Districts will likely seek injunctive relief terms to help prevent this type of crisis from reoccurring.

3. What is the difference between a Class Action v. Mass Action Litigation?

This litigation is commonly referred to as a "Mass Action." The difference between a Class Action and Mass Action is the final financial benefit to the client. In this litigation, each School District will file their own individual action in the local Federal Court. Within thirty (30) days, their case will be transferred to the Federal Court in San Francisco, California, where all School District cases against the Defendants will be litigated. As a group, we will be conducting extensive discovery against the Defendants in order to prove our claims in this matter.

During this timeframe, there will be motion practice and settlement discussions between the parties to determine whether a settlement is appropriate. This is where the difference between a Class Action and Mass Action exists. When there is a resolution, each client will be presented with an individualized settlement offer that provides compensation for all past and future damages.

In a Class Action, the signed-up individual plaintiffs do not receive the full extent of their actual past and future damages; rather, they receive a nominal amount which represents the credibility of their claim. For cases where there is extensive damages for a plaintiff, such as this case, a Mass Action offers greater benefits to the District.

4. What time commitment will be required of my District if we choose to join the Lawsuit?

Unlike "typical" litigation, which often requires a tremendous amount of time and resources, we anticipate that participation in the Lawsuit will require a much more limited commitment on behalf of the School Districts. Although we cannot say with certainty (as each

case is different), it is our best estimate that a District representative may need to devote no more than 10 hours of time to assist with the Lawsuit. This time will consist of helping to draft responses to written questions from the Defendants' attorneys and/or the Court, gather relevant documentation, and review a final version of responses to questionnaire for filing with the Court. Unlike other litigation that your District may have previously been involved in, we do not anticipate that any District representative will be deposed or have to appear in Court.

5. How much money will it cost my district to participate in the Lawsuit?

There is no financial risk to your District for participating in the Lawsuit because it is being handled on a contingency fee basis. This means that your District is not responsible for paying any fees or costs associated with the Lawsuit unless your district receives some monetary compensation. Stated differently, any compensation to your attorneys for fees and costs would only come from the monetary recovery that your District receives.

Furthermore, it is important to note that Frantz Law Group has offered a significantly reduced fee arrangement for this Lawsuit. Normally, they would receive 40 percent of the plaintiffs' recovery. However, in this Lawsuit, the Frantz Law Group has agreed to accept 25 percent of your District's monetary recovery. Furthermore, your District will not be responsible for paying F3 for its participation in the Lawsuit, as F3 fees will be paid by the Frantz Law Group. Thus, there is only a financial benefit for your School District to be involved in this case.

6. What will F3's involvement in the Lawsuit be?

F3 has agreed to act as co-counsel to the Frantz Law Group in connection with the Lawsuit. In that regard, F3 will stay apprised of what is happening in the Lawsuit and will act as the liaison between your District and the Frantz Law Group. In the event that your District has any questions or concerns regarding the Lawsuit, a member of F3's team will always be available to assist.

7. Is F3 available to present to our Board of Education and/or administration about the potential benefits of joining the Lawsuit?

Yes. Both F3 and the Frantz Law Group are available to speak with your District's decision-makers about the Lawsuit. These discussions can take place in the manner most convenient to your District, including an in-person meeting (if local), telephone discussion, or Zoom conference. F3 can also provide agenda and reporting out language in preparation for the Board's consideration.

8. If my District decides to join the Lawsuit, what are the next steps?

The first step is for the information to be presented and considered by your District's Board. Please contact your F3 attorney, Shiva Stein (sstein@f3law.com), and she can provide a copy of the contingency fee agreement for your Board's approval, answer any questions relating to Board approval/next steps, and provide necessary agenda and reporting out language.

OFFICIAL MINUTES OF THE BOARD OF EDUCATION
MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

Regular Board Meeting
Tuesday, October 20, 2026, 6:30 PM

East District Office
470 N. Lake Street
Mundelein, Illinois 60060

Marcela Durán:	Absent
Georgina Aguirre:	Present
Eric Billittier:	Present
Kristie Fingerhut:	Present
Alvin Hitzke:	Present
Emily Karl:	Absent
Raymond Rose:	Present

Present: 5, Absent: 2.

D75 ADMINISTRATORS:
Dr. Corey Tafoya, Superintendent
Jamie DiCarlo, Assistant Superintendent of Student Services
Dr. Cathy Johnson, Assistant Superintendent of Finance and Operations
Peter Gill, Director of Public Relations
Jill Unger, Director of Teaching and Learning

Guest:
Eric Guenther, Village of Mundelein Administrator

CALL TO ORDER
This motion, made by Kristie Fingerhut and seconded by Eric Billittier
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

RECOGNITION
The Board of Education recognized the Carl Sandburg sixth- and seventh-grade soccer team for winning the Lake Side Athletic Conference Championship on October 6. The Board also recognized Carl Sandburg Middle School Music Teacher Moulee Gupta for receiving the 2026 Chicagoland Outstanding Music Educator Award**.**

CITIZEN COMMENTS
There were no citizen comments.

BOE COMMENTS
Board member Billittier reviewed Code of Conduct rule # 4.

DISTRICT 75 REPORT
Estimated Aggregate Tentative Tax Levy Year 2026
Dr. Cathy Johnson, assistant superintendent of finance and operations, reviewed the estimated 2026 aggregate tax levy. Johnson said the anticipated actual tax levy extension for 2026 is expected to be $21.01 million, a 2.82 percent increase from the 2025 tax levy extension. The tax rate is expected to decrease for the second straight year because property values are

growing modestly and steadily. She also stated the District 75's rate remains comparable to most other elementary school districts in Lake County.

Estimated Aggregate Supplement Levy
Dr. Johnson reviewed the estimated aggregate supplement levy, the estimated aggregate SEDOL levy and the budget calendar for the 2026-27 fiscal year.

Estimated Aggregate SEDOL Levy
Dr. Johnson reviewed the estimated aggregate supplement levy, the estimated aggregate SEDOL.

Budget Calendar
Dr. Johnson reviewed the budget calendar for the 2026-27 fiscal year.

Expenditures over $25,000
Dr. Johnson reviewed the recommendation of three expenditures over $25,000. She shared the purchase of a wheelchair lift at Carl Sandburg Middle School, a used truck with a plow and salter and a boiler at Mechanics Grove School were purchased by utilizing the cooperative purchasing agreement.

High Reliability Schools
Jill Unger, director of teaching and learning, PreK-8, reviewed the High Reliability Schools (HRS) framework. The HRS provides schools with a simple, step-by-step model to build a dependable system that ensures every student receives a high-quality education. The system breaks school improvement into five clear levels, from safety and strong teaching to high-quality curriculum. Discussion was held on the topic.

Resolutions Committee Report
Board President Fingerhut reported that reviewed the recommendations of the resolutions committee during the Illinois Association of School Board's Delegate Assembly on Nov. 21.

Tax Increment Financing (TIF III)
Eric Guenther, Village of Mundelein administrator, presented a proposed adjustment to the Village of Mundelein's TIF District III, encompassing the Banker's Triangle area. Guenther requested the School Board's support of the TIF District by waiving associated fees. He answered questions about the TIF District however, he stated that an immediate answer to his request was not needed. Board members asked questions and then had a short discussion regarding next steps.

Dr. Tafoya, superintendent, shared that a discussion between Districts 75 and 120 would be warranted once District 120 board members are presented with the information at their board meeting.

REPRESENTATIVE and COMMITTEE UPDATES

Representative: STEAM Foundation
No report.

Representative: SEDOL
Committee member Billittier stated there were no updates.

Representative: Village Liaison
Committee member Rose shared trick or treating hours, fall leaf collection dates, a Career Expo at MHS and a coat drive by the GLMV Chamber of Commerce.

Committee: Finance Advisory
No report.

Committee: Shared Services
Dr. Tafoya presented the Shared Services newsletter that was mailed to all households in both Districts 75 and 120. He also reminded board members that the January Board meeting will be a joint meeting with the District 120 Board of Education. He also requested that board members inform him if they have any topics for the meeting.

Committee: Community Outreach
Committee member Billittier stated that he has seen administrators attend more community and school events.

Committee: Board Policy
Dr. Tafoya stated that District 120 is in discussion about developing a policy for naming places in the District and may be looking for community input.

CONSENT AGENDA

I move that the Board of Education of Mundelein Elementary School District 75 approve the consent agenda report as presented.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

- Minutes of the Regular Board Meeting of September 22, 2026
- Bill List
- Financial Report
- FOIA Request(s)
- Approval of Personnel Report
    - New Hire – Classified: Maria Pineda, Zulma Balderas, Gabriel Arriaga
    - Re-Hire – Coach/Sponsor: Matthew Fink
    - Leave of Absence: Jennifer Marquardt
    - Resignation: Karla Avila

BOARD ACTION ITEM

Adoption of Estimated Aggregate Tentative Tax Levy Year 2026
I move that the Board of Education of Mundelein Elementary School District 75 accept the Superintendent's recommendation to adopt the Estimated Aggregate Tentative Tax Levy Year 2026, as presented.

This motion, made by Kristie Fingerhut and seconded by Raymond Rose
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

Budget Calendar
I move that the Board of Education of Mundelein Elementary School District 75 accept the Superintendent's recommendation to approve the 2028 budget calendar, as presented.

This motion, made by Kristie Fingerhut and seconded by Eric Billittier
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

Expenditures over $25,000
I move that the Board of Education of Mundelein Elementary School District 75 accept the Superintendent's recommendation to approve the expenditures exceeding $25,000, for Garaventa Wheelchair Lift, Plow Truck & Plow/Salter and MG Boiler, as presented.

This motion, made by Kristie Fingerhut and seconded by Georgina Aguirre
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

Resolutions Committee Report
I move that the Board of Education of Mundelein Elementary School District 75 approve the resolutions that will be submitted by the Delegate, Kristie Fingerhut, at the 2026 Illinois Association of School Board Conference.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

ADJOURN TO EXECUTIVE SESSION

I move that the board will adjourn and enter into Executive Session to discuss the following personnel, litigation, and executive session minutes in accordance with Illinois School Code 5 ILCS 120/2(c)(1, 11, and 21).

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

ENTER EXECUTIVE SESSION
I move that the board will enter into Executive Session to discuss the following personnel, litigation, and executive session minutes in accordance with Illinois School Code 5 ILCS 120/2(c)(1, 11, and 21).

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

I move that the board will adjourn from Executive Session.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

- Personnel 5ILCS 120/2(c)(1)
- Litigation 5ILCS 120/2(c)(11)
- Executive Session Minutes and/or Semi-annual review of the minutes 5 ILCS 120/2(c)(21)

RETURN TO OPEN SESSION
I move that the Board of Education move to open session.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

ACTION MAY BE TAKEN AS A RESULT OF EXECUTIVE SESSION
Minutes of Executive Session of September 22, 2026
I move that the Board of Education of Mundelein Elementary School District 75 accept the Superintendent's recommendation to approve the September 22, 2026, executive session minutes.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

Voluntary Resignation Agreement and Release of Claims
I move that the Board of Education of Mundelein Elementary School District 75 approve the voluntary resignation agreement and release of claims, between Diana Solis and Board of Education of Mundelein Elementary School District 75.

This motion, made by Kristie Fingerhut and seconded by Raymond Rose
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

PRESIDENT'S PREROGATIVE
A reminder was shared about the school musical of Beauty and the Beast.

OFFICIAL MINUTES OF THE BOARD OF EDUCATION
MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

ADJOURNMENT
I move that the Board of Education Mundelein Elementary School District 75 adjourn the meeting at 8:43 pm.

This motion, made by Kristie Fingerhut and seconded by Alvin Hitzke
Carried: Marcela Durán: Absent, Emily Karl: Absent, Georgina Aguirre: Yea, Eric Billittier: Yea, Kristie Fingerhut: Yea, Alvin Hitzke: Yea, Raymond Rose: Yea

Yea: 5, Nay: 0, Absent: 2

Respectfully submitted,

_____
KRISTIE FINGERHUT, PRESIDENT
DISTRICT 75, BOARD OF EDUCATION

_____
ERIC BILLITTIER, SECRETARY
DISTRICT 75, BOARD OF EDUCATION

November 17, 2026

MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

BILL LIST

RECOMMENDED MOTION

That the Board of Education of Mundelein Elementary School District 75 approve the Total Payroll Recap and Bill List for November 17, 2026.

MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

TOTAL PAYROLL RECAP

PAYROLL SUMMARY: ***DATE:*** ***November 17, 2026***

Thursday, October 15, 2026	$	811,539.81		
Friday, October 30, 2026	$	788,024.63	***MONTHLY PAYROLL TOTAL***	**$ 1,599,564.44**

PAYROLL TO BE APPROVED: THURSDAY, OCTOBER 15, 2026

Payroll Expenses by Fund:

10	Educational Fund	733,982.08	50	Social Security Fund	17,615.01
11	Food Service Fund	7,684.24	51	Municipal Retirement Fund	12,334.72
12	Student Assistance Fund - MG	-	60	Capital Projects Fund	-
13	Student Assistance Fund - W	-	61	HLS District Funded Capital Projects	-
14	Student Assistance Fund - CSMS	-	62	HLS Bond Funded Capital Projects	-
20	Operations & Maintenance Fund	39,923.76	70	Working Cash Fund	-
30	Debt Service Fund	-	80	Tort Immunity & Judgment Fund	-
40	Transportation Fund	-		Employee Expense Reimbursements	-
		Total Payroll Expenses by Fund for October 15, 2026			**$ 811,539.81**

Payroll Expense Reconciliation:

Net Payroll	$	452,480.24	Matching Medicare	6,907.09
Payroll Deductions		193,989.56	Matching & Board Paid IMRF	13,374.62
Board Paid Medical, Dental, & Vision		118,984.24	Group Life Insurance	1,475.37
Board Paid THIS		3,872.63	Other	518.97
Board Paid TRS		8,276.57	Employee Expense Reimbursements	952.60
Matching FICA		10,707.92		
		Total Payroll Expense Reconciliation for October 15, 2026		**$ 811,539.81**

PAYROLL TO BE APPROVED: FRIDAY, OCTOBER 30, 2026

Payroll Expenses by Fund:

10	Educational Fund	707,668.91	50	Social Security Fund	17,862.59
11	Food Service Fund	6,910.09	51	Municipal Retirement Fund	13,118.89
12	Student Assistance Fund - MG	-	60	Capital Projects Fund	-
13	Student Assistance Fund - W	-	61	HLS District Funded Capital Projects	-
14	Student Assistance Fund - CSMS	-	62	HLS Bond Funded Capital Projects	-
20	Operations & Maintenance Fund	42,464.15	70	Working Cash Fund	-
30	Debt Service Fund	-	80	Tort Immunity & Judgment Fund	-
40	Transportation Fund	-			
		Total Payroll Expenses by Fund for October 30, 2026			**$ 788,024.63**

Payroll Expense Reconciliation:

Net Payroll	$	437,710.47	Matching Medicare	6,462.54
Payroll Deductions		185,995.33	Matching & Board Paid IMRF	14,158.79
Board Paid Medical, Dental, & Vision		118,167.74	Group Life Insurance	1,463.82
Board Paid THIS		3,640.96	Other	518.97
Board Paid TRS		8,114.29	Employee Expense Reimbursements	391.67
Matching FICA		11,400.05		-
		Total Payroll Expense Reconciliation for October 30, 2026		**$ 788,024.63**

DATE APPROVED: _____

_____

President, Board of Education

_____

Secretary, Board of Education

MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

TOTAL BILLS LIST RECAP

DATE: ***November 17, 2026***

CURRENT BILLS LIST TO BE APPROVED:

10	Educational Fund	$ 645,372.06	50	Social Security Fund	-
11	Food Service Fund		51	Municipal Retirement Fund	
12	Student Assistance Fund - MG		60	Capital Projects Fund	
13	Student Assistance Fund - W		61	HLS District Funded Capital Projects	
14	Student Assistance Fund - CSMS	4,071.28	62	HLS Bond Funded Capital Projects	
20	Operations & Maintenance Fund	107,233.64	63	Capital Projects Site Construction CSMS	
30	Debt Service Fund		70	Working Cash Fund	
40	Transportation Fund	103,663.82	80	Tort Immunity & Judgment Fund	-
				TOTAL	**$ 860,340.80**

BILLS OUTSIDE THE BILLS LIST PROCESSED October 23, 2026:

10	Educational Fund	$ 7,098.00	50	Social Security Fund	-
11	Food Service Fund		51	Municipal Retirement Fund	-
12	Student Assistance Fund - MG		60	Capital Projects Fund	-
13	Student Assistance Fund - W		61	HLS District Funded Capital Projects	-
14	Student Assistance Fund - CSMS		62	HLS Bond Funded Capital Projects	-
20	Operations & Maintenance Fund	2,928.30	63	Capital Projects Site Construction CSMS	-
30	Debt Service Fund		70	Working Cash Fund	-
40	Transportation Fund		80	Tort Immunity & Judgment Fund	
		-		***TOTAL***	**$ 10,026.30**

P-CARD/CREDIT CARD PAYMENTS PROCESSED October 29, 2026:

10	Educational Fund	$ 19,534.94	50	Social Security Fund	-
11	Food Service Fund		51	Municipal Retirement Fund	-
12	Student Assistance Fund - MG		60	Capital Projects Fund	-
13	Student Assistance Fund - W		61	HLS District Funded Capital Projects	-
14	Student Assistance Fund - CSMS	697.17	62	HLS Bond Funded Capital Projects	-
20	Operations & Maintenance Fund	1,224.00	63	Capital Projects Site Construction CSMS	-
30	Debt Service Fund		70	Working Cash Fund	-
40	Transportation Fund		80	Tort Immunity & Judgment Fund	
				TOTAL	**$ 21,456.11**

BILLS OUTSIDE THE BILLS LIST PROCESSED October 30, 2026:

10	Educational Fund	$ 16,829.12	50	Social Security Fund	-
11	Food Service Fund		51	Municipal Retirement Fund	-
12	Student Assistance Fund - MG		60	Capital Projects Fund	-
13	Student Assistance Fund - W		61	HLS District Funded Capital Projects	-
14	Student Assistance Fund - CSMS		62	HLS Bond Funded Capital Projects	-
20	Operations & Maintenance Fund	18,760.27	63	Capital Projects Site Construction CSMS	-
30	Debt Service Fund		70	Working Cash Fund	-
40	Transportation Fund		80	Tort Immunity & Judgment Fund	
		-		***TOTAL***	**$ 35,589.39**

P-CARD/CREDIT CARD TEMPORARY LIMIT INCREASES:

Card Holder	Type of Increase	Reason for Increase
	$ -	
	$ -	

DATE APPROVED: _____

President, Board of Education

Secretary, Board of Education

ACTION 13-D

November 17, 2026

MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

FINANCIAL REPORTS

September, 2026

The following financial reports for the month of September, 2026 are attached:

Financial Dashboard

Statement of Revenues

Statement of Expenses

Statement of Fund Balances

Investment Report

RECOMMENDED MOTION

The Board of Education of Mundelein Elementary School District 75 approves the Financial Reports for November, 17, 2026.

DISTRICT 75 FINANCIAL DASHBOARD | September, 2026

MUNDELEIN 75 ELEMENTARY

MONTH TO DATE

REVENUE

$8,706,049

EXPENDITURES

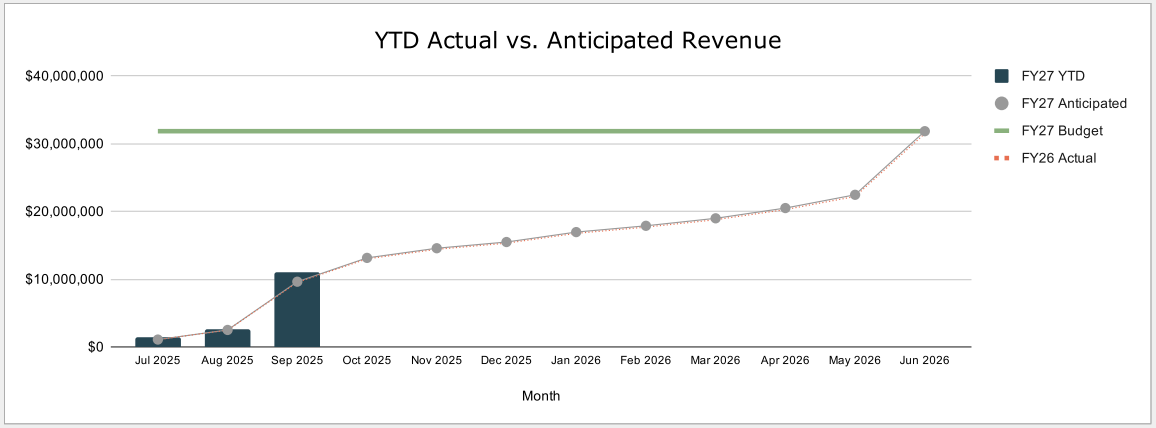
$2,220,331

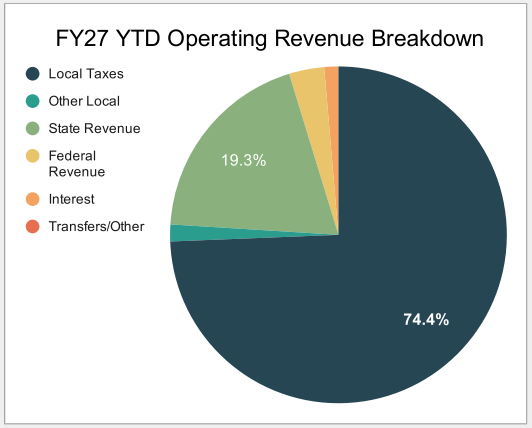
FUND BALANCE

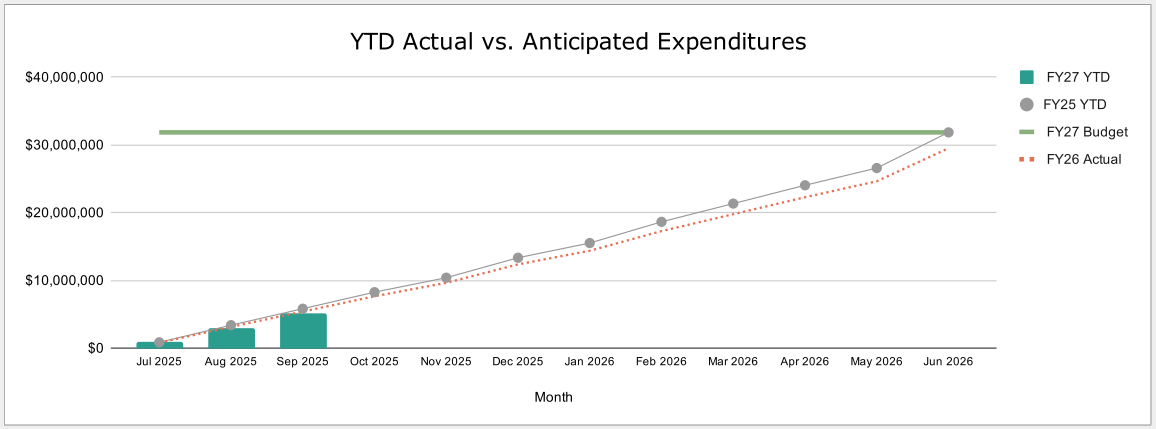
	ALL FUNDS	OPERATING FUNDS
SEPTEMBER STARTING BALANCE	$ 28,661,785	$ 24,229,814
SEPTEMBER NET CHANGE	$ 6,485,717	$ 6,133,798
SEPTEMBER ENDING BALANCE	$ 34,160,501	$ 29,572,453

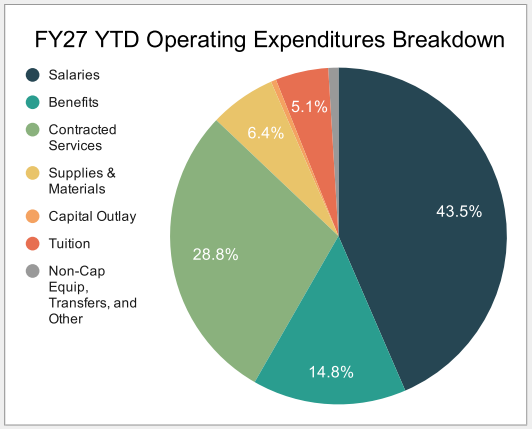
EDUCATION	O&M	DEBT SERVICE	TRANS-PORTATION	IMRF	CAPITAL PROJECTS	WORKING CASH
$ 19,775,887	$ 1,117,639	$ 1,661,042	$ 1,093,612	$ 1,626,873	$ 2,770,929	$ 615,803
$ 4,266,021	$ 767,144	$ 392,292	$ 914,854	$ 182,603	$ (40,372)	$ 3,176
$ 23,670,075	$ 1,449,124	$ 2,100,851	$ 2,042,676	$ 1,789,101	$ 2,487,197	$ 621,478

YEAR TO DATE









STATEMENT OF REVENUES

September, 2026

MUNDELEIN 75 ELEMENTARY

		2025-26		2026-27					Note
		Revenue	% as of Sep 2025	Budget	Percent Realized	Balance	Received Sep 2026	Received Year to Date	
Education	Local Taxes	$ 13,345,079	38%	$ 14,033,365	41%	$ 8,221,423	$ 4,834,804	$ 5,811,943	
	Interest Earned	883,620	32%	455,563	23%	351,585	40,532	103,978	
	Other Local Revenue	469,953	35%	452,425	16%	378,475	37,946	73,950	
	Evidence Based Funding	7,820,051	18%	7,986,000	18%	6,518,532	733,734	1,467,468	
	Other State Revenue	666,729	14%	486,545	88%	57,140	363,407	429,405	
	Federal Revenue	1,806,737	37%	1,496,753	26%	1,110,676	26,966	386,077	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Educational	$ 24,992,169	31%	$ 24,910,651	33%	$ 16,637,831	$ 6,037,389	$ 8,272,820	
O&M	Local Taxes	$ 2,634,029	37%	$ 2,800,005	42%	$ 1,636,242	$ 974,724	$ 1,163,763	
	Interest Earned	35,904	31%	35,760	16%	30,212	1,522	5,548	
	Leases	295,147	0%	278,720	30%	195,568	83,152	83,152	
	Donations/Impact Fees	-	-	-	-	-	-	-	
	Other Local Revenue	33,387	21%	37,000	75%	9,376	58	27,624	
	Transfers/Other	59,734	0%	100,000	-	-	-	-	
	Total, O&M	$ 3,058,201	33%	$ 3,251,485	39%	$ 1,971,398	$ 1,059,456	$ 1,280,087	
Transp.	Local Taxes	$ 1,417,198	28%	$ 1,875,003	42%	$ 1,095,305	$ 652,940	$ 779,698	
	Interest Earned	60,906	45%	63,350	10%	56,735	2,518	6,615	
	Other Local Revenue	28,000	0%	28,000	-	27,677	323	323	
	State Revenue	954,607	0%	954,607	32%	962,097	308,704	308,704	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Transportation	$ 2,460,711	17%	$ 2,920,960	37%	$ 1,825,621	$ 964,485	$ 1,095,339	
IMRF/SS	Local Taxes	$ 866,595	46%	$ 687,086	42%	$ 401,762	$ 239,043	$ 285,324	
	Interest Earned	78,472	27%	50,000	20%	40,220	3,782	9,780	
	Transfers/Other	6,051	24%	3,000	55%	1,340	599	1,660	
	Total, IMRF	$ 951,118	45%	$ 740,086	40%	$ 443,322	$ 243,425	$ 296,764	
Work. Cash	Local Taxes	$ 4,874	37%	$ 4,644	46%	$ 2,500	$ 1,796	$ 2,145	
	Interest Earned	31,059	30%	24,375	14%	33,330	1,380	3,530	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Work. Cash	$ 35,933	31%	$ 29,019	20%	$ 23,344	$ 3,176	$ 5,675	
Operating Funds	Local Taxes	$ 18,267,775	37%	$ 19,400,103	41%	$ 11,357,232	$ 6,703,309	$ 8,042,871	
	Other Local	826,487	21%	796,145	23%	611,096	121,479	185,049	
	State Revenue	9,441,387	16%	9,427,152	23%	7,221,575	1,405,844	2,205,577	
	Federal Revenue	1,806,737	37%	1,496,753	26%	1,110,676	26,966	386,077	
	Interest	1,089,961	32%	629,048	21%	2,683,329	49,735	129,451	
	Transfers/Other	65,785	2%	103,000	2%	101,340	599	1,660	
	Total, Operating Funds	**$ 31,498,132**	**30%**	**$ 31,852,201**	**34%**	**$ 20,901,515**	**$ 8,307,931**	**$ 10,950,686**	
Debt Service	Local Taxes	$ 1,403,913	46%	$ 1,116,602	42%	$ 652,910	$ 388,479	$ 463,692	
	Interest Earned	80,962	32%	73,270	13%	63,483	3,813	9,787	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Debt Service	$ 1,484,875	45%	$ 1,189,872	40%	$ 716,393	$ 392,292	$ 473,479	
Capital Projects	Local Taxes	$ -	-	$ -	-	$ -	$ -	$ -	
	Interest Earned	73,250	80%	38,110	37%	24,012	5,826	14,098	
	Impact Fees	-	-	-	-	-	-	-	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Capital Projects	$ 73,250	80%	$ 38,110	37%	$ 24,012	$ 5,826	$ 14,098	
All Funds		**$ 33,056,257**	**31%**	**$ 33,080,183**	**35%**	**$ 21,641,920**	**$ 8,706,049**	**$ 11,438,263**	

STATEMENT OF EXPENDITURES

September, 2026

MUNDELEIN 75 ELEMENTARY

		2025-26		2026-27					Note
		Expenses	% as of Sep 2025	Budget	Percent Spent	Balance	Spent Sep 2026	Spent Year to Date	
Education	Salaries	$ 13,682,316	15%	$ 14,668,556	15%	$ 12,507,777	$ 1,187,619	$ 2,160,779	
	Benefits	2,982,252	18%	3,208,258	19%	2,591,269	268,220	616,989	
	Contracted Services	3,723,248	20%	4,101,371	16%	3,455,533	53,868	645,838	
	Supplies & Materials	1,053,272	38%	1,107,607	14%	949,469	40,529	158,138	
	Capital Expenditures	50,298	32%	131,500	0%	131,500	-	-	
	Tuition (Other Objects)	1,375,465	20%	1,552,816	18%	1,277,269	221,132	275,547	
	Non-Capitalized Equip.	115,677	6%	182,700	0%	182,700	-	-	
	Transfers/Other	34,086	9%	50,000	0%	50,000	-	-	
	Total, Educ. Fund	$ 23,016,614	18%	$ 25,002,808	15%	$ 20,912,816	$ 1,771,368	$ 3,857,292	
O&M	Salaries	$ 763,878	26%	$ 852,878	23%	$ 656,583	$ 66,328	$ 196,295	
	Benefits	200,577	24%	201,912	24%	152,470	17,394	49,442	
	Contracted Services	1,347,590	37%	1,131,585	45%	624,520	101,568	507,065	
	Supplies & Materials	647,182	26%	877,500	18%	716,795	78,198	160,705	
	Capital Expenditures	59,842	15%	85,000	19%	68,885	11,324	16,115	
	Non-Capitalized Equip.	10,679	1%	9,500	186%	(8,213)	17,501	17,713	
	Transfers/Other	62,913	1%	62,701	2%	61,433	-	1,268	
	Total, O & M	$ 3,092,661	30%	$ 3,221,076	29%	$ 2,272,473	$ 292,312	$ 948,603	
Transportation	Salaries	$ 3,442	0%	$ -	-	$ -	$ -	$ -	
	Benefits	-	-	-	-	-	-	-	
	Contracted Services	2,524,342	11%	2,449,902	5%	2,329,407	23,631	120,495	
	Supplies & Materials	158,398	11%	450,000	6%	424,219	26,000	25,781	
	Capital Outlay	-	-	-	-	-	-	-	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Transport.	$ 2,686,182	11%	$ 2,899,902	5%	$ 2,753,626	$ 49,631	$ 146,276	
IMRF S.S.	Employee Benefits	$ 716,024	17%	$ 727,237	18%	$ 592,701	$ 60,822	$ 134,536	
	Termination Benefits	-	-	-	-	-	-	-	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, IMRF/S.S.	$ 716,024	17%	$ 727,237	18%	$ 592,701	$ 60,822	$ 134,536	
Operating Funds	Salaries	$ 14,449,636	16%	$ 15,521,434	15%	$ 13,164,360	$ 1,253,947	$ 2,357,074	
	Benefits	3,898,853	18%	4,137,407	19%	3,336,440	346,435	800,967	
	Contracted Services	7,595,180	20%	7,682,858	17%	6,409,460	179,067	1,273,398	
	Supplies & Materials	1,858,852	31%	2,435,107	14%	2,090,483	144,726	344,624	
	Capital Outlay	110,140	23%	216,500	7%	200,385	11,324	16,115	
	Tuition	1,375,465	20%	1,552,816	18%	1,277,269	221,132	275,547	
	Non-Capitalized Equip.	126,356	5%	192,200	9%	174,487	17,501	17,713	
	Transfers/Other	96,999	4%	112,701	1%	111,433	-	1,268	
	Total, Operating Funds	**$ 29,511,481**	**18%**	**$ 31,851,023**	**16%**	**$ 26,764,317**	**$ 2,174,133**	**$ 5,086,706**	
Debt Service		$ 1,786,200	2%	$ 1,139,215	3%	$ 1,105,545	$ -	$ 33,670	
Capital Projects	Contracted Services	6,091,836	40%	$ 100,000	287%	$ (186,572)	$ 46,198	$ 286,572	
	Capital Outlay	188,841	91%	100,000	11%	88,742	-	11,258	
	Non-Capitalized Equip.	41,118	-	-	-	-	-	-	
	Transfers/Other	29,204	-	-	-	-	-	-	
	Total, Cap. Proj.	$ 6,350,999	41%	$ 200,000	149%	$ (97,830)	$ 46,198	$ 297,830	
Working Cash		$ -	-	$ -	0%	$ -	$ -	$ -	
All Funds		**$ 37,648,680**	**21%**	**$ 33,190,238**	**16%**	**$ 27,772,032**	**$ 2,220,331**	**$ 5,418,206**	

STATEMENT OF FUND BALANCES

September, 2026

MUNDELEIN 75 ELEMENTARY

	Fund Balance 06/30/2026 (Unaudited)	2026-27 Revenues	2026-27 Expenditures	Accruals	Fund Balance Sep 2026	Note
Educational	$ 19,775,887	$ 8,272,820	$ 3,857,292	$ (521,341)	$ 23,670,075	
O&M	$ 1,117,639	$ 1,280,087	$ 948,603	$ -	$ 1,449,124	
Debt Service	$ 1,661,042	$ 473,479	$ 33,670	$ -	$ 2,100,851	
Transportation	$ 1,093,612	$ 1,095,339	$ 146,276	$ -	$ 2,042,676	
IMRF/SS	$ 1,626,873	$ 296,764	$ 134,536	$ -	$ 1,789,101	
Capital Projects	$ 2,770,929	$ 14,098	$ 297,830	$ -	$ 2,487,197	
Working Cash	$ 615,803	$ 5,675	$ -	$ -	$ 621,478	
Fund Totals	**$ 28,661,785**	**$ 11,438,263**	**$ 5,418,206**	**$ (521,341)**	**$ 34,160,501**	

Treasurer's Balance

Cash in Bank - PMA/BMO	$	26,037,694
Cash in Bank - Wintrust	$	7,782,382
Cash in Bank - Old National	$	384,055
Petty Cash	$	2,725
Total Cash in Bank	$	34,206,855
Add: Deposits in Transit	$	18,024
Less: Outstanding Checks	$	(68,493)
Bank Rec Adjustments	$	4,115
Adjusted Cash in Bank	**$**	**34,160,501**
Ledger Cash Balance - General	$	34,260,433
Ledger Cash Balance - Petty Cash	$	2,725
Less: Cash with Fiscal Agent	$	102,658
Adjusted Cash Balance	**$**	**34,160,501**
Average Investment Rate of Return		3.882%

Approved by the Board

KRISTIE FINGERHUT, PRESIDENT

ERIC BILLITTIER, SECRETARY

CATHY JOHNSON, TREASURER

DATE

INVESTMENT REPORT

September, 2026

	Number of Investments	Cost of Investments	Weighted Avg Rate	YTD Earnings on Investments	Note
All Funds	49	$ 13,328,356	3.72%	$ 14,473	

Investment Type	Account	Settle Date	Maturity Date	Days	Institution	Cost	Rate
CD	Revenue	06/30/2026	04/14/2027	288	BOM Bank	$ 242,300	3.958%
CD	Revenue	06/30/2026	04/14/2027	288	MapleMark Bank	$ 242,500	3.890%
CD	Revenue	06/30/2026	04/14/2027	288	Bank of China	$ 242,200	3.929%
CD	Revenue	06/30/2026	04/14/2027	288	Pbt Bancorp	$ 242,300	3.900%
CD	Revenue	06/15/2026	03/12/2027	270	Civista Bank	$ 243,000	3.771%
CD	Revenue	06/15/2026	03/12/2027	270	Solera National Bank	$ 242,900	3.827%
CD	Revenue	06/15/2026	03/12/2027	270	Preferred Bank	$ 243,100	3.751%
CD	Revenue	06/15/2026	03/12/2027	270	Western Alliance Bank	$ 242,900	3.859%
CD	Revenue	06/15/2026	03/12/2027	270	Luana Savings Bank	$ 243,000	3.800%
CD	Revenue	06/15/2026	03/12/2027	270	Dundee Bank	$ 243,200	3.702%
CD	Revenue	06/15/2026	03/12/2027	270	The Citizens State Bank	$ 169,200	3.690%
CD	Revenue	06/15/2026	03/12/2027	270	Bank Hapoalim B.M.	$ 243,100	3.754%
CD	Revenue	06/15/2026	03/12/2027	270	Cedar Rapids State Bank	$ 243,200	3.751%
CD	Revenue	06/15/2026	03/12/2027	270	California International Bank, N.A.	$ 243,200	3.750%
CD	Revenue	06/15/2026	03/12/2027	270	Henderson State Bank	$ 243,200	3.698%
CD	Revenue	08/15/2025	01/26/2027	529	Premier Bank	$ 236,700	3.792%
CD	Revenue	08/15/2025	01/26/2027	529	GBank	$ 236,200	3.951%
CD	Revenue	08/15/2025	01/26/2027	529	First Capital Bank	$ 237,000	3.692%
CD	Revenue	08/15/2025	01/26/2027	529	ESB Bank	$ 237,200	3.682%
CD	Revenue	08/15/2025	01/26/2027	529	Mission National Bank	$ 236,600	3.842%
CD	Revenue	05/29/2026	12/30/2026	215	Millennial Bank	$ 244,500	3.688%
CD	Revenue	05/29/2026	12/30/2026	215	Cumberland Federal Bank, FSB	$ 244,500	3.680%
CD	Revenue	05/29/2026	12/30/2026	215	Financial Federal Bank	$ 244,500	3.760%
IntraFi	Revenue	06/04/2026	12/03/2026	182	Byline Bank	$ 2,500,000	3.675%
BILL	Revenue	06/01/2026	11/19/2026	171	TREASURY BILL	$ 299,953	3.592%
BILL	Revenue	06/01/2026	11/12/2026	164	TREASURY BILL	$ 1,899,403	3.585%
CD	Revenue	06/30/2026	10/14/2026	106	Citizens State Bank of La Crosse	$ 247,100	3.710%
CD	Revenue	06/30/2026	10/14/2026	106	EvaBank	$ 247,200	3.710%
CD	Revenue	06/30/2026	10/14/2026	106	American Pride Bank	$ 217,000	3.710%
CD	Revenue	06/30/2026	10/14/2026	106	Hiawatha National Bank	$ 247,100	3.742%
CD	Revenue	06/30/2026	10/14/2026	106	The Bank of Versailles	$ 247,200	3.709%
CD	Revenue	06/30/2026	10/14/2026	106	West Pointe Bank	$ 247,200	3.710%
CD	Revenue	06/30/2026	10/14/2026	106	PeopleFirst Bank	$ 247,200	3.710%
CD	Revenue	06/15/2026	09/29/2026	106	CIBC Bank USA	$ 247,200	3.704%
CD	Revenue	06/15/2026	09/29/2026	106	Bank 7	$ 247,100	3.728%
CD	Revenue	06/15/2026	09/29/2026	106	Customers Bank	$ 205,700	3.668%
CD	Revenue	06/15/2026	09/14/2026	91	Omb Bank	$ 247,400	4.000%
CD	Revenue	06/15/2026	09/14/2026	91	New Republic Bank	$ 247,500	3.650%

Investment Type	Account	Settle Date	Maturity Date	Days	Institution	Cost	Rate
CD	Revenue	06/15/2026	09/14/2026	91	Truxton Trust Company	$ 247,600	3.608%

November 17, 2026

FOIA Request(s)

Freedom of Information Act Request(s) (FOIA)
Freedom of Information Act request(s) received this month.

- B. Biasi requested collective bargaining agreements between the Mundelein Elementary Education Association and the district between 2001 and 2017.
- A. Khan requested purchase records from 1/1/2022 to the present.

RECOMMENDED MOTION
That the Board of Education of Mundelein Elementary School District 75 approve the FOIA report as presented.

November 17, 2026

Annual Renewal List Report

Disposal of School Property

The following equipment is no longer used. The administration recommends approval to dispose of the district equipment.

Dept: Operations & Maintenance

Description	Asset	Quantity
Hot Cart for Kitchen	A01062910	1
Husqvarna Lawn Mower	9N-01072800 1050	1

Dept: Teaching & Learning

Description	Asset	Quantity
Misc Textbooks and Professional Development Books		129

Dept: Washington

Description	Asset	Quantity
Misc Library Books		202

Wrestling Renewal

The school district currently has a cooperative agreement with Diamond Lake School D76 to participate in wrestling. However, the Illinois Elementary School Association (IESA) recently announced that for the 2026-2027 school year it is now requiring schools to have two separate cooperative team sponsorships for Boys Wrestling and Girls Wrestling.

The recommendation is to approve the two separate cooperative team sponsorships for Boys Wrestling and Girls Wrestling between Mundelein Elementary School D75 and Diamond Lake School D76.

RECOMMENDED MOTION

That the Board of Education of Mundelein Elementary School District 75 approve the Annual Renewal List Requests, as presented.